

Guest and Room Information

Guest Name:	Phone Number:
Email:	Room Rate:
Arrival Date:	Room Number:
Departure Date:	Room Type:

Payment and Identification

Upload a copy of your photo ID

Terms and Conditions

Departure time is 12 p.m. local time. A late departure fee may be applied for unauthorized late departures. Windy City Hotel assumes no responsibility for lost, stolen or damaged valuables left in the guest rooms, you or your guests' vehicle or otherwise in the Hotel. This is a non-smoking property. Failure to comply with the Hotel's no-smoking policy will result in a minimum fee of \$500 per day, depending on the room category, applied at the Hotel's discretion. A pre-authorization for your entire stay, including room rate and all applicable taxes and fees, plus \$200 per day for incidental charges shall be made to your credit card. You are personally liable for any charges incurred in connection with your stay.

You have received and/or reviewed a copy of the Guest Privacy Notice. See below. In addition, the "Hotel Name" Privacy Policy is available at:

Acceptance and eSignature:

Cardholder Signature:

Date: