

## Reservation Form

To reserve a room in our Center, please fill out this RESERVATION FORM. Be sure to fill all the information asked for. After accomplishing this FORM, save it to your computer and e-mail the form to [sscstagaytay@yahoo.com](mailto:sscstagaytay@yahoo.com). Thank you.

Name of Group	<input type="text"/>		
Address	<input type="text"/>		
Contact person/person making reservation	<input type="text"/>		
Telephone Number/s	<input type="text"/>		
Fax Number	<input type="text"/>	Email Address	<input type="text"/>
Date of Retreat	<input type="text"/>		
Expected time of Arrival	<input type="text"/>	First meal	<input type="text"/>
Expected time of Departure	<input type="text"/>	Last meal	<input type="text"/>
No. of Persons	<input type="text"/>		

Type of accommodation:

<input type="checkbox"/> Single (with own CR)	How many persons?	<input type="text"/>
<input type="checkbox"/> Single (with shared CR)	How many persons?	<input type="text"/>
<input type="checkbox"/> Double (with own CR)	How many persons?	<input type="text"/>
<input type="checkbox"/> Double (with shared CR)	How many persons?	<input type="text"/>
<input type="checkbox"/> Dormitory	How many persons?	<input type="text"/>

Deposit: sent through

Name of Bank	<input type="text"/>		
Amount Deposited	<input type="text"/>	Date of Deposit	<input type="text"/>
Others	<input type="text"/>		

NOTE: Reservation is confirmed upon payment of the reservation fee (30% of the total cost) three months before the actual retreat date.

**Cancellation.** A group may be allowed to cancel a confirmed booking one (1) month before the arrival. The confirmation fee will not be refunded but may be used within the calendar year if the group has already set a new schedule.