

MIAMI BEACH

2018 Room Re-Key Request Form

Group Name: _____ Arrival Date: _____

Contact Person: _____ Phone: _____

Conference Manager: _____ Ext. _____

Bill To:

Master Account #: _____

Sales A&P: _____

Guest Room Name: _____

Confirmation # _____ Date of Arrival _____

In order to arrange a function room re-key to allow your group exclusive access to a function room, please forward this request form to your Conference Manager at least two weeks prior to your group's arrival. The charge for re-keying a function room is \$50.00 per door and \$5.00 per additional key with a five key maximum per function room (Please confirm the total number of doors for each function room as this will vary).

Room	Start Date	Start Time	End Date	End Time	Number of Keys	Special Instructions

Authorized Key Holders: List if applicable

Special Instructions:

- All rooms to same Master Key
- LINC Coordinator to deliver to meeting planner
- Deliver keys to Pre-Con in Room _____
- Deliver keys to Conference Manager _____
- Deliver keys to Group Office in Room _____
- Other _____

Client Signature

Date of Request

1601 Collins Avenue
Miami Beach, FL 33139

T 305.604.1601
F 305.604.3999
loewshotels.com

Please note- Installation is not taxable, only usage is taxed at 7.0% FL Tax

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HOTELS



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