

Navy Gateway Inns & Suites, Annapolis

For E5 and Above / Civilian Equivalent:

Tel: 410-293-3906

Fax: 410-293-2444

(This is a reservation request only, reservation is not guaranteed until you receive a confirmation)

Front Desk Hours of Operation: Daily: 0800-1730 Official Holidays: 0800-1400		Room Rate: VQ Suite: \$95.00 DVQ: \$100.00	
	TYPE OF ORDERS		
	TDY COST	PCS SINGLE	INVITATIONAL
	TDY NO COST	PCS FAMILY	SPACE-A
Check-in date:	Check-out date:	Last 4 of SSN #	
Name:		Email:	
Rank/ Title/Branch of Service:		No. of guest:	
Duty Station:			
Duty Phone #	Alternate #	Fax Number:	
Address: <i>(Must match credit card billing address)</i>			
Name of POC <i>(If applicable):</i>		Phone #:	Email:
FORM OF GUARANTEE			
<i>NOTE: All information below is necessary to confirm the reservation. Guests are encouraged to call the number above to provide information. Disclosure of credit card information electronically is voluntary not mandatory</i>			
Name on Credit Card:		Credit Card Number: (Visa, Mastercard only)	
Exp. Date: (Month/Year)		Security Code: (3 digit back of card)	
ADDITIONAL COMMENT -----SPECIAL REQUEST /REQUIREMENTS			
<p align="center"><u>RESERVATION/CANCELLATION POLICY AND ELIGIBILITY REQUIREMENT</u></p> <p><u>SPACE REQUIRED:</u> Active Military, Reservist, APF/NAF DOD civilians or Contractors <u>on official cost orders</u> can make reservations at anytime.</p> <p><u>SPACE-AVAILABLE:</u> Non-duty active military and/or family members, military retirees and active DOD APF/NAF civilians on non-duty status (as of July 2008). Advance reservation may be considered, based on projected availability.</p> <p><u>CANCELLATION POLICY:</u> Cancellation must be made <u>24 hours</u> prior to arrival, otherwise credit card will be charged for 1 day rate and the remainder of your reservation will be cancelled. Payment in full is due upon check in for Space-A travelers.</p> <p><u>IMPORTANT NOTE:</u> Check in time is from 2:00 to 5:30pm. All guests checking-in after 5:30pm (2:00pm on official holidays). Pick up your check-in packet from the assigned lock-box located in the front entry way of the building. Boxes are secured with the last four of the guest or sponsor's Social Security #.</p> <p>Late check-out <u>must be pre-arranged and approved</u> by NGIS staff and/or management otherwise; FULL DAY rate will be assessed after 1300 on scheduled day of departure.</p> <p align="center"><u>DUE TO SECURITY REASONS, KEYS AND CHECK-IN PACKAGE WILL BE ISSUED STRICTLY TO REGISTERED GUEST ONLY</u></p>			

PRIVACY ACT STATEMENT / FOR OFFICIAL USE ONLY PRIVACY SENSITIVE – Any misuse or unauthorized disclosure can result in both civil and criminal penalties. AUTHORITY: 5 USC 301, 44 USC 3101. PURPOSE: This information is requested to make reservation and to provide lodging at the Navy Gateway Inns & Suites, NSA Annapolis. USAGE: Information may be used by management & staff in the performance of their duties for reservation and accountability purposes. DISCLOSURE: Disclosure is voluntary. However, failure to provide the requested information may result in denial of reservation at the Navy Gateway Inns & Suites Annapolis.