

# National Baptist CONGRESS

## 2010

# HOTEL RESERVATION FORM

JUNE 11-19, 2010

CHARLOTTE CONVENTION CENTER • CHARLOTTE, NC

VISIT CHARLOTTE HOUSING BUREAU

500 South College Street, Charlotte, NC 28202-1873

Fax: 704-347-1158 • Email: NBC@visitcharlotte.com

For Online Reservations: <https://resweb.passkey.com/go/NBCHousing>

Use a separate housing form for each room. Please print legibly.

Last Name _____	First Name _____	MI _____
Group/Church Name _____		
Group Contact Person (if applicable) _____		
Street Address _____		
City _____	State _____	Zip _____
Daytime Phone (____) _____	Fax (____) _____	
Email Address _____		
ROOMMATE(S) _____	ARRIVAL DATE _____	
	DEPARTURE DATE _____	
	NUMBER OF ROOMS _____	
PLEASE CHECK ONE: I will be arriving by: <input type="checkbox"/> Car <input type="checkbox"/> Airline <input type="checkbox"/> Chartered Bus		

**REQUIREMENTS:** We appreciate your continued use of hotels within the Congress room block. This enables us to offer lower hotel rates for our attendees. In order to receive the discounted rate, you must use this housing form to make a reservation. Rates include an assessment rebate to offset costs associated with this event. All hotel reservations must be made through the *Visit Charlotte Housing Bureau* prior to the **reservation deadline of May 21, 2010**. Reservations made after May 26, 2010 should be made directly with the participating hotel. In such cases, you should inform the hotel that you are attending the National Baptist Congress. Congress discounted rates are not guaranteed after May 21, 2010. All rooms must have a guarantee to hold the reservation. The credit card may be charged the amount of one night's room & tax for each room reserved, by your assigned hotel, after May 21st, based upon the individual hotel's deposit policy. Credit cards must be valid through June 2010. **If you do not have a credit card, you may send a certified check, church check, or money order made payable to Visit Charlotte.** Send one night's room rate for your first choice hotel, plus 16.25% tax for each room requested (tax rate is subject to change). This deposit will be posted to your group's account at the assigned hotel. This deposit is refundable if cancellations are made no later than 72-hours prior to arrival. Personal checks are not accepted. **If you have any questions, changes, or cancellations, please email housing at NBC@visitcharlotte.com or fax them to (704) 347-1158 on or before May 21, 2010.** To receive written confirmations please provide an email address. A hotel may require a deposit for incidentals upon check-in. Check-in begins at 3:00 p.m. and checkout times vary with each hotel. Please note time of check out upon arrival. To avoid any early departure fee, please inform the hotel upon check-in if you plan to depart earlier than your scheduled departure date. *Visit Charlotte* is not responsible for duplicate reservations. **Group Reservations** forms must be received by March 15, 2010. Rooming lists of all groups must be received no later than Monday, March 15, 2010. Group Room Blocks without a rooming list will be released after March 15, 2010. Changes to your group reservations can be made by email at NBC@visitcharlotte.com.

**HOTEL SELECTION:** Please list 3 choices. If all of your choices are full, you will be assigned to the next available property.

WESTIN CHARLOTTE (HEADQUARTER HOTEL): \$121.00 per night + 16.25% Tax

THE BLAKE HOTEL: \$115.00 per night + 16.25% Tax

HOLIDAY INN CITY CENTER: \$115.00 + 16.25% Tax

HILTON GARDEN INN UPTOWN: \$110.00 per night + 16.25 % Tax

HAMPTON INN UPTOWN: \$110.00 per night + 16.25% Tax

RAMADA AIRPORT SOUTH & CONFERENCE DRIVE: \$102.00 + 16.25% Tax

<input type="checkbox"/> 1st Choice _____
<input type="checkbox"/> 2nd Choice _____
<input type="checkbox"/> 3rd Choice _____

**Occupancy:**  Single (1 person)

Double (2 people)

Triple (3 people)

Quad (4 people) \*Maximum per room

**Room Type:**

King Bed

2 Beds

Smoking

Non-smoking

**Accessibility Needs:**

_____
_____
_____

**PAYMENT INFORMATION:** (Please check one)  Credit Card  Check  Money Order

Credit Card Type:  Visa  MasterCard  American Express  Discover  Diner's Club

Card Number # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_\_ / \_\_\_\_\_

Signature of Card Holder \_\_\_\_\_ Date \_\_\_\_\_

If certified check, money order, or church check is enclosed, please indicate: Deposit Amount: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

(Make payable to Visit Charlotte)

**MAIL TO: VISIT CHARLOTTE HOUSING BUREAU • 500 South College Street • Charlotte, NC 28202-1873**

**Special Requests:** (Examples: Smoking, non-smoking, accessible room. Requests will be relayed to the hotel, but cannot be guaranteed.)