



The Mansion • Hotel Reservation Confirmation

2020 O Street, N.W. Washington, D.C. 20036 • fax: 202.833.8333 • hotel@omansion.com

Today's date _____

Name _____ Company Name _____

Address _____ City _____ State _____ Zip _____

Phone (O) _____ (M) _____ (H) _____ (F) _____

e-mail (H) _____ e-mail (O) _____

Date of arrival _____ Length of stay _____ Room selection _____

Rate per night \$ _____ D.C. Tax Exempt No Yes Tax Exempt# _____

*Copy of certificate is required. Please fax along with completed sheet.

Non-Refundable, Non-Transferable Deposit is needed to confirm hotel reservation:

DEPOSIT \$ _____

Payment by:

- | | |
|---|--|
| <input type="checkbox"/> Cash | <input type="checkbox"/> Check (preferred) |
| <input type="checkbox"/> American Express | <input type="checkbox"/> Discover |
| <input type="checkbox"/> Diners Club | <input type="checkbox"/> MasterCard |
| <input type="checkbox"/> VISA | |

Cardholder Signature _____

Exp.Date _____ Credit Card No. _____

TERMS: Accounts due on delivery.

Are you a member of The Mansion? Yes No

Note: There is a 20% discount on hotel rooms for Members of The Mansion. Please note this on your reservation.

Please Note: Due to the exclusivity of The Mansion, a one night's non-refundable/non-transferable deposit is charged at time of reservation. There is a \$50.00 surcharge for guests checking out before departure date.

Check all necessary boxes and e-mail or fax back – Must be arranged prior to arrival

- | | | |
|--|---|--|
| <input type="checkbox"/> Flowers in room | <input type="checkbox"/> Limousine service | <input type="checkbox"/> Lunch/Dinner |
| <input type="checkbox"/> Massage | <input type="checkbox"/> Reception—4 person minimum | <input type="checkbox"/> Special amenities in room |

Check in 3:00 pm • Check out 11:00 am • 2020 O Street NW • Lower Level Entrance

(Please drop luggage and car at 2020 O Street Lower Level Entrance)

Valet Parking available @\$25.00 per day • Prior Reservation Required

Your room is equipped with two direct private lines, voice mail, DSL, wireless internet, and state-of-the-art technology.

Our privacy policy includes complete anonymity for our guests.

Please let us know in advance if we can do anything special to make your visit a more enjoyable one.

Thank you for staying with us!