



21st Annual National Service-Learning Conference / March 24 – 27, 2010
GROUP HOUSING RESERVATION FORM (10+ Hotel Rooms)

DEADLINE: FEBRUARY 15, 2010

PLEASE FILL IN THE FORM BELOW:

(Please use the second page for your additional rooms.)

Room 1 Guest Name: _____

Sharing With: _____

_____ / _____

Arrival Date: _____

Departure Date: _____

MAIN CONTACT FOR HOUSING GROUP:

Name: _____

Organization: _____

Address: _____

City: _____

State/Province: _____

Zip/Postal Code: _____

Country: _____

Telephone: _____

Fax: _____

Email Address: _____

*Reservation will not be processed without a form of guarantee.

PAYMENT INFORMATION:

Type of Card: _____

Account #: _____

Expiration Date: _____

Signature: _____

If credit card is not provided a check must accompany this form in the amount of \$230 per room (payable to SJCVB). **No purchase orders will be accepted.**

SPECIAL CANCELLATION CLAUSE FOR BLOCKS WITH 10 OR MORE ROOMS:

Any rooms cancelled after **February 15, 2010** will be charged to the group at the conference hotel rate for each night cancelled.

Hotel	1PRS	2PPS	3PPS	4PPS
Fairmont	\$190	\$190	\$190	\$190
Hilton San Jose & Towers	\$195	\$195	\$195	\$195
San Jose Marriott	\$199	\$199	\$199	\$199

All smoke-free properties.

Note: Rates are subject to 14.25% occupancy tax and \$2.00 per night HBID assessment fee. Fairmont rate is subject to 14% occupancy tax, \$2.00 HBID and \$1.00 PBID fees per room night.

HOTEL PREFERENCE:

1st choice: _____ 2nd choice: _____

3rd choice: _____

TYPE OF ACCOMMODATION: (Check One)

Four people maximum each room. No rollaways in Double/Double rooms per hotel fire code.

Single (1 person /1 bed)

Double (1 bed / 2 people)

Double/Double (2 beds / 2-4 people)

Require special facilities in accordance with the American Disabilities Act (ADA)

Special Request

Note: special requests cannot be guaranteed. Hotels will do their best to honor all requests and will not be able to confirm until upon arrival.

ACCOMMODATIONS:

Guest room reservations at the official hotels are handled on a first-come, first-served basis. Requests for guest rooms should be faxed, emailed or mailed to the San José Housing Bureau. **Failure to receive your first choice does not constitute an error.** If accommodations are not available at the hotel of your choice, comparable reservations will be made at alternate participating hotels. Make a copy of the form(s) to retain for your records. If you did not receive a response from us within 72 hours please contact us immediately.

GUARANTEED RESERVATIONS ONLY:

All reservations must be guaranteed at the time of your request to the housing bureau. **Reservations will not be processed without a form of guarantee.** You may do so by using a major credit card or an advanced check deposit with your housing form. Your credit card is only a form of guarantee.

BLOCKS WITH 10 OR MORE ROOMS:

Attendees requesting ten (10) or more hotel rooms are subject to a non-refundable deposit of first night's room and tax for each room blocked.

DEADLINES:

For new reservations, all housing requests must be received in the office no later than **February 15, 2010** or until room blocks are filled.

CHANGES AND CANCELLATIONS:

To cancel or make changes to reservations, contact the Housing Bureau in writing by **FEBRUARY 15, 2010.** After **MARCH 8** you may contact the hotels directly. See 'Special Cancellation Clause for Block with 10 or More Rooms' for more information.

RETURN THIS FORM TO:

San Jose Convention & Visitors Bureau
 email: nylc@sanjose.org
 fax: 1.408.792.4545
 housing line: 1.408.792.4168
 408 Almaden Blvd, San Jose CA 95110



For more information on local attractions, dining info and events, visit www.sanjose.org



21st Annual National Service-Learning Conference / March 24 – 27, 2010

Group Housing Room Reservations

DEADLINE: FEBRUARY 15, 2010

PLEASE FILL IN THE FORM BELOW: (Must also fill out page 1)

Number of Rooms Total in Block: _____

Room Block Contact Name: _____ Organization Name: _____

Contact Number: _____ Fax Number: _____

Email Address: _____

Room	Occupant Name	Sharing With	Comments *
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

* Comments may include specific requests such as bed and smoking preference, special needs, different arrival & departure dates and credit card info for each room.

* If requesting more than 15 rooms, please use an additional page.

DEADLINES:

All new reservation requests must be received in the office no later than **February 15, 2009**.

WHEN TO CALL THE HOTELS:

Please **DO NOT** call the hotel directly "just to make sure" or to inquire your reservation info after booking your rooms. The hotel will **NOT** have your reservations until **March 8, 2009** – subject to change for each hotel cut-off. Rest assured if you receive a reservation acknowledgement from the San Jose Housing Bureau, the hotel will honor your booking.

Should you have any questions, please email or contact us at 408.792.4168. Phone reservations are **NOT** accepted. Office hours are Monday to Friday from 9am to 5pm (PST) except holidays.

RETURN THE FORM(S) TO:

San Jose Convention & Visitors Bureau

email: nylc@sanjose.org

fax: 1 408.792.4545

408 Almaden Blvd, San Jose CA 95110

