

GROUP HOTEL RESERVATION FORM

Email this completed form to

the hotel's reservation team at **SEAGH-Reservations@hyatt.com**

GROUP INFORMATION

Organization Name	Mailing Address		
Contact Name	Contact Phone Number	City	-
Contact Name	Contact Hono Number	Oity	
Hotel Preference (Hyatt Regency or Olive 8)	Contact Email Address	State/Zip	
			-

GUEST INFORMATION

Guest	Guest 1	Guest 1	Guest 1 Email	Guest 2 (Roommate)	Check-in	Arrival	Check-	Special	Hyatt
1 Prefix	First Name	Last Name	Address	Name	Date	Time	out Date	Requests	Loyalty #

PAYMENT INFORMATION

After you receive confirmation numbers for your guests, payment may be made via credit card by filling out a secure Credit Card Authorization online with <u>Certiport</u>. For those who would like to mail a check, please include the completed Group Hotel Reservation Form with guest information along with the check for the Hotel to apply the payment to the appropriate reservations. The check can be mailed to one of the addresses below:

Hyatt at Olive 8 or Hyatt Regency Seattle

Attn: Finance Lockbox 94028 Attn: Finance PO Box 84412

Seattle, WA 98124 Seattle, WA 98124-5712

For questions you can reach out to the hotel's reservation team at <u>SEAGH-Reservations@hyatt.com</u>.

NOTES

- Requests for 3 or more rooms are considered a group.
- This form must be complete, including the number of rooms needed per night.
- Room blocks will be confirmed on a first come first served basis.
- There is a 72 hour cancellation policy to avoid a one night penalty charge.