

WACCN Group Reservation Request

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| Group Name: |  |  |  |
| OPI Rank & Name Name: |  |  |  |
| OPI Phone # and Email |  |  |  |
| Number of Rooms Required: |  |  |  |
| Number of Nights: |  |  |  |
| ETA (DD/MMM/YYYY): |  | ETD (DD/MMM/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| **SN** | **Rank** | **Name** | **Unit** | **Fin Code** | **ETA** | **ETD** |
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All group bookings must be done through an OPI. OPI’s are responsible for compiling and submitting the nominal rolls.

Nominal rolls and fin codes may be submitted using the table above or by creating your own spreadsheet. Your spreadsheet must capture all the information above. If members of a group are sharing rooms, the gender of the guests or a breakdown identifying roommates is required.

All FINCODEs must include the GL XXXX CC XXXXXX FUND XXXX and if applicable IO, Commitment and Line number.

Rations are linked to Quarters **if supported by a FIN Code.** Contact: [+MessagesRations@forces.gc.ca](mailto:+MessagesRations@forces.gc.ca) 204-833-2500 x 5435

For conferences or seminars: WACCN requires a nominal roll at least 15 days in advance or at time of initial request for accommodations. All amendments shall be submitted by the OPI to WACCN at least seven (7) days prior to ETA. Note: All unassigned rooms will be cancelled seven (7) days prior to ETA. Confirmation of the group booking will be forwarded to the OPI.

Check-in is at 1500hrs. WACCN offers baggage storage in Building 79 (Dakota Inn) for guests if required.

All groups that are staying in Buildings 63, 64, 72 & 74 longer than 15 days will require room march in/outs.

Wing Accommodations - 17 WING WINNIPEG

Phone: (204) 833-2500 ext 5226; CSN: 257-5226

Fax: (204) 833-2661

E-mail [waccn@forces.gc.ca](mailto:waccn@forces.gc.ca)