



## Wiesbaden Lodge Reservation Request Form

We're having a great day at the Wiesbaden Lodge!

In order for us to assist with facilitating your reservation we request that you provide the following information for each individual requiring a reservation.

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Type of Travel: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Grade/Rank: \_\_\_\_\_

Number of Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Infants: \_\_\_\_\_ Pets: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State/APO: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Special Services/Requests: \_\_\_\_\_

### **Notice:**

Room types are determined based on availability and the specific needs based on the information provided in your request. For detailed information about current local per diem rates please visit: [https://aoprals.state.gov/web920/per\\_diem\\_action.asp?MenuHide=1&PostCode=10540](https://aoprals.state.gov/web920/per_diem_action.asp?MenuHide=1&PostCode=10540)

**Non Guaranteed Reservations** will be held until 1800 on the day of your scheduled arrival.  
**Guaranteed Reservations** will be held until midnight on the day of your scheduled arrival.  
Should you need to cancel please be sure to do so prior to 1800 to avoid a no show fee equivalent to a one night room rate.

**I have read and agree to the above mentioned cancellation policy.**

Please email your completed request to: [reservations@army.mil](mailto:reservations@army.mil)

A confirmation email will be sent to you within 3 days of receipt of this form. Until your confirmation email is received, please consider the reservation as unconfirmed. If you have not received receipt of your confirmation within 3 days, please contact us at:

DSN: 314-548-9700, CIV: +49 (0)611-143-548-9700