



**BROADMOOR HOTEL ROOM RESERVATION FORM**  
**JANUARY 22 - 25, 2020**

Name \_\_\_\_\_ Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_  
Run of house - \$185

In order to prevent a cancellation or change fee of one night's room rate, cancellation or changes in arrival and/or departure date must be confirmed no later than seven (7) days prior to your arrival date.

A Daily Resort Service Charge fee of \$32.00 (subject to change and not inclusive of applicable taxes) per room, single or double occupancy will be added to your account daily to include: Unlimited access to the Broadmoor Fitness Center; local, toll-free, credit card and collect call access up to one hour in length; daily gratuities for housekeeping personnel; all incoming faxes; in room coffee, tea and daily newspaper. The overnight parking fee is \$32.00 for valet, \$25.00 for overnight self parking and daily parking for the garage is \$12.00 maximum.

Guests are subject to applicable state, local and sales/lodging taxes and 2.95% public improvement fee. The Broadmoor Hotel automatically applies a 20% gratuity to all food and beverage purchases at the hotel. We hope this helps make your stay more enjoyable. Because of state and local liquor laws, guests and visitors are prohibited from bringing alcohol onto the licensed premises.

Tax-exempt forms must be complete and received when booking reservations. Payments must be made from the tax-exempt organization. If payment is made by credit card, the organization's name must appear on the credit card. Any incidental charges must be settled upon departure.

All changes and/or cancellations must be made no later than 7 days prior to the arrival date to prevent a forfeiture of one night's room rate plus tax.

**When making reservations for three or more rooms from the same organization please contact Chasity Morey at [CMOREY@Broadmoor.com](mailto:CMOREY@Broadmoor.com) All school information and final payments are due 30 days prior to arrival.**

Credit Cards: If you wish to charge your deposit to your credit card, please indicate below your card number, expiration date, and signature. An immediate charge will be placed on your account.

Credit Card # \_\_\_\_\_ (Circle One) VISA M/C AmEx Discover Diners  
Expiration Date \_\_\_\_\_ Signature \_\_\_\_\_

**Return reservation form to:**

The Broadmoor Hotel  
Attn: Reservations  
P.O. Box 1439  
Colorado Springs, CO 80901-1439  
You may FAX this form to 719.577.5738  
Questions? Contact: 1.800.634.7711

We will make every attempt to honor your request; however, if your first choice is unavailable, we will accommodate you in as similar a room as possible. For additional suite requirements and information please call 1.800.634.7711. Reservations will be filled in the order they are received and should be received at least 30 days prior to the date of the Clinic/Conference.

**Deadline for Reservations: January 3, 2020**