



THE UNIVERSITY CLUB
WASHINGTON, DC

Housing Form

email to:

mjaramillo@universityclubdc.com

1135 16th Street, NW
Washington, DC 20036
202.862.8800

Maria Jaramillo-Leiva

Director of Rooms Operations

E: mjaramillo@universityclubdc.com

T: 202-824-1396

ICGFM 2022 INTERNATIONAL CONFERENCE

First Name **Last Name** **Arrival Date** **Departure Date**

\$299 single/ double occupancy, plus 14.99% occupancy tax per night

(\$343.82 per night inclusive of tax)

Payment: American Express, Master Card, Visa, and cash are our preferred forms of payment for overnight accommodations, dining, athletic center usage fees, and spa services. Charges may be placed on your guest room account and settlement made before departure.

Note: The University Club charges a 4% processing fee for non-members on credit card / non-cash payment transactions. Guests have the option of paying cash or traveler check to avoid the processing fee.

CREDIT CARD AUTHORIZATION FORM

ARRIVAL DATE: _____

CREDIT CARD NAME _____

CREDIT CARD NUMBER _____

EXPIRATION DATE _____ **3- OR 4-DIGIT CODE** _____

POSTAL ZIP CODE _____

CREDIT CARD BILLING ADDRESS: _____

CITY/STATE/COUNTRY/REGION: _____

CONTACT PHONE NUMBER: _____

CONTACT EMAIL ADDRESS _____

***A valid telephone number and email are required as we will need to contact you to confirm receipt. If we are unable to do so, your reservations will be subject to cancellation.**

I hereby authorize the charges to be applied to the above credit card.

Signature of cardholder _____

Completed form must be sent to Maria via email at the address listed above.