

Travel Group Request

Email to: jennifer@jenshospitality.com

Company and Billing Information	
Today's Date	
Company or Group Name	
Contact Name	
Position	
Phone	
Email	
Company address	
Company Billing address	
Travel Information	Total Days
Company Outing	
Corporate Retreat	
Annual Meeting	
Special Occasion	
One Destination	City: State: Country:
Multiple Destinations	States: Countries:
Type of Trip	Resort: All-Inclusive: Cruise: Other:
Themed	Golf: Casino: Safari: Other:
Special Request(s)	
Lodging Information	
Group Total	
Number of Rooms	
Room preference (e.g., king, double, single)	
Smoking (Yes or No)	
Special Request (s)	
Reservation Policy	YOU ARE RESPONSIBLE FOR TAXES, GRATUITIES, SERVICE CHARGES AND INCIDENTALS CHARGED BY INDIVIDUAL PROPERTIES.