



www.cbayresort.com

PO Box 246 ~ Vieux Fort, St. Lucia ~ 758-459-6000

ROOM REQUEST FORM

(Please print or type clearly)

Date (mm/dd/yyyy): _____

Company Name: _____

IATA/CLIA/OSSN # (where applicable): _____

Guest Name: _____

Guest Address: _____

Street address

City, State, Zip/Postal Code

Guest E-mail: _____

Guest Phone & Fax: _____

Requested Date(s) of Travel: Option 1: _____ **Option 2:** _____

Number of Adults: _____ **Number of Children/Ages:** _____

Group Master Category (to be completed by hotel): _____

Confirmation # (to be completed by hotel): _____

Confirmed rate (to be completed by hotel): _____

Confirmation supplied via e-mail on (date): _____

Rate Quote (to be completed by hotel): _____

COMP/DISCOUNT Request Approved by:

UK Office, Miami Office or GM (circle one) (to be completed by hotel)

Date

Travel Arrangements should be requested no more than 60 days prior to your dates of travel. You & your guest must be at least 21 years of age. Rates are applicable for 30 days from date of quote. Confirmation is based on space availability and **blackout dates including all US, UK, Canada and St. Lucia may apply.** Complimentary travel will not be approved over Easter, Thanksgiving, Christmas or New Year's Holidays (from one week before to one week after each holiday). All incidental charges are not included and are the sole responsibility of the guest.

Please complete form and return to industryservices@cbayresort.com or via fax at 305-234-3343, availability will not be confirmed via telephone.