

We are collaborating with two local hotels. To reserve a room at the Crowne Plaza, complete this form and fax it to Robin Kocot: rkocot@cpdanbury.com. To reserve a room at the Ethan Allen Hotel, please fill out this form, scan and send to Colleen Coderre at ccoderre@ethanallenhotel.com.

CROWNE PLAZA HOTEL DANBURY

Today's date _____

18 Old Ridgebury Road
Danbury, Connecticut 06810
1-877-898-3116
Fax: 1-203-8305188
cpdanbury.com

ONLY 1 Form Needed PER SCHOOL...not Per Person or room

ETHAN ALLEN HOTEL DANBURY

21 Lake Avenue Ext.,
Danbury, Connecticut 06811
1-203-744-1776
ethanallenhotel.com

KCACTF FESTIVAL 49 HOTEL RESERVATION FORM

January 31st, 2017 – February 5th, 2017

All rooms are Non Smoking.

Arrival Day & Date: _____

Departure Day & Date: _____

- o Special Requests: _____
- o Room requests noted on this form cannot be guaranteed, but will be honored based on availability. Reservations will be taken on a first come first serve basis. (In the event that the Crowne Plaza Hotel is sold out, we will assign you to an alternate hotel.

School Attending: _____

School Contact's Name: _____

School Address: _____

City, State, Zip _____

Daytime Phone _____ Cell Phone _____ Fax _____

Email **Required** for Confirmation: _____

All Names of Festival Attendees must be provided no later than January 11, 2016 on rooming list via email or fax.

Festival on Site Faculty Contact Name: _____

On Site Faculty Cell Phone Number: _____

School will require a (total) number of guest rooms: { } Singles { } Doubles { } Triples { } Quads { }

We will be sending a total of { } Students to the Festival. = Total of { }

Reservation forms and full Payment are due **no later than January 16, 2017.**

- Room rate is 123.85 per night – includes CT 15% tax + all fees.

Credit Card Type: _____ Credit Card Number: _____

Expiration Date: _____ Name as it appears on Card: _____

Signature: _____

Please indicate if the above credit card will be used for full payment on January , 2017: YES__ NO__

- Credit Card will be charged for full amount on January 16, 2017
- A Credit Card is required to hold a room block (Purchase Orders are not accepted.)

{ } We will be paying by Company Check (Checks must be received by January 16, 2017.

{ } We will require a pre-invoice.

CANCELLATION POLICY: Individuals must cancel their reservations by January 16, 2017 to avoid non-refundable penalties. If an individual reservation is cancelled after January 12, 2016 or does not arrive on the specified dates, the reservation is non-refundable for all reserved rights. You may substitute another individual for a cancelled room without penalty up to 48 hours prior to arrival.

Check in Time: 3pm Check-out Time: 11am

Complimentary Wi-Fi All rooms have coffee makers.

Please complete this form and return it to the reservations department at either the Crowne Plaza Hotel Danbury,

ATTN: Robin Kocot Email: rkocot@cpdanbury.com (or Fax to: 1-203-8305188), or the Ethan Allen Hotel,

ATTN: Colleen Coddaira at ccoddaira@ethanallen.com.