

**Important Notice: The Christmas Party has been moved to
The Columbus Convention & Trade Center - 801 Front Avenue, Columbus, GA**

Room Reservations will remain at the Hilton Garden Inn

2015 Room Reservation Request

Fax this form to Mona Carter @ 706.562.0325 no later than November 23 to confirm room reservations

- Note: Maximum 4 people per room. Use additional sheets if more than 4 rooms are needed
- Room Reservations will be made in the name of the person listed as Guest #1 for each room

Office Location: _____ Manager: _____

Room #1	
Room Type: (Circle ONE) 1 King Bed 2 Queen Beds	
Check-in Date: _____ Check-out Date: _____	
Guest #1: _____	Guest #3: _____
Guest #2: _____	Guest #4: _____

Room #2	
Room Type: (Circle ONE) 1 King Bed 2 Queen Beds	
Check-in Date: _____ Check-out Date: _____	
Guest #1: _____	Guest #3: _____
Guest #2: _____	Guest #4: _____

Room #3	
Room Type: (Circle ONE) 1 King Bed 2 Queen Beds	
Check-in Date: _____ Check-out Date: _____	
Guest #1: _____	Guest #3: _____
Guest #2: _____	Guest #4: _____

Room #4	
Room Type: (Circle ONE) 1 King Bed 2 Queen Beds	
Check-in Date: _____ Check-out Date: _____	
Guest #1: _____	Guest #3: _____
Guest #2: _____	Guest #4: _____