



Washington Duke  
Inn & Golf Club

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# 2011 Duke University Graduation Weekend Reservation Procedures

*Please read the entire document*

## General Information

Reservations will be accepted only by completing the Accommodation Request Form. The form will be accepted via e-mail, fax or US Mail from Jan. 5, 2010 until 5:00 pm EST on March 9, 2010. On March 10, 2010, the hotel will randomly draw from all Accommodation Request Forms received. Formal confirmation letters will be sent out by e-mail with the status of either your reservation or by e-mail of your wait list status on March 11, 2010.

## Procedures

- Reservation requests will not be accepted without a completed Accommodation Request Form.
- Accommodation Request Forms will be accepted until March 9, 2010 at 5:00 pm EST by US Mail, fax or e-mail.
- Once the hotel receives your form, you will receive an e-mail verifying our receipt. This will not represent a confirmation of your reservation, merely the receipt of your Accommodation Request Form. Please contact us if you have not received verification of receipt within 48 hours.
- Accommodation Request Forms will be randomly drawn on March 10, 2010 by our Reservations Manager.
- Confirmations will follow on March 11, 2010 to all confirmed reservations by e-mail.
- E-mailed verification of wait list status will be forwarded on March 11, 2010.

## Terms and Conditions

- **A 3-night minimum stay is required.** Dates must include both Friday, May 13, 2011 and Saturday, May 14, 2011.
- Confirmed accommodations must be prepaid by credit card and are non-refundable. Pre-payment will be charged on confirmed reservations by March 25, 2010.
- Complimentary rollaway beds and cribs are available. We are only able to accommodate rollaway beds in King-bed rooms due to fire code regulations.
- Check-in time is 3:00 pm on day of arrival.

## Pricing

<b>Room Type</b>	<b>Rate</b>
Master Suite / 2 Bedrooms	\$1,100.00 per night
Deluxe Suite / 1 Bedroom	\$679.00 per night
Golf View Junior Suite / 1 Bedroom	\$635.00 per night
Standard Junior Suite / 1 Bedroom	\$599.00 per night
Golf View Room	\$525.00 per night
Standard Room	\$499.00 per night

- Rates are plus all applicable taxes at the time of your stay.
- Rates include complimentary buffet breakfast in the Vista Restaurant on Saturday, Sunday and Monday for all registered guests.





# Graduation 2011 Accommodation Request Form

### Disclaimer

This form represents a request for reservations and **does not** verify any accommodations. Once we have received this form, you will receive an e-mail verification of the receipt. This **does not** represent a confirmation of your reservation, but verification of the receipt of your reservation request. Accommodation Request Forms are due by 5:00PM EST on March 9, 2010 and will be randomly drawn on March 10, 2010. Formal confirmations will be sent out via e-mail with your status for a reservation or your wait list by status (e-mail only) on March 11, 2010.

**Please note we always receive more requests for reservations than we can accommodate. Accommodation Request Forms will be drawn randomly to ensure equal opportunity.**

Last Name:  First Name:  Middle Initial:

Address 1:  Address 2:

City:  State:  Zip Code:

Home Phone:  Work Phone:  Fax Number:

E-Mail Address:

**Contact Preference:**  E-Mail  Home Phone  Work Phone  US Mail

**3 NIGHT MINIMUM STAY REQUIRED. Dates must include Friday, May 13, 2011 and Saturday, May 14, 2011.  
Non-refundable Advance Payment will be charged during final confirmation of reservations.**

Arrival Date:  No. of Adults:

Departure Date:  No. of Children:  Age of Children:

### Room Request Information:

Number of Rooms:  (Maximum 3 Rooms) per family

### Room Type Preference:

Master Suite/2 Bedrooms	\$1100.00 per night	<input type="text"/>
Deluxe Suite/1 Bedroom	\$679.00 per night	<input type="text"/>
Golf View Junior Suite/1 Bedroom	\$635.00 per night	<input type="text"/>
Standard View Junior Suite/1 Bedroom	\$599.00 per night	<input type="text"/>
Golf View King	\$525.00 per night	<input type="text"/>
Golf View 2 Double Beds	\$525.00 per night	<input type="text"/>
Standard Room King	\$499.00 per night	<input type="text"/>
Standard Room 2 Double Beds	\$499.00 per night	<input type="text"/>

### Amenity Requests: (based on availability)

- Rollaway Bed (King Room Only)
- Crib
- Connecting Rooms Requested  
\*\*\*Based on availability\*\*\*

# Graduation 2011 Accommodation Request Form

## Credit Card Guarantee Information:

Card Type:  (VISA, Mastercard, Discover, American Express or Diners Card)

Card Number:  Expiration Date:  (MM/YYYY)

Comments:

THE WASHINGTON DUKE INN & GOLF CLUB HAS MY PERMISSION TO CHARGE THE BALANCE DUE (INCLUDING ALL APPLICABLE TAXES) TO THE ABOVE REFERENCED CREDIT CARD BASED ON THE TERMS ABOVE. THE WASHINGTON DUKE INN & GOLF CLUB AGREES TO PROVIDE ME WITH A COPY OF THE CREDIT CARD VOUCHER AND INVOICES VIA MAIL IN THE EVENT OF THIS OCCURRENCE IMMEDIATELY THEREAFTER.

Signature of Agreement (original signature required)

Date

Print and Sign Completed Form

Return **COMPLETED** and **SIGNED** form to:

By Mail:

Washington Duke Inn & Golf Club  
Attn: Reservations Manager  
3001 Cameron Blvd  
Durham, NC 27705

By E-mail:

Graduation 11@wdigc.com

By Fax:

919.688.0105  
Attn: Reservations Manager

**Deadline for the RECEIPT  
of completed forms is:**

**Tuesday, March 9, 2010  
5:00 PM Eastern Time**