



### Times Square Apartment Hotel ~ WEDDING SUITES

Name of couple to be married:
Address:
Telephone:
Email:
Date of wedding:
Average length of stay for guests at Times Square Suites:
Approximate number of suites required:
Your wedding website:
Choose 1 option:  1/ We would like a "wedding special" rate (based on a minimum of 6 suites) and each guest will book directly with Times Square Suites. We understand the suites will be booked on a space available basis. _____  2/ We would like a "wedding special" rate and we will pre-book all the suites (minimum 6 suites) to guarantee availability. This will require a 1 night (non-refundable) deposit for each suite. _____
Will you be delivering items to be placed in each suite prior to the guests' arrival? _____ Please arrange this with the front desk a minimum of 3 days prior to the first arrival
Will you be hiring limousines or shuttles for your wedding party and guests? _____ We will send you pick up/drop off instructions to relay to the drivers.
Please advise us of any additional special requests or requirements during your stay.  If you will be having local photographers, wedding planners, nannies or other visitors to the hotel, please advise us in advance so that we can provide hourly parking and instructions to visit the front desk.
<b>Signature of wedding couple</b>
<i>Please email or fax to Times Square Suites. Once received, we will send you a webpage link which will allow your guests to book online with a booking code</i>

Toll free North America: 1.877.684.2223 || Vancouver: +1.604.684.2223 || Global toll free: 00.800.6842.2230

Email: [info@timesquaresuites.com](mailto:info@timesquaresuites.com) || Booking via online reservations via [www.timesquaresuites.com](http://www.timesquaresuites.com)