

# Reservation Request Form

## VIRGINIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS RESERVATION DEADLINE – April 10, 2008

Return Directly to:

**Hilton Virginia Beach Oceanfront**  
3001 Atlantic Ave  
Virginia Beach, Virginia 23451

Phone: (757) 213-3000  
Fax: (757) 213-3019

Reservations may also be made by calling 1-800-HILTONS or 757-213-3000

Rates: \$ 149.00 per room, per night Single/Double Occupancy

Check-in time is after 4:00 p.m.

Check-out time is before 11:00 a.m.

**In making your reservation, The Hilton Virginia Beach Oceanfront requires that you either:**

- (1) Enclose a check or money order equal to first night's rate, plus 15.5% (please, no cash)
- (2) Send the entire number of your following credit card: AMERICAN EXPRESS, DINERS CLUB, VISA, MASTERCARD, CARTE BLANCHE, or DISCOVER. Please include the expiration date and your signature.

The Hilton Virginia Beach Oceanfront regrets that it cannot guarantee your reservation without one of the above. Deposits will be refunded only if cancellation notice is given prior to 4:00 p.m. on the day of arrival. (Please record your cancellation confirmation number).

**If more than one room, please:**

- a) enclose list of names/addresses, indicating which guests share room.
- b) indicate how advance deposit should be divided (if applicable).
- c) indicate how final payment will be made (one or more payments).

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### FORM TO BE COMPLETED - PLEASE PRINT OR TYPE

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Arrival: Date \_\_\_\_\_ Time \_\_\_\_\_ Departure: Date \_\_\_\_\_ Time \_\_\_\_\_

Number of Rooms: \_\_\_\_\_ Names for Each Room: \_\_\_\_\_

Number of People in Each Room: Adults \_\_\_\_\_ Children under 18 \_\_\_\_\_ Number of People Sharing Room: \_\_\_\_\_

Special Requests: (NOT Guaranteed)  One Bed  Two Beds  Smoking  Non-Smoking  
 Handicapped Accessible

Check or Money Order Enclosed - Amount \$ \_\_\_\_\_  Credit One Room  Credit evenly among All Rooms

AMEX  CARTE BLANCHE  DINERS CLUB  DISCOVER  MASTERCARD  VISA

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_