



2050 E. Ventura Blvd. Camarillo, CA 93010
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www.bellacapriinn.com

FOR STAFF USE ONLY		
EVENT DATE:		
EVENT NAME:		
STAFF INITIALS:		
WEDDING?	Y	N

Updated 11.7.17 TRS

WEDDING / GROUP ROOM BLOCK RESERVATION AGREEMENT

Name of Event / Group: _____

Date of Arrival: _____ # of Nights: _____ # of Rooms: _____ Estimated Time of Arrival: _____

Event Contact Person: _____ Referred by: _____

Email Address(s): _____ Phone (Cell): _____

Address: _____ City: _____ State: _____ Zip Code: _____

The following individual(s) are authorized to make modifications to this Agreement prior to the Block Release Date:

1) Name: _____ Title: _____ Phone (cell): _____

2) Name: _____ Title: _____ Phone (cell): _____

Additional Details:

Bride/Groom Name: _____ Bride/Groom Name: _____

Wedding Date: ____/____/201____ Day: _____ Time: _____ Location: _____

Date of Rehearsal Dinner: _____ Time: _____ Location: _____

Transportation provided by: _____ Pick up Time: _____ Drop off Time: _____

Meeting & Events Room: _____ Terrace: _____ Courtyard: _____ On-Site Catering: _____

Remarks: _____

CARD HOLDER INFORMATION

As a requirement to guarantee your room block, a photocopy of a government issued identification and credit card must accompany this agreement. The signature holder below acknowledges that a mandatory \$200.00 security deposit will be placed on this card upon arrival and will be released upon successful departure.

Card Holder Name: _____ ID#: _____

Credit Card Number: _____ Expiration Date: ____/____ CVC: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____

Group Room Block Rules and Guidelines:

In order to complete a Group Room Block Reservation, the undersigned must agree to the following terms:

Rooms & Rates:

- A minimum of 5 rooms must be reserved in order for guests to receive a 5% discount off of our standard rates.
- A maximum of 10 rooms can be reserved in one single Group Room Block reservation; otherwise a Complete Site Rental Block contract will be required; Subject to availability.
- Room Block Reservations cannot be booked more than 18 months in advance.
- We do not accept Room Block Reservations made under 30 days.
- All quoted rates exclude tax and may vary during peak periods, weekends, and holidays.
- Rates are based on double occupancy. \$10 for each additional person 18 and over, except in suites.
- Negotiated Rates are guaranteed up to 30 days prior to the event and may not be the lowest available rate.
- Complimentary room blocks and the corresponding negotiated rates are valid only until 30 days prior to the event date. Any rooms not reserved within 30 days of the event will be released for sale to the general public and the rates will revert to the hotel's published rates.

Block Release Date (30 Days Prior): _____

- Negotiated rates do **not** include breakfast. Additional meal packages may be purchased separately.
- Guests are required to reserve and guarantee their own reservations, a maximum of 2 rooms per person.
- Guests will be responsible for their own charges; exceptions: _____

Cancellation Policy:

- Individual room modifications or cancellations must be received **48** hours prior to arrival to avoid a penalty of one (1) night room & tax. **Cancellation Deadline is 6pm on:** _____

Quiet Hours:

- We strictly enforce a reduction of noise levels between 10pm-8am in consideration of other hotel guests.
- Non-compliance may result in additional fees being assessed or guests being asked to leave premises.

General Information:

- Check-in is at 3pm. Check-out is at 11am. Early check-ins and late check-outs are never guaranteed and are subject to availability and/or additional fees.
- Guests must be 21+ and a valid ID must be presented upon check-in.
- The management assumes no responsibility for accidents, injuries, theft or loss due to any cause.
- Minimum \$100 refundable deposit for cash paying guests.
- Our property is 100% smoke-free. A \$200 penalty will be charged for non-compliance. **X**_____
- We welcome small pets up to 20 pounds on the ground floor only; subject to staff approval. Pets must be supervised at all times. A \$200 refundable deposit is required in case of damage and a \$20 cleaning fee is charged per pet per day. **X**_____
- Cribs & Air mattresses require advanced notice and are subject to availability and/or additional fees.
- Any special requests such as delivery or distribution of gifts/gift bags must be arranged in advance with management and may be subject to a fee.

{ Our on-site restaurant, Old Town Cafe, is open for breakfast & lunch, Mon - Sat: 7am - 2pm, & Sun: 8am-2pm }

ROOM DESCRIPTIONS

Economy Full: 1 full bed, **Standard Queen:** 1 queen bed,

Balcony Queen: 1 queen bed and balcony, **Corner Queen:** 1 queen bed w/bath & shower combo

King Accessible: Wheelchair accessible, **King:** 1 king bed, **2 Double Beds:** 2 full/queen beds,

The Mini-Suite: 2 queen beds, 1 twin bed, 1 bathroom w/bath & shower combo, and balcony.

The Fireplace Suite: 2 bedrooms w/separating door, fireplace, balcony, micro-kitchen, soaking tub w/separate shower.

The Tower Suite: 2 bedrooms w/locking doors, 3 plasma TV's, walk-in shower w/separate his & her sinks, full kitchen, dining room, family area and balcony.

All rooms are equipped w/a microwave, refrigerator, coffee station, iron and ironing board, hair dryer, radio, HD cable with flat screen TVs, free local calls, and complimentary Wi-Fi.

ROOM SELECTION

Please note that the below Room Selection is a request only and reservations are based on current inventory. Requested rooms may not be available at the time of submission.

ROOM TYPE	Staff Use	QTY	DAY 1 /	DAY 2 /	DAY 3 /	DAY 4 /	DAY 5 /	DAY 6 /	DAY 7 /
Economy Full		1							
Standard Queen		12							
Balcony Queen		1							
Corner Queen		1							
King Accessible		1							
Standard King		3							
2 Double Beds		3							
Mini Suite		1							
Fireplace Suite		1							
Tower Suite		1							

BY SIGNING THIS APPLICATION YOU HAVE AGREED TO ALL ITEMS LISTED ABOVE AND WILL COMPLY WITH ALL WRITTEN RULES AND GUIDELINES OF THE BELLA CAPRI INN & SUITES:

This booking agreement will remain tentative until it is signed and returned to Bella Capri Inn & Suites. You should receive a written or email confirmation within 2 weeks. If you do not receive confirmation, please call (805)482-0777. To guarantee the quoted rates and availability of the above, this contract must be signed and returned by: _____

Applicant Signature: _____ Date: _____

Printed Name: _____

If you have any further questions, please contact the Front Office at (805) 482-0777, or via email at info@bellacapriinn.com

FOR STAFF USE ONLY: Input Date: _____ Staff Initials: _____