

GUEST ACCOMMODATIONS RESERVATION FORM 2025 - GROUP SHORT TERM STAY

Group reservation details are coordinated and confirmed on behalf of the group by one representative before/during/after the group's arrival.
Please provide the appropriate contact person you wish to be the sole designate accepting responsibility for the reservation of UNBC Facilities and Services.

| | | |
|---|-------------------|---|
| Last Name | First Name | Arrival Date: NOTE: Available as of May 9, 2025 Time: |
| Organization / Company Name | | |
| Address | City | Province |
| Postal Code | Email Address | |
| Work Phone # | Cell Phone # | |
| On-Site Designate: Same as Above or Last Name | | Departure Date: NOTE: Available until August 8, 2025 Time: |
| | | *Minimum Three (3) Night Stay |
| First Name Cell Phone # | | |

RESERVATION INFORMATION

UNBC will reserve a block of rooms for a group booking based on availability and with a minimum of 5 suites (20 beds). All rooms shall be offered at the listed rates and are subject to taxes. Groups who book 5+ suites are eligible to save 15% on the regular rate. All rates are quoted in Canadian funds and are net, non commissionable.

Service includes: wifi, parking, bedding, towels, kitchenware and small appliances. For short-term stays (< 29 days) light weekly suite cleaning is provided. Long-term guests are responsible for cleaning the suites and laundering linens as suite cleaning is not provided. Pay-per-use laundry facilities are located on each floor.

Four Bedroom Suite with Single Occupancy: # _____ suite(s) (minimum 5 suites for three night stay) **\$115.00/night**
(rate includes 15% discount)

Four Bedroom Suite with 2+ Occupants: # _____ suite(s) (minimum 5 suites for three night stay) **\$169.00/night**
(rate includes 15% discount)

FOUR BEDROOM SUITE OCCUPANCY

The maximum number of guests permitted to sleep in one suite is four. Single beds are provided. How many guests will be staying in your four bedroom suite(s)?

Total # of
GUESTS _____

MINORS IN FOUR BEDROOM SUITES

UNBC requires adult (19+) Chaperones to stay in the same building, floor, and/or suite with minors 18 or younger. A minimum ratio of one (1) chaperone per twelve (12) minors is required. Chaperones assume full responsibility for the care, conduct, and control of their charges while on campus. The client is responsible for ensuring that Chaperones adhere to the Guidelines and Standards, and communicate the information to their charges. A completed "Supervision of Minors" form(s) must be submitted to the university two (2) weeks prior to the first reserved date of the rental period.

NOT
APPLICABLE

Total # of
ADULTS _____

Total # of
YOUTH _____

Guest Accommodations

3333 University Way, Prince George, BC V2N 4Z9

unbc.ca/accommodation | conference@unbc.ca | Tel: 250-960-6760 | Fax: 250-960-5291

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PARKING

Parking passes provided upon check-in are valid for the residence parking lot ONLY. The make, model, colour, and license plate number of the vehicle will be requested at check-in. UNBC Parking Regulations and applicable fees are in effect at all times.

NOT
APPLICABLE

of BUSES, PASSENGER VANS: _____

of CARS, TRUCKS, SUV'S: _____

Total # of VEHICLES: _____

MASTER-PAY ACCOUNTS

Reservations with Master-Pay Accounts are confirmed once the group representative has signed the Rental Agreement and the non-refundable deposit(s) has been received by UNBC. The group reservation will be billed to a master account with payments made by the group representative as per below:

- A non-refundable deposit equivalent to 10% of the estimated rental fee is due upon signing the Rental Agreement.
- A non-refundable deposit equivalent to 50% of the estimated rental fees is due 60 days prior to the first reserved date.
- The remaining estimated rental fees are due 30 days prior to the first reserved date.
- Less than 30 days prior to the first reserved date, there will be no refunds for: cancellations, no-shows, late arrivals, or early departures. Substitute reservations over the same dates and the same room types are accepted.
- Upon check-out, any additional charges incurred will be invoiced.

Rooming List: The Group Representative will be provided with a rooming list template by UNBC. The completed roommate list must be submitted to UNBC Conference and Event Services five (5) business days prior to the first reserved date of the rental period. UNBC reserves the right to assign all rooms and allocations may vary.

Group Check-in: The Group Representative is responsible for managing the group registration/check-in. The Group Representative will distribute access cards to participants along with details regarding their room, rooming list(s), check-in and out times, and other pertinent information related to UNBC Guest Accommodations. Appropriate furnishings and a location for registration/check-in purposes will be provided.

Deposits, Payment and Cancellation: Payment and cancellation terms are outlined in the Rental Agreement provided by UNBC.

By signing and returning this form, these arrangements for a **Master-Pay Group Reservation** will be agreed to on a definite basis. UNBC will proceed with confirming availability, and issuing the Rental Agreement and Booking Confirmation(s).

Group Representative Signature: _____ Date: _____

MasterCard, Visa, or UNBC account codes are accepted at the UNBC Conference and Event Services office. Cheques, cash and Interac are not accepted. A signed rental agreement and payment information must be provided to confirm a reservation.

****Please call our office to provide your credit card information. Phone: 250-960-6760****

UNBC DEPARTMENTS ONLY

Internal account codes are required to confirm a reservation. Fund transfers will be processed as per the deposit & payment schedule outlined in the rental agreement.

| | | |
|-----------------|--------------------|---------|
| Department Name | Authorizing Person | Ext. |
| FUND | ORG | ACCOUNT |
| | | PROG |

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GUEST ACCOMMODATION PRIVACY NOTICE

This Guest Accommodation Reservation Form collects personal information for the purpose of seeking availability and confirming room bookings with UNBC Conference and Event Services. We collect, use, retain, disclose, and dispose of personal information in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA). This collection is authorized by section 26(c) of FIPPA.

If you have any questions about the collection or use of your personal information, please contact conference@unbc.ca

I have read, understand, and agree to this Privacy Notice. I also understand that I have the option to ask questions about any part of this statement before signing.