

Holiday Inn Austin NW/Arboretum Reservation Form

8901 Business Park Dr.
Austin, Texas 78759

Phone: 512.343.0888
Fax: 512.343.6891

HOTEL RESERVATION FORM FOR KILGO WORKSHOPS

1. Contact Person (person arranging travel—DOES NOT HAVE TO BE REGISTERED HOTEL GUEST)

Name			
School/District			
Phone		Ext	
After-hours phone #			
Fax Number			
Email			

2. Hotel Guests - up to four guests in a hotel room with two beds. All guests need to be registered so they can be contacted in case of an emergency. A separate reservation form for each guest must be filled out if they are single occupancy.

	First Name	Last Name	Arrive	Depart
Guest #1				
Extra guests in the same room (\$85/single; \$95/double; \$105/triple; \$115/quad) – see below for additional rate information				
Guest #2				
Guest #3				
Guest #4				

3. Payment options. A credit card is required only to confirm your registration. **Credit cards or other forms of payment must be presented at check in.**

Credit Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Diners Club			
Credit Card #		Exp Date		

**Fax form and hotel tax exempt certificate to
512.343.6891, Attn: Sales Department**

Registration is not confirmed until you receive a confirmation fax or email.

The Arboretum Area is a popular section of Austin—area-wide sellouts of hotel rooms are not uncommon. Please ensure that your reservation is confirmed before traveling to Austin.

**See next page for reservation instructions and applicable rates.
Please do not fax any of the following pages to the hotel.**

4. Making reservations.

Either fax this form to 512.343.6891 Attn: Sales Dept., or call the toll free reservations number at 877-719-8291 and specify:

1. The hotel name (**Holiday Inn Austin NW**)
2. The day(s) you plan to stay, and
3. Your group name (**Kilgo Workshops**) to get the negotiated group rates.

5. Taxes.

- State tax – waived with a valid hotel occupancy tax exemption certificate (6%) (**required at check in**)
- City tax – all hotel guests are required to pay city tax (9%) according to state law.

6. Special rates for Kilgo Workshop participants.

A block of rooms has been reserved for Kilgo Workshop participants. Once that block is filled or the cutoff date passes (whichever comes first), the hotel may set aside an “Overflow” block of rooms *based on availability*. “*Special Rate*” and “*Overflow Rate*” are:

Special Rate

\$85/single; \$95/double; \$105/triple; \$115/quad occupancy.

Reservations received after cutoff dates specified below automatically default to the “Overflow” rate – if rooms are available, hotel can not guarantee.

Overflow Rate

\$95/single; \$105/double; \$115/triple; \$125/quad occupancy – based on availability

7. Cutoff dates for special rates.

<i>2008-09 Kilgo Sessions</i>	<i>“Special Rate” Cutoff</i>	<i>“Overflow” Cutoff**</i>	<i>As Available**</i>
Jan. 19-23, 2009	Dec. 29, 2008	Jan. 9, 2009	Until workshop (no special rates; standard hotel rates apply)

**Based on availability. If special/overflow rates not available, standard hotel rates available

8. Important notices:

- **Payment must be made at check in.** All major credit cards, cash, and checks are accepted.
- A credit card **MUST ALSO** be presented at check-in for incidental items. The card will only be charged for the items approved by card holder.
- **NO SMOKING!** All rooms in this hotel are **NON-SMOKING**. If a hotel guest smokes in the room, the credit card used for incidentals will be charged \$250 per night.
- **NO PETS!** This hotel does not allow pets. If a pet is brought into the room, the credit card used for incidentals will be charged \$250 per night.

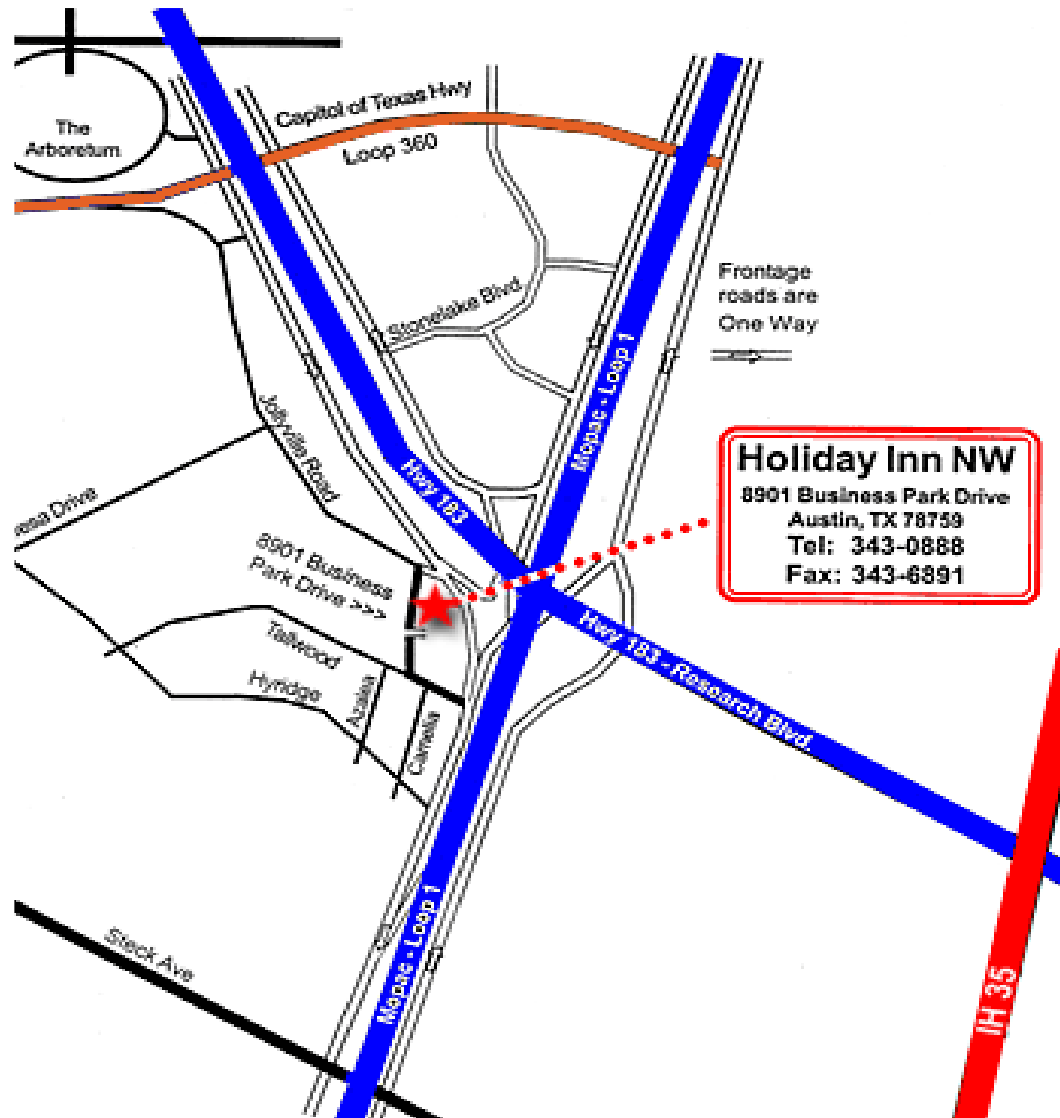
9. Cancellation policy.

Reservations may be cancelled up until **6 p.m.** on the day of arrival without penalty. Failing to cancel or not show results in a penalty of one night room charge and 15% tax.

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LOCATION AND DRIVING DIRECTIONS

Located at the intersection of MoPac/Loop 1 and Hwy 183 and 10 miles northwest of downtown Austin.



Driving Directions:

From I-35

Exit 183 North. Take 183 north to Capitol of Texas Hwy. (Loop 360) exit. Turn left at light. Go over 183 and turn left at first light. Move to center lane. As frontage road bends right turn right on Tallwood Dr. Turn right on Business Park Drive.

From Hwy. 183 Heading South

Exit Capitol of Texas Hwy. (Loop 360), cross over Loop 360, following frontage road, as it bends right, turn right onto Tallwood Dr., then right onto Business Park Dr.

From Hwy. 183 Heading North

Exit Capitol of Texas Hwy. (loop 360), turn left at light. Go over 183 and turn left at first light. Move to center lane. As frontage road bends right, turn on Tallwood Dr. Turn Right on Business Park Dr.

From Loop 1 (Mopac) Heading South

Exit Capitol of Texas Hwy (360) move into the right lane and turn right at the first light (Capital of Texas). Take Capitol of Texas Hwy for 4 lights crossing over 183 and turn left at first light. Move to center lane. As frontage road bends right turn right on Tallwood Dr. Turn right on Business Park Drive.

From Loop 1 (Mopac) Heading North

Take Hwy. 183 north exit. Take Capitol of Texas Hwy. (Loop 360) exit. Turn left at light. Go over 183 and turn left at first light. Move to center lane. As frontage road bends right turn right on Tallwood Dr. Turn right on Business Park Drive.

From Austin Bergstrom International Airport

Take Hwy. 71 West to Hwy. 183 North. Take Hwy. 183 North and exit Capitol of Texas Hwy. (Loop 360). Turn left at light. Go over 183 and turn left at first light. Move to center lane. As frontage road bends right, turn right on Tallwood Dr. Turn right on Business Park Drive.

Holiday Inn Austin NW/Arboretum

Nestled in the scenic hills of Austin, and located near some of Austin's greatest shopping and attractions....luxury and convenience await you at the Holiday Inn® Northwest Plaza Arboretum Area.

Located in the Austin Arboretum Area at the intersection of MoPac (Loop 1) at Hwy. 183 (Research Blvd.). Northwest Austin's top choice for **Full Service Accommodations**.

Our garden atrium atmosphere affords each visitor the opportunity to relax, unwind and allow our service-oriented staff to take care of your every need.

Experience the difference of our award winning service while you enjoy a deliciously prepared meal in either the Park Restaurant or Legends Sports Bar and Grill. Whether you are here for a business trip or just spending quality time with the family we'll have everything you need to make it an enjoyable stay.

Want to know more? Please visit our website at www.hotelaustin.com