Lee University
Teen Talent Housing Request Form
Aug. 3-7, 2015

Important Information (Please read carefully):

**Confirmation:** The Office of Special Events will send you a confirmation of your reservation upon receiving this form. Please review all information for accuracy. Email confirmations will be sent. If you do not receive a confirmation or have questions please call (423) 614-8619.

**Room Deposit Required to Secure Reservation:** Reservations will not be accepted without a Room Deposit of $25.00 per participant. Room Deposits will be accepted in the form of a valid credit card. Room Deposits will be accepted in the form of a check until July 1, 2015.

**Cancellation Policy:** Cancellations after July 1, 2015 and prior to 72 hours before arrival date will be subject to a $50 processing fee.

**Early Arrival and Late Departures:** Additional nights requested by Teen Talent participants and guests will be provided at a rate of $40.00 per room per night.

**Final Payment:** Final payment is due no later than July 17, 2015. Payments can be made by check or credit card information.

Guest Information:

Last Name __________________________________________
M.I. ______
First Name __________________________________________
Email Address _________________________________________
Daytime Phone ________________________________
Fax ________________________________
Address _______________________________________________________________________________________
Address 2 _______________________________________________________________________________________
City/State/Province_____________________________________________________________________________
Zip/Postal Code ______________________

I am representing the following Church:
Church Name ________________________________________________________________
Housing with Meal Packages:

Arrival Date: ___________   Departure Date: ________________

Please specify the quantity of each package needed.

# _____ Option 1/ Five Day Package
$200.00 per participant. This rate includes (5) nights of lodging with thirteen (13) meals in the Deacon Jones Dining Hall.

  Day One: Dinner
  Day Two: Breakfast, Lunch Dinner
  Day Three: Breakfast, Lunch, Dinner
  Day Four: Breakfast, Lunch, Dinner
  Day Five: Breakfast, Lunch, Dinner

# _____ Option 2/ Three Day Package
$150.00 per participant. This rate includes (3) nights of lodging with thirteen (7) meals in the Deacon Jones Dining Hall.

  Day One: Dinner
  Day Two: Breakfast, Lunch Dinner
  Day Three: Breakfast, Lunch, Dinner

# _____ Option 3/ Linens
$20.00 per participant. The linen option is only available for international guests only.

List number of beds needed for all participants:

_____ Male   _____ Female

Special Requests:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Payment (Must be at least $25 per participant to reserve room)
Credit Card Information:

Name as appears on Card ______________________________________

Billing Address__________________________________________________________________________

_____ Visa   _____ Discover

_____ MasterCard   _______American Express

Credit Card Number _________________________________

Expiration Date ____________________

CVV Number (3-digit number located on back) __________

I authorize Lee University to charge the Credit Card listed above $____________.

Check Amount: _________________________

Mail completed form and deposit check to:

Office of Special Events
P.O. Box 3450
Teen Talent
Cleveland, TN 37320-3450