

# Hotel Reservation Form

HAWK'S CAY RESORT WELCOMES  
IEEE Communication Workshop, December 3 - 6,2000  
**GROUP CODE: 297264**

Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_ Telephone (Home): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Type (Circle One): Mastercard Visa Discover Diners American Express

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Number of Guests in Room (Ages, if Children): \_\_\_\_\_

(Children 17 and under are free, extra person charge is \$25-00 per night.)

- Guestroom, single \$246.00 package rate for single person occupancy per night  
 Guestroom with Spouse, double \$307.28 package rate

ACCOMMODATIONS: Check in 4:00 pm / Check out 11:00 am

- Smoking  Non-Smoking

Package includes:

- Guestroom accommodations including tax and resort fee
- One hot & cold reception with two drink coupons for wine or beer inclusive of tax and service charge
- Two group lunches inclusive of tax and service charge
- Three breakfast buffets inclusive of tax and service charge
- Two group dinners including two drink coupons for wine or beer inclusive of tax and service charge
- Two breaks daily for three days inclusive of tax and service charge

Spouse Package includes:

- Single package
- One additional reception and two additional dinners

CANCELLATION POLICY IS SEVEN DAYS PRIOR TO ARRIVAL  
CANCELLATION WITHIN SEVEN DAYS WILL RESULT IN FORFEITURE OF DEPOSIT  
CANCELLATION AT ANY TIME AFTER RESERVATION IS CONFIRMED WILL RESULT IN A \$25.00 FEE

RESERVATION FORMS MUST BE COMPLETED AND RETURNED TO:

Reservations Department  
Hawk's Cay Resort  
51 Hawk's Cay Boulevard, Duck Key, FL 33050  
Website: [www.hawkscay.com](http://www.hawkscay.com)

**Phone: 888-809-7459**

**THIS TELEPHONE LINE IS FOR GROUP RESERVATIONS ONLY**

**Fax: 305-743-0641**

Please complete one form for each room needed, a confirmation will be mailed.  
First nights room deposit will automatically be charged to your credit card.

**Reservations must be received by November 3, 2000 to guarantee your room and the group rate.**