

Border Lakes Region 2

Sweet Adelines International 2018 Regional Convention

HOUSING COVER FORM

CHORUS NAME _____			
Contact Person: _____		Contact Phone No. (____) _____	
Email for Contact person: _____			
Address _____	City _____	State/Province _____	Zip/Postal Code _____
Will your Chorus be arriving by bus? _____		Estimated time of arrival _____	

- Please send two (2) copies of your housing form to the address below. (Be sure to keep a copy for your files as well!)
- Contact person information must be filled out COMPLETELY and CLEARLY.
- *Forms that are not filled out completely and clearly will be returned.*

THIS FORM MUST BE RECEIVED BY February 22, 2018.

Mail completed forms to: Sheila Jamnik
13025 Harbor Landings Drive
Fenton, MI 48430
sheilajamnik@aol.com
(248) 961-1301

NOTE: ANY ROOM CHANGES AFTER MARCH 26, 2018 HAVE TO BE MADE DIRECTLY WITH THE HOTEL.

- All forms are to be filled out COMPLETELY, including FIRST and LAST names of EVERYONE staying in rooms. Number of days that each person is staying must be indicated
- NO CROSSING OUT or WHITING OUT of information. PLEASE fill out a completely NEW form
- Please HIGHLIGHT special requests
- Rooms that are to be connecting or adjoining are to be in boxes NEXT TO EACH OTHER. Do not use arrows, lines, etc. to indicate these rooms. HIGHLIGHT these rooms

- ALL CREDIT CARD PAYMENTS MUST HAVE AN AUTHORIZATION FORM ATTACHED (Only one card per room please.) Send the original signed credit card authorization (one copy only)
- Please put the room number on the credit card authorization forms and attach them in the same order as your rooming list.
- If you are using a CHORUS CREDIT card, there must be a credit card authorization form filled out with the proper information
- If you are using a MICHIGAN TAX EXEMPT number, you must have a CREDIT CARD or CHECKING account with the chapter name on it. This must be indicated when making your housing reservations
- Canadian chapters may apply for a MICHIGAN TAX EXEMPT number.
- If paying by check, make check payable to DoubleTree Hotel for the total amount of your stay.
- You can change your method of payment when you check out of the hotel.
REMINDER: All room charges are in U.S. Funds.
- NO signs or decorations on the doors. Security will remove them (fire hazard)