Hotel Reservation Request

Send this form to:

The Westin Grand
2350 M Street, NW
Washington, DC 20037
Call (202) 429-0100 or fax (202) 429-9759

Guest Name: _____
First M. Last

School: _____

Street: _____

City: _____State: ____ Zip Code: _____

Telephone: (H)( ) _____ (W)( ) _____

Arrival Date and Time: _____

Departure Date and Time: _____

Number of people in room:
❑ 1 ❑ 2 ❑ 3 ❑ 4 Share With: _____

❑ Smoking ❑Non-Smoking

Bed Type Preference:
❑ King ❑ Double/Double (2 beds)

Remarks/special needs: _____

If anyone in the room has a disability, please indicate the nature of the disability and any special accommodations needed:
_____
_____

❑ **Yes, I would like to guarantee for late arrival after 6:00 p.m.**

Deposit Enclosed: ❑ Check or Money Order $ _____

❑ American Express ❑ Carte Blanche ❑ Diners Club

❑ MasterCard ❑ Visa

Credit Card No.: _____
Exp. Date: _____
Authorized Signature: _____

See reverse side for important information

AALS Workshop for New Law Teachers
June 27–29, 2002

Single/Double: $169.00 plus 14.5% sales tax

CUT-OFF DATE: June 6, 2002
Please note: Make your hotel reservations early since it is possible that the room block could fill prior to that date.

Check-in time is 3:00 p.m. Check-out time is 12:00 noon.

RESERVATION REQUEST

The Westin Grand is pleased you have chosen it for your upcoming visit.

In guaranteeing your reservation for late arrival (arrival after 6:00 p.m.) the Westin Grand requires that you either:

1. Send this form with a check or money order covering the first night's room and tax.

2. Fax (202) 429-9759 or call the hotel at (202) 429-0100 with your reservation, along with the entire number of one of the following credit cards: American Express, Carte Blanche, Diners Club, MasterCard or Visa. If faxing the form, don't forget the expiration date and your signature, and be sure that you receive a confirmation from the hotel.

The Westin Grand will not hold your reservation after 6:00 p.m. on the day of arrival without guaranteeing the reservation with one of the above methods. Deposits will be refunded only if cancellation notification is received by the hotel by 6:00 p.m. the day prior to arrival.

Please note that check-in time is 3:00 p.m.
Check-out time is 12:00 noon.