

2323 S. Mission St.  
Mt. Pleasant, MI 48858

Phone (989)772-4000  
Fax (989)772-5371



### CMU Reservation Form

#### Reservation Information

CMU Employee requesting reservation \_\_\_\_\_

CMU Department \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Guest Name \_\_\_\_\_

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

Bedding Preference \_\_\_\_\_ Number of Rooms \_\_\_\_\_

Confirmation Email Yes or No Email \_\_\_\_\_

Request Receipt Emailed upon Check out Yes or No

Special Requests \_\_\_\_\_

Additional Guests \_\_\_\_\_

#### Billing Information

Card Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Number \_\_\_\_\_

Name on Card \_\_\_\_\_

**Billing instructions** Room and Tax or All

#### Front Desk Only

Confirmation # \_\_\_\_\_ Date \_\_\_\_\_ Agent \_\_\_\_\_

Confirmation Sent Yes or No

Name of person Cancelling \_\_\_\_\_

Cancellation # \_\_\_\_\_ Date \_\_\_\_\_ Agent \_\_\_\_\_

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Cancellation Sent      Yes      or      No