



Sonesta Philadelphia Rittenhouse Square

1800 Market Street

Philadelphia, PA 19103 PH 215-561-7500

Temple University Reservation Request Form

(To be used when charges are to be paid by Temple)

Return this completed form to gretchen.frank@sonesta.com, msimpson@sonesta.com,
jasmine.obrien@sonesta.com

FOPAL INFORMATION

PLEASE CHECK OFF TO BE BILLED: Room & Tax only _____ Parking _____ All Charges _____

Fund: _____ Org: _____ Account: _____ Program: _____

Authority Name: _____ Authorization Signature: _____

Business Purpose: _____

Temple Department Name: _____

Arrival Date: _____ Departure Date: _____

Guest Name: _____ Telephone Number: _____ E-Mail: _____

Reservation Requested By:

Name: _____ Telephone Number: _____ Fax Number: _____

Department: _____ TU Office Number, Floor & Building Name: _____

Email Address: _____

Please be advised that this e-mail address will be used to send e-mail confirmations for this reservation

Reservation Accepted By:

Employee Name: _____ Confirmation Number: _____ Date: _____

*If the above room is available, your confirmation will be sent via email by the end of the next business day. If you need to cancel for any reason, you MUST let the front desk know by 4:00 pm two days prior to arrival to avoid no show charges.