

**GUEST ACCOMMODATIONS RESERVATION FORM 2024 - GROUP SHORT TERM STAY**

Group reservation details are coordinated and confirmed on behalf of the group by one representative before/during/after the group's arrival. Please provide the appropriate contact person you wish to be the sole designate accepting responsibility for the reservation of UNBC Facilities and Services.

<b>Last Name</b>		<b>First Name</b>		<b>Arrival Date:</b>	
Organization / Company Name				NOTE: Available as of May 10, 2024	
Address		City	Province		Time:
Postal Code		Email Address		<b>Departure Date:</b>	
Work Phone #		Cell Phone #		NOTE: Available until August 9, 2024	
<b>On-Site Designate:</b>		Same as Above		Time:	
or Last Name		First Name		*Minimum Three (3) Night Stay	
				Cell Phone #	

**RESERVATION INFORMATION**

UNBC will reserve a block of rooms for a group booking based on availability and with a minimum of 5 suites (20 beds). All rooms shall be offered at the listed rates and are subject to taxes. Groups who book 5+ suites are eligible to save 15% on the regular rate. All rates are quoted in Canadian funds and are net, non commissionable.

Service includes: wifi, parking, bedding, towels, kitchenware and small appliances. Bedding and towels will be refreshed weekly for short term guests. Long term guests are responsible for cleaning the suites and laundering linens. Pay-per-use laundry facilities are located on each floor.

**Four Bedroom Suite with Single Occupancy:** #\_\_\_\_\_ suite(s) (minimum 5 suites for three night stay) **\$108.00/night**  
*(rate includes 15% discount)*

**Four Bedroom Suite with 2+ Occupants:** #\_\_\_\_\_ suite(s) (minimum 5 suites for three night stay) **\$160.00/night**  
*(rate includes 15% discount)*

**FOUR BEDROOM SUITE OCCUPANCY**

The maximum number of guests permitted to sleep in one suite is four. Single beds are provided. How many guests will be staying in your four bedroom suite(s)?

Total # of  
GUESTS \_\_\_\_\_

**MINORS IN FOUR BEDROOM SUITES**

UNBC requires adult (19+) Chaperones to stay in the same building, floor, and/or suite with minors 18 or younger. A minimum ratio of one (1) chaperone per twelve (12) minors is required. Chaperones assume full responsibility for the care, conduct, and control of their charges while on campus. The client is responsible for ensuring that Chaperones adhere to the Guidelines and Standards, and communicate the information to their charges. A completed "Supervision of Minors" form(s) must be submitted to the university two (2) weeks prior to the first reserved date of the rental period.

NOT  
APPLICABLE

Total # of  
ADULTS \_\_\_\_\_

Total # of  
YOUTH \_\_\_\_\_

**Guest Accommodations**

3333 University Way, Prince George, BC V2N 4Z9

unbc.ca/accommodation | conference@unbc.ca | Tel: 250-960-6760 | Fax: 250-960-5291

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<b>PARKING</b>	<i>NOT APPLICABLE</i>	# of BUSES, PASSENGER VANS: _____ # of CARS, TRUCKS, SUV'S: _____ Total # of VEHICLES: _____
Parking passes provided upon check-in are valid for the residence parking lot ONLY. The make, model, colour, and license plate number of the vehicle will be requested at check-in. UNBC Parking Regulations and applicable fees are in effect at all times.		

**MASTER-PAY ACCOUNTS**

Reservations with Master-Pay Accounts are confirmed once the group representative has signed the Rental Agreement and the non-refundable deposit(s) has been received by UNBC. The group reservation will be billed to a master account with payments made by the group representative as per below:

- A non-refundable deposit equivalent to 10% of the estimated rental fee is due upon signing the Rental Agreement.
- A non-refundable deposit equivalent to 50% of the estimated rental fees is due 60 days prior to the first reserved date.
- The remaining estimated rental fees are due 30 days prior to the first reserved date.
- Less than 30 days prior to the first reserved date, there will be no refunds for: cancellations, no-shows, late arrivals, or early departures. Substitute reservations over the same dates and the same room types are accepted.
- Upon check-out, any additional charges incurred will be invoiced.

**Rooming List:** The Group Representative will be provided with a rooming list template by UNBC. The completed roommate list must be submitted to UNBC Conference and Event Services five (5) business days prior to the first reserved date of the rental period. UNBC reserves the right to assign all rooms and allocations may vary.

**Group Check-in:** The Group Representative is responsible for managing the group registration/check-in. The Group Representative will distribute access cards to participants along with details regarding their room, rooming list(s), check-in and out times, and other pertinent information related to UNBC Guest Accommodations. Appropriate furnishings and a location for registration/check-in purposes will be provided.

**Deposits, Payment and Cancellation:** Payment and cancellation terms are outlined in the Rental Agreement provided by UNBC.

By signing and returning this form, these arrangements for a **Master-Pay Group Reservation** will be agreed to on a definite basis. UNBC will proceed with confirming availability, and issuing the Rental Agreement and Booking Confirmation(s).

Group Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MasterCard, Visa, or UNBC account codes are accepted at the UNBC Conference and Event Services office. Cheques, cash and Interac are not accepted. A signed rental agreement and payment information must be provided to confirm a reservation.

**\*\*Please call our office to provide your credit card information. Phone: 250-960-6760\*\***

**UNBC DEPARTMENTS ONLY**

Internal account codes are required to confirm a reservation. Fund transfers will be processed as per the deposit & payment schedule outlined in the rental agreement.

Department Name	Authorizing Person	Ext.	
<b>FUND</b>	<b>ORG</b>	<b>ACCOUNT</b>	<b>PROG</b>

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**GUEST ACCOMMODATION PRIVACY NOTICE**

The University of Northern British Columbia (UNBC) needs to collect information from you to complete your guest accommodation reservation, process payment(s), and to generate check-in reports to prepare for your arrival and stay on campus. UNBC may need to directly disclose some/all information to personnel such as Housing & Residence Life staff, Parking and Security Services, and Distribution Services, or contracted personnel such as Food Services.

UNBC collects, uses, shares, discloses, maintains, and when applicable, deletes and destroys Personal Information according to the Freedom of Information and Protection of Privacy Act [RSBC 1996 c.165]. UNBC is obligated to protect your personal information and has various processes in place to ensure it is secure. You have the right to revoke consent to the collection, use, retention, and disclosure of personal information at any time, but doing so will result in consequences including, but not limited to, forfeiting your reservation for Guest Accommodations.

The Freedom of Information and Protection of Privacy Act allows us to keep your Personal Information for at least one year after collection and when its period of usefulness is over, we will securely delete or destroy it.

IF THE INFORMATION WE HAVE COLLECTED FROM YOU IS INCORRECT, OR IF YOU HAVE QUESTIONS, please contact UNBC Hospitality Services at email: [conference@unbc.ca](mailto:conference@unbc.ca) or Housing & Residence Life at email: [guestaccommodations@unbc.ca](mailto:guestaccommodations@unbc.ca). If you have questions or concerns, please contact UNBC Governance Officer for Access, Privacy and Records Management at email [privacy@unbc.ca](mailto:privacy@unbc.ca).

**I have read, understand, and agree to this Privacy Notice. I also understand that I have the option to ask questions about any part of this statement before signing.**