

# Galt House / KY FBLA – Group Pre-Registration



- Reservations will be accepted through the Online Group Housing Page only
- Each guest room list *must* include all occupants’ names prior to arrival
- As of 72 hours prior to arrival, no housing changes will be allowed
- Cancellations must be made no later than 48 hours prior to arrival
- After making reservations, this form must be faxed to (502) 569-4616 or scanned/emailed to [egray@ajshotels.com](mailto:egray@ajshotels.com)
- **No purchase orders will be accepted. No exceptions.**
- **ALL PRE-REGISTRATION FORMS MUST BE RETURNED TO [egray@ajshotels.com](mailto:egray@ajshotels.com) by Friday, March 31, 2023**
- **Please follow the directions below to reserve your rooms – FAILURE TO COMPLY WITH THE PRE-REGISTRATION INSTRUCTIONS WILL RESULT IN LONG WAIT TIMES DURING CHECK IN**

### Instructions if all occupants are from the same school

- Please make your reservation, guaranteed with a credit card, online
  - Please note that there will not be a hold placed on the card in advance of your arrival
- Enter the school’s name and email address exactly the same for each reservation you make
- Only send this Pre-Registration Form to [egray@ajshotels.com](mailto:egray@ajshotels.com) after making your reservations online
- To expedite check-in, please mail your payments by Friday, March 23, 2023, to the Galt House, attn. Eryka Gray, 140 N. Fourth St, Louisville, KY 40223
- Also send a copy of your tax-exempt certificate by Friday, March 23, 2023 either
  - In the envelope with your check, or
  - By email to [egray@ajshotels.com](mailto:egray@ajshotels.com) along with this completed form

Hotel standard check in time is 3 PM; standard checkout time is 11 AM. Rooms will be checked in based on availability at arrival.  
Standard hotel policies such as early check-in and late check-out fees may apply.

All reservations must be guaranteed with a credit card. The credit card is for guarantee only and will not be charged unless this is your confirmed method of payment using the Galt House Credit Card Authorization Form.

Adult Representative		School	
Chaperone Full Name		School Name	
Chaperone’s Cell Phone		School Phone	
Email		School Address	

## Galt House / KY FBLA – Group Pre-Registration

Room Type	Room Rates (S/D/T/Q)	Rate Per Person (S/D/T/Q)
KY FBLA Rate	West Tower – \$154  East Tower – \$175	West Tower – \$154 / \$77 / \$51.34 / \$38.50 East Tower – \$175 / \$87.50 / \$58.34 / \$43.75
State Tax Inclusive	West Tower – \$178.75  East Tower – \$203.13	West Tower – \$178.75 / \$89.37 / \$59.58 / \$44.68 East Tower – \$203.13 / \$101.56 / \$67.71 / \$50.77
State Tax Exempt	West Tower – \$168.63  East Tower – \$191.63	West Tower – \$168.63 / \$84.32 / \$56.21 / \$42.15 East Tower – \$191.63 / \$95.81 / \$63.88 / \$47.90

Rates shown are before applicable state and occupancy taxes.

Final payment will be made by:

- Check upon arrival
- Credit card upon arrival
- Check prior to arrival (must be received by Friday, March 23, 2023)
- Credit card prior to arrival (must complete credit card authorization form-see additional form)

to include:

- Room/Tax
- Incidentals
- Parking (Self)
- Parking (Valet)

Anticipated Arrival Time: \_\_\_\_\_      Anticipated Departure Time: \_\_\_\_\_

Transportation Type  
(Select type and note number of each)

- |  |              |
|--|--------------|
| <input type="checkbox"/> Charter Bus       | Number _____ |
| <input type="checkbox"/> School Bus        | Number _____ |
| <input type="checkbox"/> Passenger Vans    | Number _____ |
| <input type="checkbox"/> Personal Vehicles | Number _____ |

Please list each of your Guest Names & Acknowledgement Numbers below:

Guest Names	Acknowledgment Numbers