



The 2024 Upper Room Retreat

One form for room

Guest Name _____

Guest Billing Address _____

City & State, Zip Code _____

Phone Number _____ Email Address _____

Date of Arrival _____ Date of Departure _____

of Nights _____ Number of Adults: _____ Number of Children and Ages: _____

Special Requests / Needs _____

Room Options:

Standard Studio \$315.00 (retreat dates only, pre/post dates at \$335 per night) _____

Standard One Bedroom \$515.00 (retreat dates only, pre/post dates at \$535 per night) _____

Ocean Front Studio \$425.00 (retreat dates only, pre/post dates at \$465 per night) _____

Ocean Front One Bedroom \$625.00 (retreat dates only, pre/post dates at \$675 per night) _____

Bedding Request: King Bed _____ or Twin Beds _____

Disability: _____ If Yes, Description of room needs _____
Yes No

Group Dates: April 14, 2024 through April 19, 2024

Group Rates: Negotiated confidential rates plus 13.25% occupancy tax and 4.167% general excise tax, plus \$6 per studio Housekeeping Gratuity per day for retreat dates. Pre/post rates plus tax and gratuity are available for (3) days pre and (3) days post retreat dates. *Tax subject to change. **Special group rate is not combinable with any other offer.

Building and Floor Request: Confirmed based on availability on availability at time of checkin. Specific room numbers are not confirmed and are a request only. Check-in is at 3pm; check-out is 11 am.

Deposit Policy: Once a booking form has been received by our offices, an email will be sent with a reference number confirming receipt and a secure link to provide your credit card for your deposit payment of two nights' charges plus maid's gratuity. Payment needs to be made within (7) days to confirm booking. Remaining full stay prepayment will be automatically processed 45 days prior to arrival.

Cancellation: Reservations must be cancelled no later than 60 days prior to arrival to avoid forfeiture of two nights deposit and no later than 45 days prior to arrival to avoid full prepayment forfeiture. No show, late arrival and early departure will result in forfeiture.

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