

Sales Manager
Inn at Westminster Quay
900 QUAYSIDE DRIVE
NEW WESTMINSTER, B.C.
CANADA
V3M 6G1A

PLACE
POSTAGE
HERE

Corporate Travel Program

APPLICATION



900 Quayside Drive, New Westminster, British Columbia, Canada V3M 6G1 • (604) 520-1776

For reservations call your Travel Planner, or Toll Free 1-800-663-2001, or Fax (604) 520-5645

CORPORATE TRAVEL PROGRAM

Guaranteed Room Rates for your Company

We guarantee CTP room rates so your company can save money every year by keeping the lid on rising costs of business travel. In addition, you can forecast travel expenses more accurately.

Guaranteed Room Reservations Option

With this option, we'll hold your reservation whatever the arrival time. If you have to cancel, simply call us before 4:00 pm on the arrival date and there is no penalty. A guaranteed room which is not claimed or properly cancelled will be billed at the first night's room rate. **All Guaranteed No Shows must be paid, so be sure to obtain a cancellation number whenever you have to cancel a reservation.**

HOW TO JOIN

If you plan to utilize the hotel on a regular basis, join the growing number of companies that are already taking advantage of great savings. These must be non-group, business travel related reservations.

To join CTP simply fill out the application, indicate the number of room nights you expect to use in a year and whether you'd like the option of guaranteed reservations. Then mail it to us. As soon as it's approved, we'll send you confirmation.

Printed in Canada

www.innatthequay.com email: info@innatthequay.com

CORPORATE TRAVEL PROGRAM APPLICATION:

Yes, our company would like to apply for membership in the Inn at Westminster Quay Travel Program. We understand that these special guaranteed room rates are intended for non-group travel only.

Please print or type information: Local _____ Out of Town _____

Company _____

Address _____

City _____ Prov./State _____ Postal/Zip Code _____

Travel Planner's Name _____ Title _____

Contact Name _____ Title _____

Business Phone () _____ Fax () _____

Number of Nights to be stayed at the Inn at Westminster Quay per year _____

Number of traveling employees _____ Subsidiary Co. _____

Alternate location address and contact: _____

Email: _____

GUARANTEED ROOM RESERVATION AND DEPOSIT WAIVER AGREEMENT

We want to have the opportunity to guarantee reservations of our employees. It is understood and agreed by the undersigned company.

1. That all employees have the authority to make guaranteed room reservations and the company will be responsible for paying for such reservations should the employee not arrive and fail to properly cancel his/her reservation.
2. For any reservation which has been guaranteed and not claimed, we agree to pay upon receipt of a billing the first night's room rate unless the guaranteed reservation was cancelled prior to 4:00 pm, and a cancellation number recorded. We understand that non-payment of these may result in disqualification from the Corporate Travel Program.

Company Authorized Officer

Signature of Authorized Officer

Date

For Office Use Only: INT: _____

CO _____ CE _____ CL _____ CP _____ GO _____

1 _____ 3 _____ 2 _____

Sales Associate _____