



MILLENNIUM
UN PLAZA HOTEL
NEW YORK

GUEST RESERVATION REQUEST

Special group rate of \$309 plus applicable taxes until October 7, 2011

TO:	Reservations Department	FROM:	
FAX:	+1-212-702-5048	PAGES	
PHONE:	+1-877-866-7529	DATE:	
EMAIL	unres1@mill-usa.com		
RE:	RESERVATION REQUEST (RES ID)		

GROUP NAME:	NYC Global Partners – GROUP CODE: 1111GLDNYC		
GUEST NAME:			
ADDRESS:			
PHONE NUMBER:			
ARRIVAL DATE:			
DEPARTURE DATE:			
ROOM PREFERENCES:			
CREDIT CARD NUMBER:			
EXPIRATION DATE:		CREDIT CARD TYPE:	

NYC Global Partners has arranged a special group rate at the Millennium UN Plaza Hotel located at 1 UN Plaza, on 44th Street, New York, NY 10017 (between 1st Avenue and 2nd Avenue). In order to obtain the special rate (\$309 per night plus applicable taxes), please make your reservation no later than Friday, October 7, 2011, by close of business at 5:00 PM. The special rate applies to Standard Rooms (Single/Double occupancy). Any additional guests will be charged \$40 per night plus applicable taxes).

All reservations must be guaranteed for arrival with a valid credit card or one night's room and tax deposit received no later than five (5) business days after reservation is made. The cancellation policy for this group is 72 hours. To avoid a cancellation fee equal to one night's room and tax, you must cancel your reservation by 3:00 PM EST three (3) days prior to your arrival date noted above.

Room preferences including smoking/non-smoking or bedding type may be requested but are **not** guaranteed. We will do our best to honor guest requests, but they are based upon availability at time of check-in.

Check in time is 3:00 PM and check out time is 12:00 PM. Guests must present a valid photo ID at check in. We accept cash, check and major credit cards. There is an ATM conveniently located in the hotel gift shop in our lobby.

For Reservations Department Use Only:

Confirmation Number: _____ **Agent:** _____ **Date:** _____