

# HOTEL ALMA



University of Calgary  
Residence, Hotel & Conference Services  
University of Calgary  
169 University Gate NW  
Calgary, Alberta T2N 1N4

November 14, 2011  
WestCast Conference  
February 22-25, 2012

Thank you for choosing the brand new Hotel Alma in North West Calgary, located on the UofC campus. We are pleased to guarantee your request for a group rate on February 22-25, 2012. We look forward to introducing your group to the warm, welcoming atmosphere and service of Hotel Alma.

Below gives you with the information to provide to your guests.

## Reservation Procedures

- All reservations for WestCast Conference will be based on availability.
- When making a reservation, for guests to take advantage of the special group rate, they need to refer to – **Promo Code: WESTCA**
- The special rate is valid from: February 22-25, 2012
- This rate is only available for call in or email reservation, not valid if booking online.

Hotel Alma Reservation Department Contact Information:

PH: 403-220-2588

Toll Free: 1-877-498-3203

E: [stay@hotelalma.ca](mailto:stay@hotelalma.ca)

## Room Rates

We are pleased to confirm rates for your group as outlined below:

Hotel Alma University Rates	
Eurostyle Standard Room	One Bedroom Suite
\$109.00	\$144.00
Note: Rates are subject to 5% GST, 4% Alberta Tourism Levy and 3% Destination Marketing Fee (Taxes, levies and fees subject to change) Rates above are based on single or double occupancy Rates above are minimum price per room	

## Payment

- Payment for group room charges will be paid by: **Individual Guests.**
- Payment for any additional charges such as: meals, parking passes will be paid by: **Individual Guests.**
- Valid credit cards will be required at time of booking the reservation.
- 48 hour cancellation policy. Cancellation received after 48 hours will be subject to payment of one nights' room and tax. This payment will be processed on the credit card provided at time of booking.
- Should a guest fail to arrive for their reservation, one nights room and tax will be charged on the credit card provided
- Valid credit cards and photo ID will be required at check in from each guest.

## Accommodations

Hotel Alma has a variety of rooms available for your guests to choose from. Reservations are based on availability.

### Eurostyle Standard Rooms

- One queen bed
- 32-inch flat-screen TV
- Minifridge, microwave and coffee makers
- Desk with ergonomic chair
- Wi-Fi, MP3 clock radio
- Complimentary Continental Breakfast in Bistro Alma
- Complimentary local phone calls
- Complimentary long distance phone calls, within Canada and US, with the exception of Alaska and Hawaii
- Complimentary internet access (wired and wireless)
- Complimentary access to the University of Calgary Fitness Facilities

### One Bedroom Suites

- One king bed
- Living room
- Two 32-inch flat-screen TVs, DVD player
- Wetbar, minifridge and microwave and coffee makers
- Desk with ergonomic chair
- Wi-Fi, MP3 clock radio
- Complimentary Continental Breakfast in Bistro Alma
- Complimentary local phone calls
- Complimentary long distance phone calls, within Canada and US, with the exception Alaska and Hawaii
- Complimentary internet access (wired and wireless)
- Complimentary access to the University of Calgary Fitness Facilities

## Hotel Alma – Terms and Conditions

1. **FOIP:** Personal information collected as part of the Contract will be used for the purpose of managing the accommodation arrangements. The information is collected under the authority of UofC Hotel and Conference Services and will be protected under the provisions of the Alberta Freedom of Information and Protection of Privacy Act. For inquiries about the collection and use of this information, contact Information and Privacy Coordinator, at 220-3602.  
**Note:** Information regarding our guests cannot be given out to anyone due to FOIP.
2. **Marketing:** The use of promotional materials that include the Hotel Alma and/or University of Calgary name, photos or imply their involvement must be approved by the Sales Manager.
3. **Signage:** Groups requiring signage posted on the University of Calgary property including Hotel Alma and the Residence Halls interior and exterior space, must be approved by the Sales Manager. For any cost of removing signage post departure the group will be assessed a minimum charge of \$100.00 per hour for removal.
4. **Hotel Alma Arrival & Departure:** Guests may check-in after **3:00 pm**. Earlier arrivals will be facilitated when possible but are not guaranteed. Check-out is by **12:00 pm**

**Late check-out will be given based on availability and should be requested in advance**

**Late check-out after 3:00 pm will be charged an additional night's accommodation.**

5. **Quiet hours are in effect from 11pm-7am daily.**
6. **Keys:** Any keys not returned upon check-out, will be charged an additional \$10.00
7. **Parking:** Hotel Alma has parking available for guests in the Arts Parkade at the University of Calgary. The current charge is \$8.00 per day. In and out privileges are available for those who bill their parking charges to their guest room. Parking rates are subject to change without notice.
8. **Loss:** Hotel Alma and the University of Calgary are not responsible for accidents, injuries, or loss of money or personal valuables by fire, theft, or water damage.
9. **Pets:** Animals of any kind are not permitted in Hotel Alma or University of Calgary buildings. Should a guest require a Guide or Assistance Dog, the guest is responsible for submitting a request to the Sales Manager, prior to arrival.

