

# HOTEL SHUTTLE RESERVATION & ITINERARY

Please fill out **all** of the necessary fields below. You may use your "TAB Key" to navigate through the form. Once you have completed the form, please save it to a location that you can easily retrieve it from and attach it to an e-mail back to us. E-mail the completed form to [Shuttle@courtyardcb.com](mailto:Shuttle@courtyardcb.com) If you are having problems with the form please contact us at **(321) 784-4800**.

Phone #: (321) 784-4800  
 Fax #: (321) 784-4812

Once we receive your Itinerary back it will be forwarded to Cocoa Beach Shuttle for confirmation. They will then e-mail you a confirmation letter that you will need in order to board the shuttle. It will also contain information about where to meet the shuttle once you have landed. **Please note we must have a cell phone number for Shuttle Service to contact you in case of emergency.**

**GUEST NAME**  **CONFIRMATION NUMBER**

**CELL NUMBER**  **Group Name**  
 (numerical characters only) (If applicable)

**EMAIL**

**ARRIVAL DATE**  **AIRPORT**  **# OF GUESTS**  **DROP OF LOCATION:** Courtyard Cocoa Beach

**AIRLINE**  **FLIGHT #**  **ARRIVAL TIME**

*There is an additional charge of \$25 for pick up at a different airport, other than MCO, and an additional charge of \$25 for pick up before 7AM or after 9PM*

**TRANSPORT TO PORT CANAVERAL**  **IF YES.....DATE**

**CRUISE SHIP**  **Cruise Shuttle Times. Please check one**  
 10:15am 11:15am 12:15pm

**Cruise Shuttles have limited seating. If the time you selected is full you will be assigned to the next shuttle.**

**RETURN TRANSPORT TO HOTEL NEEDED**  **RETURN DATE**   
*Additional \$5 fee per person*

**DEPARTURE DATE**  **PICKUP HOTEL OR CRUISE SHIP**

**FLIGHT DEPARTURE TIME**  **AIRLINE**  **FLIGHT #**

*There is an additional charge of \$25 for drop off up at a different airport, other than MCO, and an additional charge of \$25 for drop off before 7AM or after 9PM*

**SPECIAL REQUIREMENTS:**

**PASSENGER HAS WHEELCHAIR**  **CAN WHEELCHAIR FOLD UP**

**# OF BOOSTER SEATS NEEDED**  **# OF CAR SEATS NEEDED**  **# OF SURFBOARDS**

**ADDITIONAL INFORMATION:**

**# OF PASSENGERS**  **X \$45 PERSON**