

ADMIN USE ONLY: Contract # _____
Contract Sent _____ Contract Received _____
Deposit Received _____ Final Invoice Sent _____
Final Invoice Paid _____ Total Price _____
 Insurance Calendar Rental Report Cumis

————— YLI —————
HEADQUARTERS

RESERVATION FORM

GUEST INFORMATION

Contact Person _____
Group Name _____
Address _____
Email _____ Phone _____
Fax _____ Est. Attendance _____ Min on Contract _____

EVENT

Event _____ Date(s) _____
Arrival Time _____ Departure Time _____
First Meal _____ Last Meal _____
Special Dietary Needs _____
YLI Transportaion Yes No Wi-Fi Required Yes No A/V Required Yes No

FACILITIES

Lodging Location _____
Activity _____ Date _____ Total # _____
Activity _____ Date _____ Total # _____
Facilities Needed _____
 Room Assignments Attached

OFFICE

Attached Schedule Deposit Due Date _____
 Attached Price Quote Deposit Amount _____
 Sent Participant Forms Filled Out By _____