



PERSONAL HOTEL STAY EXTENSION FORM

Note: Rotary International will reserve your accommodations for the 2017 International Assembly, 15-21 January, separately. Your personal extension dates will be processed by the hotel directly. Please submit your form to Mark Hannigan via email at mark.hanniganii@hyatt.com or fax to +1-619-358-6729. Please be aware that two different confirmations will be sent to you: one from Rotary International for the dates covered by RI, and another from the hotel once your personal extension is received and confirmed.

Group Name: Rotary International

Pre-/Post-Assembly Group Rate Dates (select dates that apply):

Pre-Assembly dates: January ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14

International Assembly arrival/departure dates: January 15-21

Post-Assembly dates: January ☐ 21 ☐ 22 ☐ 23 ☐ 24 ☐ 25

Room Rate(s): US\$285.28 (\$253 plus 12.5% tax plus \$0.85 city of San Diego tax) per night, per room. Note that tax and fees are subject to change. Subject to availability.

Check-in Time: 16:00 hours. Check-out Time: 12:00 hours

DO NOT CALL the hotel directly to make reservations; telephone agents will not be able to access the group rate. The hotel will confirm availability within 7-10 business days by email or fax. You will be responsible for any additional costs associated with changes in your air reservations due to personal travel.

Rotary International assigns specific room types for officer use during the International Assembly. If your pre- or post-assembly personal accommodations differ from those reserved during the meeting, you will be expected to move to your pre-assigned room type within the hotel for the duration of the meeting.

EXTENSION RESERVATION

NAME _____ DISTRICT _____

MAILING ADDRESS _____

CITY _____ STATE/PROVINCE _____

POSTAL CODE _____ COUNTRY _____

TELEPHONE _____ FAX _____
(Include country/city codes) (Include country/city codes)

EMAIL _____

NUMBER OF ROOMS NEEDED _____ TOTAL GUESTS _____

PRE- AND/OR POST-ASSEMBLY DATES

ARRIVAL DATE _____ DEPARTURE DATE _____

CREDIT CARD INFORMATION

Your credit card is for guarantee only. One night's room and tax will be charged to your credit card if you cancel less than 48 hours before your reservation.

☐ Visa ☐ MasterCard ☐ Diners Club ☐ JCB ☐ American Express

Card Number

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EXPIRATION DATE _____ 3- OR 4-DIGIT SECURITY CODE _____

AUTHORIZED SIGNATURE OF CARDHOLDER _____
(Sending via email constitutes signature)

ADDITIONAL INFORMATION

You must arrange for transportation to and from the airport for personal stay extensions.

Upon arrival at the hotel, you must provide a credit card for ALL CHARGES for pre- or post-assembly rooms.

SPECIAL NEEDS

The hotel complies with the Americans with Disabilities Act (ADA) and requests very specific information in order to best accommodate your needs. Indicate any medical conditions that RI should be aware of, as well as any special arrangements that need to be made to accommodate you.

- ☐ I require a room with a roll-in shower.
- ☐ I require a room with grab rails in the shower/tub and around the toilet.
- ☐ I require a bathtub with a portable bench and grab rails.
- ☐ I require a room with a phone for hearing-impaired individuals and a visual alarm.
- ☐ I require all literature to be written in Braille.
- ☐ I require a wheelchair/scooter.
- ☐ Other (please specify):

ROOM PREFERENCE

(The preferences below are not guaranteed and are subject to availability upon check-in.)

- ☐ King Bed ☐ Two Double Beds

The Manchester Grand Hyatt San Diego is 100 percent smoke-free. This policy includes all restaurants, lounges, meeting rooms, public spaces, employee work areas, and guest rooms. Designated smoking areas will be made available outside of the hotel for guests who smoke.

CANCELLATIONS/CHANGES

Submit any changes, corrections, or cancellations in writing (fax: +1-619-358-6729; email: mark.hanniganii@hyatt.com). Notify the hotel 48 hours before arrival to cancel your personal extension reservation. You will be charged one night's room and tax if you cancel less than 48 hours before your reservation. For your protection, you are encouraged to ask for a cancellation confirmation number.

Find additional information about the Manchester Grand Hyatt at www.manchestergrand.hyatt.com.

Submit completed form by Friday, 30 September, to:

Reservations Department
Manchester Grand Hyatt
One Market Place
San Diego, CA 92101 USA
Fax: +1-619-358-6729
Email: mark.hanniganii@hyatt.com