



## Hotel Room Reservation Request

<b>Group Name:</b>
<b>Dates of Stay:</b>
<b>Group Room Rate:</b>
<b>Reservations Deadline:</b> (Rate and Availability is not guaranteed after this date)

<b>Arrival Date:</b>		<b>Departure Date:</b>	
<b># of Rooms:</b>	<b>Room Type:</b>	<b># of Adults:</b>	<b># of Children:</b>
<b>Guest Name:</b>			
<b>SPG #:</b> (SPG is Starwood Preferred Guest , if you're not a member already, please be sure to sign up by visiting <a href="http://www.sheraton.com">www.sheraton.com</a> )			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Phone:</b>		<b>Email:</b>	
<b>Credit Card Type:</b>	<b>Credit Card #:</b>	<b>Exp:</b>	

\*\*Reservations will not be accepted without a credit card guarantee

<b>Special Requests:</b>

Please send completed form to: [reservearlington@sheratonarlingtonhotel.com](mailto:reservearlington@sheratonarlingtonhotel.com) or fax to (817) 548-2865. For questions or additional assistance, please call hotel reservations at (800) 442-7275.

Reservation cancellations will be accepted with no penalty up to twenty-four (24) hours prior to arrival.

**For Hotel use only:**

---

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_ Confirmation # \_\_\_\_\_