

Galt House Same School Group Pre-Registration



For occupants who are all from the same school:

- Make all room reservations using the Passkey link: [KY FBBLA 2025 - Start your reservation \(passkey.com\)](https://passkey.com)
- Reservations **MUST BE** guaranteed with a Credit Card until further payment is received.
- **ROOMS MUST BE PRE-PAID 14 days PRIOR TO ARRIVAL**
- Please note that there will NOT be a hold placed on the card in advance of your arrival.
- **Enter the school's name and use only one email address for each room you book for your school.**
 - All occupants' names must be included for each guest room prior to arrival.
- Once all reservations are made on Passkey, complete and send this Pre-Registration Form to owilliams@ajshotels.com

If you are Tax Exempt, please send the certificate by **March 29th, 2025**, to owilliams@ajshotels.com or the address below.

If paying by Check, the check MUST be RECEIVED 14 days prior to arrival, April 2nd, 2025, to the address below

The Galt House Hotel Attn: Reservations – Onicka Williams
140 N. Fourth St
Louisville, KY 40202

- Reservations will **ONLY** be accepted through the PASSKEY website.
- Check and Credit Cards are the only accepted form of payment. No purchase orders will be accepted.
- **Each guest room MUST include all occupants' names at time of booking**
- **We will not accept multiple bookings under the same name**
- **Each reservation will only be confirmed once all guest names are provided**
- No housing changes will be allowed within 72 hours prior to arrival.
- Cancellations must be made no later than 48 hours prior to arrival.
- After making reservations, this form must be faxed to (502) 569-4616 or emailed to egray@ajshotels.com
- **ALL PRE-REGISTRATION FORMS MUST BE RETURNED by March 29th, 2025.**

For Security Purposes, please fill out the Chaperone Information requested below. This is used in case of emergency by the Front Desk and Security.

Adult Representative		School	
Chaperone's Full Name		School Name	
Chaperone's Cell Phone		School Phone	
Chaperone's Email		School Address	

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