



## 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. Please note that all room types will be billed at the maximum per diem rate. For detailed information about 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