



The Villa Toscana

Guest House
3447 North Halsted Street
Chicago, IL 60657
(800) 404-2643

Thank you for making The Villa Toscana your choice for accommodations during your upcoming visit to Chicago. We look forward to meeting you. You may contact us by processing this form or calling us. We will get back to you to confirm your reservations.

Please fill in the information below and fax it to us at: 773-404-3482.
Thank you.

Name _____

Address _____

City _____ St. _____ Zip _____

Phone _____

Email _____

persons _____

Arrival Date _____

Departure _____

I would like: Private bath Shared bath

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Dear Guest:

In order to follow the credit card company's guidelines for guaranteeing your reservation with a credit card, we must disclose our cancellation policy in writing prior to your stay with us.

"Any changes in the length of your stay or cancellation must be made at least 7 days prior to your arrival. Any cancellations or changes not made 7 days in advance will be subject to a penalty of 50% of the entire original booking unless we are able to re-book that room for the same rate and same number of days."

Please return this letter with the form above so that we may guarantee your reservation. If possible, you may return by fax to (773) 404-3482

We will look forward to having you stay with us and we will do our utmost to make your trip a memorable one.

Regards,

Shawn Smith, proprietor

AGREED AND ACKNOWLEDGED

DATE

I have read this policy and understand it's content. I understand the ramifications if I do not follow the cancellation policy of the Villa Toscana.