

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

————— **CULI** —————  
**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 \_\_\_\_\_  
CULI 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 \_\_\_\_\_