



RESERVATION REQUEST FORM  
**Davisware 2019 User Conference**  
**Sunday, April 7-Wednesday, April 10, 2019**

PLEASE PRINT OR TYPE:

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME (If there is a 2<sup>nd</sup> adult attending): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Pre Conference (4/6/19) Room Rate= \$171.00 per room\*\***

**Conference Single Rate (4/7,4/8,4/9) = \$225.00 per person per night\***

**Conference Double Rate (4/7,4/8,4/9) = \$144.00 per person per night\***

**Post Conference (4/10/19) Room Rate = \$171.00\*\***

\*Rates above are also subject to tax per night

\*\*Rates above are also subject to tax and \$12.00 amenity fee per night

All requests are subject to availability of the contracted room block. Reservation forms received after the cutoff date of **March 8, 2019** are subject to availability and may not qualify for the discounted group rate.

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Bed Preference (Based on Availability). Please Check One.

1 King Bed \_\_\_\_\_ 2 Queen Beds \_\_\_\_\_ King Accessible \_\_\_\_\_

Please provide your email address for confirmation information (Confirmation will be sent within 48 hours):

☐ Email \_\_\_\_\_

Please guarantee my reservation with credit card as indicated below. This card is for guarantee only.

☐ American Express ☐ Visa ☐ MasterCard ☐ Discover

Card#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on the Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**Cancellation Policy:**

If you find it necessary to cancel or change plans, please inform us by 3:00pm Central Standard Time 48 hours prior to your arrival to avoid a one night's room and tax charge to your credit card.

**Initial here to accept the cancellation policy:** \_\_\_\_\_

Please return this completed form with your credit card information to our reservation department by one of the following ways.

Mail:	Email:
Attn: Reservations Eaglewood Resort & Spa 1401 Nordic Road Itasca, Illinois 60143	<a href="mailto:reservations@eaglewoodresortchicago.com">reservations@eaglewoodresortchicago.com</a>

**\*Incomplete forms will not be processed\***