

# Beluga Camp Reservation Form

Reservation No. \_\_\_\_\_

PLEASE USE BLACK INK

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

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone#: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Guest Name: \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Guest Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Is travel authorization required by your company?*     Yes     No  
*If yes, please submit travel authorization with this form.*

**RATE: \$295.00/person/night (includes meals\*)    ADDITIONAL CASUAL MEALS: Breakfast..... \$25.00**  
**Lunch..... \$30.00**  
**\*Excludes Café Menu    Dinner..... \$35.00**

**\*No rate deduction for guests who bring their own food or choose alternate meals**

**Will you need a vehicle? (Complete vehicle lease form found on-line)     Yes     No**  
**Must provide proof of insurance and valid driver's license prior to arrival! (Truck, ATV, Snowmachines available)**

Payment will be made via:  Check     Credit Card     Cash     Money Order (check one)  
 In advance     at check-in     Invoice (advance approval required)  
Make Checks Payable to: **Beluga Construction Company, LLC 5001 Eagle Street, Unit Anchorage, AK 99503**

**For Camp Use Only:**

Date reservation received: \_\_\_\_\_

Reservation taken by: \_\_\_\_\_

Payment received: \$ \_\_\_\_\_ Date \_\_\_\_\_ Payment method \_\_\_\_\_

Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ Check No. \_\_\_\_\_ Money Order No. \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_ Reservation No. \_\_\_\_\_

**Confirmation and Advance Reservation (Beluga Camp Reservation Form can be found on-line)**

For reservations made less than 15 days before arrival, a full payment is due at the time of check-in. Authorized Personnel must "Initial" in each space showing that you have read and understand our Beluga Camp Policy & Procedures.

**Advanced Confirmed Reservation:**

- To secure a confirmed reservation for 30 or more days, a 10% down payment must be received the day of the booking or within 5 working days. The remaining balance is due no later than 15 days prior to arrival. All checks must be made payable to: *Beluga Construction Company, LLC*.
- Guests who have a billing arrangement with the camp agree to pay within 30 days of the invoice date. All billing disputes must be in writing within 30 days of the invoice date to the Anchorage office. Disputed invoices will be responded to in writing within 30 days of receipt. Invoices more than 30 days past due will accrue interest at the highest legal rate allowed by the State of Alaska. Guest/authorized party agrees to pay late fees and collection costs on past due invoices.
- A credit card number must be provided for all reservations.
- A NSF fee of \$25 will be charged on returned checks.

**Check in/ Check out**

**Check in:**

- **All guests must sign in on Beluga Camp's "Guest Registration" the day of arrival.**

**Check out:**

- Check out is 11 AM on the day of departure.
- **Guests must sign out on Beluga Camp's "Guest Registration" the day of departure.**
- For late checkout until 3:00 PM, an additional \$100.00 fee is required.
- An additional night will be charged after 3:00 PM, and subject to room availability.

**Cancellation / Reservation Changes (Beluga Camp Reservation Change Form can be found on-line)**

Guests are responsible for all reservations, including late arrival, no show, early check-out, or cancellations.

Changes to arrival and departure dates as stated on the original reservation must be done in writing and confirmed by Camp Management. Failure to submit a **Reservation Change Form** at least **72 hours prior to the check-in time** on the reserved arrival date will result in the following:

- \_\_\_\_\_ A cancellation fee up to three nights lodging cost per person/night depending on the reservation dates.
- \_\_\_\_\_ An open-ended reservation cannot be accepted.
- \_\_\_\_\_ To change/extend a reservation, please complete a Beluga Camp Reservation Change Form.
- \_\_\_\_\_ Reservation cancellations due to instate flight interruptions will be reviewed on a case-by-case basis.

**Brief Camp Rules**

- Quiet time is from 10:00pm – 6:00am (*please respect our guests that work in our community*)
- Doors are locked at 10:00pm. Keys are available upon request. A \$20.00 deposit is required.
- Beluga Camp is smoke, alcohol, and drug free.
- Any and all other camp rules apply.

I have read and agree to the Beluga Camp Reservation Policies and Rules and authorize payment for this reservation.

**CREDIT CARD INFORMATION MUST BE PROVIDED FOR ALL RESERVATIONS.**

Name on Card: \_\_\_\_\_ VISA: \_\_\_\_ MasterCard: \_\_\_\_ Discover: \_\_\_\_ American Express: \_\_\_\_  
First Last

No.: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_ Sec Code: \_\_\_\_\_

_____	_____	_____	_____
Authorized By (Print Name)	Signature	Job Title	Date

***Beluga Camp offers Catering Services***

If you have any questions or concerns please contact:

<b>Beluga Camp</b>	OR	<b>Beluga Construction Company, LLC</b>
P.O. Box 59089		5001 Eagle St. Unit B
Point Lay, AK 99759		Anchorage, AK 99503
Phone: (907) 833-2035 or 907-833-1455		Phone: (907) 569-2705
Fax: (907) 833-2036		Fax: (907) 833-2715 or 2729
Email: <a href="mailto:belugacamp@cullycorp.com">belugacamp@cullycorp.com</a>		Email: <a href="mailto:vrexford@cullycorp.com">vrexford@cullycorp.com</a>

***Quyanaqpak / Much Thanks!***

***Beluga Construction Company, LLC/Beluga Camp Management***