



Arrival \_\_\_\_\_ Departure \_\_\_\_\_

	Room 4	Student	Chaperone	Director	List school if sharing housing
1					
2					
3					
4					

Arrival \_\_\_\_\_ Departure \_\_\_\_\_

	Room 5	Student	Chaperone	Director	List school if sharing housing
1					
2					
3					
4					

*\*Rooms may not be available for check-in until 3:00 PM. Check out time is 11:00 am. Failure to cancel at least 48 hours prior to arrival of the reservation will result in one night's room charge.*

KMEA requires the signature of the school principal on any housing form that includes a teacher or adult chaperone assigned to the same room as students.

**Principal Signature** \_\_\_\_\_

**2019 KMEA Room Rates:**

(Overnight self-parking is \$10.00 per day)

**Galt House STATE SALES TAX EXEMPT RATE per night, which includes 9.5% tax**

Occupancy	Full-Rate	Per Person
1 Person	\$155.49	\$155.49
2 Persons	\$160.98	\$80.49
3 Persons	\$166.44	\$55.48
4 Persons	\$171.92	\$42.98

**Galt House NON-EXEMPT RATE per night, which includes 16.07% tax**

Occupancy	Full-Rate	Per Person
1 Person	\$164.82	\$164.82
2 Persons	\$170.62	\$85.31
3 Persons	\$176.43	\$58.81
4 Persons	\$182.24	\$45.56

To confirm reservations we require a guarantee by major credit card, purchase order or a check for one night's deposit. Invoices can be provided upon request.

Check# and Amount \_\_\_\_\_  
**(Check deposits must be received in advance)**

Purchase Order# and instructions \_\_\_\_\_  
**(Copies of Purchase Orders must be submitted to the Galt House)**

Charge Card Name: \_\_\_\_\_

Charge Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_