



## **Group Booking Policy & Credit Card Authorization Form**

Canmore Downtown Hostel has extensive experience working with groups and we understand that groups need flexibility with their bookings. We have put the following policies in place to ensure that everything runs smoothly during your visit to our hostel. We consider any booking of 6 or more people a group booking.

**Reservation:** Reservations will be accepted up to one year in advance of check in. A 20% deposit at the time of booking is required to secure your reservation. A 50% deposit is required if your reservation is for more than 50% of the hostel beds. The remaining balance will be taken 14 days prior to check-in.

**Cancellations & Changes:**

Groups may cancel up to 28 days in advance of check-in with no penalty.

Cancellations within 28 days forfeit the deposit.

Cancellations made 14 days or less before the check-in date are 100% non-refundable.

A maximum of 10% reduction in group size is acceptable 14 days prior to the date of arrival. Any request to increase the group size will be accommodated, subject to availability.

I **RESERVATION HOLDER**, understand and hereby consent to the terms and conditions of this group booking policy.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Canmore Downtown Hostel reserves the right to cancel any reservations not paid in full 14 days in advance. **No shows** will not receive a refund. We will hold the booking for the durations of the reservation, provided payment has already been received as required.

**Credit Card Authorization:** By signing this form you are consenting to the authorization of all charges to the credit card provided on your reservation.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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