



210 HOLIDAY COURT • ANNAPOLIS, MARYLAND 21401
(410) 224-3150 * (800) 222-TREE
WWW.DOUBLETREEANNAPOLIS.COM

GROUP INFORMATION

GROUP NAME: **Potomac Senior High School**
CONTACT: **Ms. Linda Gibson** TITLE:
ADDRESS: **2052 Quaker Way**
Unit #9
Annapolis, MD 21401
TELEPHONE: **443-758-6225** FAX: EMAIL: **Ldgibson2@verizon.net**

GUEST ROOM INFORMATION

Sat 11/07
Run of House 20

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
Run of House	99	99	0	0

All rates are subject to the prevailing city (7%) and state taxes (6%). Currently, taxes total 13%. All rates are net non-commissionable.

METHOD OF GUESTROOM RESERVATION	OTHER
Reservations are being made by Individual Call-In until October 07, 2009 . Reservations must be guaranteed with a credit card when calling 1-800-222-TREE. Check in time is 4:00 PM and checkout time is 12:00 PM. Rooms requested or guests added after the cut off date will be based on a room and rate availability basis.	
BILLING INFORMATION	
Room and tax: INDIVIDUAL PAYS OWN Incidentals: INDIVIDUAL PAYS OWN Method of payment: Credit Card	
CANCELLATION (Individuals)	COMPLIMENTARY ROOMS / UPGRADES
Individual reservations must be canceled 24 hours prior to arrival to avoid a one time charge of room plus tax.	

I hereby accept the above stated terms and conditions, and further warrant that I have authority to sign on behalf of Potomac Senior High School.

Contract Return Due Date: **4/7/09**

POTOMAC SENIOR HIGH SCHOOL

DOUBLETREE HOTEL ANNAPOLIS

By: _____
Ms. Linda Gibson

By: _____
Terry Duley
Director of Catering

Date: _____

Date: _____