



SONESTA HOTEL
PHILADELPHIA

1800 Market Street Philadelphia, PA 19103

Temple University Reservation Request Form

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

Return this completed request form to Regina Ray at rray@sonesta.com and copy Kelly Johnson at kjohnson@sonesta.com

FOPAL INFORMATION

PLEASE CIRCLE ONE: Room & Tax Only Parking Included ALL Charges

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

Authority Name: _____ Authorization Signature: _____

Business Purpose: _____

Temple Department Name: _____

GUEST RESERVATION INFORMATION:

Arrival Date: _____ Departure Date: _____

Guest Name: _____ Telephone Number: _____ Email Address: _____

RESERVATION REQUESTED BY:

Name: _____ Telephone Number: _____ Fax Number: _____

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

Email Address: _____

** Please be advised that this email address will be used to send email 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 any charges.