



HALF MOON
Half Moon P.O.
Rose Hall, Montego Bay, Jamaica, W.I.
Telephone: 800-626-0592 / 876-953-2211

E-mail: groupreservations@halfmoon.com

**UNDERWATER CONFERENCE
OCTOBER 23-28, 2023
Reservation Form - (Please Print or Write Legibly)**

FULL NAME: _____

NAME OF SPOUSE /GUEST(S): _____

ROOM TYPE REQUIRED: _____

NUMBER OF ADULTS _____ #OF CHILDREN (2-11) _____ UNDER 2YRS _____

ADDRESS: _____

TEL#: _____ EMAIL: _____

ARRIVAL DATE: _____ FLIGHT DETAILS: _____

DEPARTURE DATE: _____ FLIGHT DETAILS: _____

OCEAN UNITS

With views of the Caribbean Sea, these rooms are situated in two-story cottages or on the first floor and come with large private patios or balconies. They are furnished with either king or double beds, **subject to availability**. They are located at Founders Cove.

Check-in time: 3:00 p.m.

Check-out time: 12:00 noon

Unauthorized late check-out penalty:

After 2:00pm – Half Day Room Rate

After 6:00pm – Full Day Room Rate

ROOM TYPE	OCCUPANCY	RATE
Run of House – Founders Cove – Ocean Units	SGL DBL	US\$425.00

MEAL PLAN: EUROPEAN PLAN (Room Only)

All rates quoted above are per room per night and are subject to a 10% government tax, 15% service charge, US\$4.00 per bedroom nightly accommodation tax. A 10% resort fee will be charged on the nightly room rate.

All guests on the group block are required to be on the same plan.

These rates are applicable 3 days pre and 3 days post the Client dates and are subject to availability. Thereafter, the hotel's regular published rates will apply. The above rates are based on standard occupancy (2 adults) per bedroom.

Any additional adult over the standard occupancy of 2 adults per bedroom will attract an extra-person charge of **US\$85.00** per adult (12 years and older), per night plus 10% tax, 15% service charge and 10% resort fee. Your Group Reservation Coordinator will guide you on the parameters of which rooms can accommodate extra occupants.

METHOD OF PAYMENT:

PLEASE CONTACT YOUR GROUP RESERVATIONS AGENT VIA PHONE TO MAKE PAYMENT.

Billing Address: _____

SPECIAL REQUESTS: _____

- The cut-off date for the receipt of all reservations is **SEPTEMBER 23, 2023**. Please e-mail, complete this form and send it to Half Moon at groupreservations@halfmoon.com.
- All individual reservations require a two (2)-night deposit, with the balance due sixty (60) days prior to arrival.
- **Your group reservation agent is Ms Sherrita Savage. Should you have any queries, please contact her at ssavage@halfmoon.com or groupreservations@halfmoon.com or call toll-free at 800-626-0592.**

INDIVIDUAL GUEST CANCELLATION

Should travel plans change, guests are responsible for advising Half Moon in writing. Cancellations received before **SEPTEMBER 8, 2023** will attract a one night penalty on each room cancelled. Cancellation received on/after **SEPTEMBER 23, 2023** and up to **OCTOBER 1, 2023** will attract a two night penalty on each room cancelled. Cancellation received on/after **OCTOBER 2, 2023** or no-shows will attract full penalty based on the number of nights booked on each affected room. A two-night deposit via a major credit card for each reservation is required at the time of booking, with the balance due 60 days prior to arrival.

NOTES:

- Dinner Reservations are required for the Resort's Restaurants.
- Dress Code- Smart Casual (shirt with collar & slacks for men) for dinner at Delmare, Sugar Mill and Haywards Restaurants. No shorts, flip flops or T-shirts at these Restaurants.
- Casual dress permitted at the weekly Beach BBQ.
- Ensure that each person travelling has their passport to present upon check-in at the Airport.

We strongly recommend that guests purchase travel insurance to cover unforeseen circumstances and protect against deposit loss. Re-instatement of space will be made only upon receipt of payment in full and to the extent that rooms are available.

Kindly note that the credit card used as payment to reserve your accommodation must be presented at check-in for verification.