



The Hanover Inn

At Dartmouth College

received
3-4-94

Attention: Chief Wilman Mankiller

Handwritten signature and initials in yellow ink.

The enclosed Reservation Confirmation shows the dates of a reservation you recently made with us, along with the guest's name and information about the number and type of rooms reserved.

Please remember that rooms at The Hanover Inn are held for guests of Dartmouth College on a guaranteed basis, and reservations cancelled less than twenty-four hours before arrival will be charged to the college account number.

As you know, rooms at The Hanover Inn are in short supply during major College events, so I particularly appreciate your help in updating or cancelling reservations as far in advance as possible. This avoids a late cancellation charge to your department, and helps better meet the needs of others in the Dartmouth community who may urgently need those rooms.

Some information you may wish to pass on to your guest:

Arrival:

Rooms will be ready for occupancy by 3:00 p.m. (Our Bell Captain can check luggage for early arrivals.)

Parking:

The Inn's basement garage offers only a limited number of spaces, but is supplemented by a near by outdoor lot. Valet parking is also available. As you know, on-street parking space is at a premium in Hanover, and regulations are strictly enforced, even on weekends. Guests should check with our Front Desk for up-to-date parking advice.

Departure:

Check-out time is 12:00 noon. If circumstances require guests to stay beyond that hour, the Front Desk should be notified in advance.

All of us at The Hanover Inn appreciate your support, and I'll do my best to insure that your guests are well taken care of during their visits with us. If I can be of further help, please let me know.

Joanne Bellavance
Reservations Manager

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