



**P.O. Box 411
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 Waterville Valley, NH 03215
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 E-mail:
 frontdesk@innsofwatervillevalley.com**

INFORMATION FORM aka Six Week Letter

Your week is approaching to make more memories at the beautiful Inns of Waterville Valley! Please take a minute to provide us with the following information. You may return the form via mail or e-mail which is provided at the top of this page.

INTERVAL NUMBER: _____

INTERVAL DATES:

UNIT NUMBER: _____

OCCUPANCY:

Check-in is 4:00 p.m. - 6 p.m. on Friday

Check-out is prior to 10:00 a.m. the following Friday

Office Hours:

Mon-Thurs: 8:00 a.m. - 4:00 p.m.

Friday: 8:00 a.m. - **6:00 p.m.**

Saturday: 8:30 a.m. - 12:30 p.m.

Sunday: **CLOSED**

!! ARRIVALS AFTER OFFICE HOURS POLICY !!

If you are unsure of your arrival time, to be on the safe side, please call the office at 603.236.8366 during office hours to make alternative arrangements.

Do not inconvenience yourself by being locked out!

We do not leave the "envelopes" out anymore.

ARRIVAL DATE _____ APPROX. TIME OF ARRIVAL _____ DEPARTURE DATE _____

OF ADULTS _____ # OF CHILDREN _____ We will need a crib(s) _____

MY UNIT WILL REMAIN VACANT: FULL WK: _____ PARTIAL: Wknd _____ Weekdays _____

***I HAVE DEPOSITED MY UNIT WITH: _____ INTERVAL INTERNATIONAL / _____ RCI / OTHER _____**

PLEASE RENT: (I have filled out the rental form on the back of this page) _____

If you will not be using your unit, but friends or relatives will be using it, please write their names in the space below and advise them of our policies. All fees must be paid prior to using the interval.

Please provide us with your current mailing address, phone number(s) and e-mail address as this will assist us with providing important information to you. -Thank You!

If you have any questions please do not hesitate to contact us.

Gail

Manager (603) 236-8366