



SANDMANHOTELGROUP



2852 Douglas Street, Victoria BC 250 388.0788

April 13, 2017

RE: Hotel Accommodations for Circle

With this letter we would like to confirm your reservation at the Sandman Hotel Victoria.

Guest Amenities

Guests will be able to enjoy their stay with the various hotel amenities that include Swimming pool with Hot Tub, room service by Shark Club Sports bar & Grill, in-room coffee/tea, irons & ironing boards, in-room movies, and complimentary high-speed internet access in all guest rooms. A full service business centre is available as well for guest use.

Dining



Shark Club Bar & Grill Voted Canada's #1 Sports Bar!! Featuring seating for 200 guests, 43TVs and a massive projection screen for game nights. Gourmet meals to bar favorites are always available. At the Shark Club Bistro we offer a family friendly atmosphere.

Guest Room Rates

Arrival Date: Thursday, June 15, 2017		Departure Dates: Sunday, June 18, 2017		
Type	Regular Rate	Group Rate	Number of Rooms per category	Bed Configurations
Standard 2	\$199.00	\$130.00	10	Two double beds
Standard 1	\$199.00	\$121.00	10	1 king/queen bed
		Total rooms	6x3=18	

*Guest rates are for double/triple/quadruple accommodation. Children 16 years old and under stay free. Rates are quoted in Canadian Funds and do not include applicable taxes.

*All Suites have Living room with pull out sofa beds, kitchenettes and 2 televisions.



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Guest Room Reservation Procedure

Reservation Method

Individual call in by **May 15, 2017**

Guest Room Payment Procedure

We will require a Credit Card Number to secure the block of rooms.

Credit Card Number:

Expiration Date:

Name as it Appears on the Card:

Billing Address for Card:

Signature of Card Holder:

Important

Please provide a photocopy of the front and back of above credit card (as required by the credit card company), and submit with this signed agreement, if all rooms will be paid by Credit card on file.

Guest Room Method of Payment

Reservations for guestroom accommodation may be handled with Rooming Lists or Individual Reservations. Once the group has decided on such, they will be handled in the following manner:

Individual Reservations:

Your delegates are responsible for making their own reservations, and to ensure they receive the negotiated rates, they must specify they are with the code word or group number when reserving their room. Room rates will be held until **May 15, 2017** at which time rooms will be available based on space availability at our BEST AVAILABLE RATE at the time of booking. For reservations, your attendees may call 1-800-SANDMAN(726-3626). Once a reservation has been made, any changes must be made directly through our reservations department.