



# 2012 National Baptist Congress Hotel Reservation Request Form

**Dates: June 10-15, 2012**

**Hotel Reservation Deadline: May 21, 2012**

**ONLINE:** <https://resweb.passkey.com/go/NatlBaptist>

**FAX:** 1-313-568-8666

**PHONE:** 1-800-266-9432

(Questions Only: Mon.-Fri., 9:00 a.m. – 5:00 p.m. EST)

**MAIL TO:** Detroit Marriott at the Renaissance Center  
Attn: Group Housing  
Renaissance Center  
400 Renaissance Dr.  
Detroit, MI 48243

Official 2012 Hotel	Distance to Convention Center (miles)	Single/DbI 1 bed (1-2 persons)	DbI/DbI 2 beds (2 persons)	Triple 2 beds (3 persons)	Quad 2 beds (4 persons)
<b>Detroit Marriott @ the Renaissance Ctr. (Headquarters Hotel)</b>	Attached to People Mover	\$114.00	\$114.00	\$114.00	\$114.00

Please Check One: I will be arriving by \_\_\_ Car \_\_\_ Airline \_\_\_ Chartered Bus

Name of Guest: \_\_\_\_\_ # of Adults in Room: \_\_\_\_\_ # of Children in Room (17 & under): \_\_\_\_\_

# of Beds Requested: \_\_\_\_\_ Roommate(s): \_\_\_\_\_

Special Requests (i.e. accessible rooms, smoking preferences, etc.): \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Send Confirmation To: \_\_\_\_\_ Group/Church: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Alternate Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Fax: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Requirements:** We appreciate your continued use of hotels within the Congress room block. Rates include a rebate to offset costs associated with this event. To receive the discounted rate, reservations **MUST** be made through the **DETROIT MARRIOTT GROUP HOUSING** online at <https://resweb.passkey.com/go/NatlBaptist> or by calling 1-800-266-9432. When booking online, be sure to print a copy of your acknowledgement. If you do not receive an acknowledgement number, the **DETROIT MARRIOTT GROUP HOUSING** did **NOT** receive your reservation. Check the accuracy of your acknowledgement and print a copy for your records. Please complete **ONE** housing form for **EACH ROOM** requested and return it to the **DETROIT MARRIOTT GROUP HOUSING**. You will **NOT** receive a separate confirmation from your hotel, and please **DO NOT** call the hotels directly. Group rates and availability are subject to change after the reservation deadline of **MAY 21, 2012**.

**Booking Policy:** Room reservations will not be held unless **GUARANTEED** with a valid credit card **ONLY**. The card will **NOT** be charged unless room is cancelled after **MAY 21, 2012**. Contact the **DETROIT MARRIOTT GROUP HOUSING** to block **10 OR MORE ROOMS** or to make payment arrangements by check. Room rates do not include 15% tax.

**Cancellation Policy:** All cancellations must be sent to hotel in writing and a cancellation date and number will be issued via email. Cancellations made after **MAY 21, 2012** will result in a one night's room rate plus tax charged at your hotel's discretion.

**Changes/Early Departure Policy:** Access your reservation online at <https://resweb.passkey.com/go/NatlBaptist>. **PLEASE DO NOT CALL HOTEL FOR CHANGES**. Please reference your acknowledgement number. An early departure penalty of one night's room rate plus tax may be charged at your hotel's discretion.