



HOTEL RESERVATION FORM

DEADLINE: FEBRUARY 15, 2010

FOR BEST AVAILABILITY AND IMMEDIATE CONFIRMATION, BOOK ONLINE:

<https://resweb.passkey.com/go/nylc2010>

PLEASE FILL IN THE FORM BELOW:

(1 form per reservation. If reserving multiple rooms with the same credit card, please also fill out the second page of this form. If reserving more than 10 rooms for your group, please fill out the Group Housing form instead.)

Room 1 Guest Name: _____

Sharing With: _____

Arrival Date: _____

Departure Date: _____

SEND CONFIRMATION TO:

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.**

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:

Attendee requesting ten (10) or more hotel rooms must fill out the Group Housing Form. Any questions, please contact us at 408.792.4168.

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. Any cancellations made on or after **FEBRUARY 15, 2010** will incur a processing fee of **\$25.00** automatically charged to your credit card. After **MARCH 8** you may contact the hotels directly. Cancellations made after 72 hours prior to arrival date will be charged one night room and tax billed to your credit card or deducted from your deposit. Subsequent nights will be automatically cancelled.

BOOK ONLINE:

<https://resweb.passkey.com/go/nylc2010>

or 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

Multiple Room Reservations

DEADLINE: FEBRUARY 15, 2010

ONLINE RESERVATIONS: <https://resweb.passkey.com/go/nylc2010>

(If booking online, you do not need to fill out this form)

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

Number of Rooms Total: _____

Contact Name: _____

Organization Name: _____

Contact Number: _____

Fax Number: _____

Email Address: _____

Room	Occupant Name	Sharing With	Comments *
2			
3			
4			
5			
6			
7			
8			
9			
10			

If you need more than 10 rooms, please fill out the Group Housing Form.

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

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: 1 408.293.3705

408 Almaden Blvd, San Jose CA 95110

