

# UNIVERSITY of HOUSTON

STUDENT HOUSING & RESIDENTIAL LIFE

## CONFERENCE RESERVATION FORM

4373 Cougar Village Dr. 121 • Houston, TX 77204-3018 • 713-743-6007 • [StayatUH@uh.edu](mailto:StayatUH@uh.edu)

Completing this form is the first step in booking conference rooms. Once the completed form is received, a reservation is made and estimate will be sent for approval. Once approved, then guest housing agreement/contract is drafted. All reservations remain pending until a contract is signed and deposit is received.

Group Name \_\_\_\_\_ Conference Dates \_\_\_\_\_  
(May 20, 2019 thru July 31, 2019)

Primary Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

On-site contact (w/phone) \_\_\_\_\_

Group name as it should appear on contract \_\_\_\_\_  
(Please note deadline for approval of any language change to the actual contract is April 1, 2019)

### Housing

All conference guests will be housed in on campus housing that may be a 4-person suite or double occupancy bedroom. Intern housing will be in Cougar Place. All other conference housing will be determined on availability and listed in the final contract.

\* Please note that all rates are quoted as per person per night. For more housing options please contact us for a quote.

### Additional Information

\* Group Type: Intern Housing  Adult  Youth  Ages of Youth \_\_\_\_\_

\* Guarantee Number: (Total number requesting to be accommodated. Numbers will be used for billing) \_\_\_\_\_

\* Please distinguish the number of male (M) and female (F) spaces needed. M \_\_\_\_\_ F \_\_\_\_\_

\* How many doubles (Two individuals share a room) and singles (One individual per room)? D \_\_\_\_\_ S \_\_\_\_\_

\* Please list your check-in(s) and checkout(s) number, date and time. Please list early staff arrivals.

# \_\_\_\_\_ Check-in date/time: \_\_\_\_\_ / \_\_\_\_\_ Checkout date/time: \_\_\_\_\_ / \_\_\_\_\_ (After 12 noon, additional fees may apply)

# \_\_\_\_\_ Check-in date/time: \_\_\_\_\_ / \_\_\_\_\_ Checkout date/time: \_\_\_\_\_ / \_\_\_\_\_ (After 12 noon, additional fees may apply)

# \_\_\_\_\_ Check-in date/time: \_\_\_\_\_ / \_\_\_\_\_ Checkout date/time: \_\_\_\_\_ / \_\_\_\_\_ (After 12 noon, additional fees may apply)

# \_\_\_\_\_ Check-in date/time: \_\_\_\_\_ / \_\_\_\_\_ Checkout date/time: \_\_\_\_\_ / \_\_\_\_\_ (After 12 noon, additional fees may apply)

\* Will your group need parking permits?  No  Yes If yes, how many? \_\_\_\_\_  
(Please note requests made within 10 business days of arrival will not be honored)

\* Will your group need meals?  No  Yes (If yes, please fill out the Meal Plan Form on following page)

\* Your group will only be given 10% over meal cards from guarantee number.

\* Please list any special accommodations that are needed.

\_\_\_\_\_  
\_\_\_\_\_

## **Meal Plan Form**

Group Name \_\_\_\_\_ Conference Dates \_\_\_\_\_

Primary Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Cellular# \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

On-site Contact Person \_\_\_\_\_ Cellular # \_\_\_\_\_

**Price Packages:** \$27.75 (plus tax) per person per day (Breakfast=\$8.00, Lunch=\$9.25, Dinner=\$10.50)

**Tax Exempt:** If your group is tax exempt, please provide a Tax Exempt Certificate when you return your contract. This information MUST be provided at least 30 business days prior to arrival.

**Location:** All meals for your meal plan package are provided at Moody Towers Dining Commons.

**Meal Times:** Meals are served on the following schedule: breakfast from 7 a.m. to 9 a.m., lunch from 11 a.m. to 2 p.m., and dinner from 5 p.m. to 7 p.m. When working to create your event schedule please remain flexible when planning your dining times. Due to space limitations in our dining hall, groups may be required to eat at designated times.

**Guarantee Number:** The guarantee number will be the minimum that your group will be charged unless changes are received prior to 30 business days before your arrival. This amount will be invoiced and payment must be made prior to arrival. Following your stay, an invoice will be generated for all meals that your group consumes above the guarantee for each meal period.

Please use the space below to list the dates you will need meals and the guaranteed number for each meal. The following information will be used to set up group meal plans and for future billing. Accuracy in predicting your participant numbers is very important. If your conference is longer than 7 days, please attach a schedule with number of participants per date per meal.

Date:	Date:	Date:	Date:	Date:	Date:	Date:
B	B	B	B	B	B	B
L	L	L	L	L	L	L
D	D	D	D	D	D	D

**Special Arrangements** - Catering service is available through The Fresh Fork, the on-campus catering provider. Please provide information below for the dates, time, location, requested number and a cost estimate will be provided. Alternatively, please feel free to contact [The Fresh Fork](#) directly at 713-743-2202.

Box/sack Meals - on site \_\_\_\_\_

(i.e. catering, cookouts, snacks, ice) \_\_\_\_\_

### **Meeting Space Reservations**

Will your group need meeting/classroom space? If so, please fill out the information below. Please make sure to complete each space or attach a list of classroom space, not the group schedule. Spaces, if available, will be throughout campus due to limited space in the residence halls and charged to the group. Costs will be listed in agreement/contract. All spaces are equipped with a computer and projector system. All meeting/classroom reservation requests must be submitted by no later than April 1st and are subject to availability.

DAY/DATE(S)	TIME BEGIN/END	CAPACITY	# OF ROOMS

### **Next Steps**

Once this form is submitted you will hear from Conference Services staff to clarify information and provide estimated total costs. Please be sure to review this information carefully as it will be used to create the Guest Housing Agreement/Contract. The contract must be signed and returned within 30 days of the start of the on-campus event. Fifty percent of the total estimated costs is also due at this time. No less than 15 business days prior to your event a room roster will be sent. It is recommended that the room roster is returned no less than 5 days prior to the start of your event at the University of Houston.

If any questions should arise as you begin to plan your event, please do not hesitate to reach out to Conference Services at [StayatUH@uh.edu](mailto:StayatUH@uh.edu). Also, be sure to visit our [website](#) for helpful information.