

We are collaborating with two local hotels.

To reserve a room at the Crowne Plaza, complete this form and send to Elizabeth Besso at EBesso@cpdanbury.com.

To reserve a room at the Ethan Allen Hotel, complete this form and send to Colleen Coderre at colleen.coderre@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 50 HOTEL RESERVATION FORM

January 30th, 2018 – February 4th 2018

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 15, 2018 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 15, 2018.**

- 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 15, 2018: YES__ NO__

- Credit Card will be charged for full amount on January 15, 2018
- 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 15, 2018.

{ } We will require a pre-invoice.

CANCELLATION POLICY: Individuals must cancel their reservations by January 15, 2018 to avoid non-refundable penalties. If an individual reservation is canceled after January 15, 2018 or does not arrive on the specified dates, the reservation is non-refundable for all reserved rights. You may substitute another individual for a canceled 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: Elizabeth Besso at EBesso@cpdanbury.com. (or Fax to: 1-203-830-5188)

or

Ethan Allen Hotel

ATTN: Colleen Coderre at colleen.coderre@EthanAllenHotel.com.