



**BROADMOOR HOTEL ROOM RESERVATION FORM**  
**JANUARY 25-28, 2023**

Name \_\_\_\_\_ Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_  
Run of house - \$190

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 \$39.00 (subject to change and not inclusive of applicable taxes of 10.2%) per room, single or double occupancy will be added to your account daily to include:

- Wired & wireless high-speed internet access up to 20 mbps
- Local and toll free calls up to one hour
- Online access to 7,000+ newspapers and magazines
- Unlimited access to Fitness Center and daily group fitness classes (Early Bird Aquatics & Broadmoor Bootcamp)
- All incoming faxes
- Resort & local activity shuttle to Cheyenne Mountain Zoo, Starsmore Visitor and Nature Center, The Broadmoor World Arena, and The Broadmoor Seven Falls
- Complimentary Notary Services available by appointment. Please dial "0" to arrange
- Admission to nightly movie and select matinees in The Little Theater
- In-room hot beverage program with assorted teas, coffee, & hot chocolate
- Two bottles of water and ice delivered at turndown

A \$5.00 daily Housekeeping Gratuity and Portage services of \$16.00 will be added to each room. The overnight parking fee is \$35.00 for valet, \$25.00 for overnight self parking and daily parking for the garage is \$12.00 maximum (rates subject to change).

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: December 31, 2022**