

**Cutoff Date:
June 25, 2010**



OFFICIAL HOUSING REQUEST FORM

Church of God 73rd International General Assembly

July 27-30, 2010 • Orlando, Florida

INSTRUCTIONS:

Reservations can be made in one of the following ways:

INTERNET:

www.churchofgod.org

TELEPHONE:

Toll free (US): 888-757-7816

International: 801-214-7284

FAX THIS FORM:

801-355-0250

MAIL:

The Housing Connection
175 South West Temple, Suite 140
Salt Lake City, UT 84101

DEADLINE:

Reservations must be made by phone, fax, mail or internet by June 25, 2010, OR until the discounted rooms sell out, whichever comes first.

CONFIRMATIONS:

The Housing Connection will send you a confirmation of your reservation. Please review all information for accuracy. E-mail confirmations will be sent. If you do not receive a confirmation or have questions, please call The Housing Connection. You will not receive a confirmation from the hotel.

TAX RATE, FEES & REQUESTS:

All rates are per room and are subject to 12.5% tax (subject to change). Special requests can not be guaranteed, however hotels will do their best to honor all requests. Hotels will assign specific rooms upon check-in, based on availability.

ROOM DEPOSIT REQUIRED TO SECURE RESERVATION:

Reservations will not be accepted without a Room Deposit of one night's room rental plus tax for each room reserved. Room Deposits will be accepted in the form of a valid credit card with signature authorizing the credit card guarantee to be charged for the Room Deposit. If the charge to the credit card is denied, we reserve the right to release your reservation. Room Deposits will be accepted in a form of a check until June 25, 2010. **Please make check payable to:** The Housing Connection, 175 South West Temple, Suite 140, Salt Lake City, UT 84101.

CANCELLATION POLICY:

Cancellations after July 1, 2010 and prior to 72 hours before arrival date will be subject to a \$50 processing fee. One night's room and tax will be forfeited entirely if cancellation occurs within 72 hours of arrival.

CHANGES:

Continue to use The Housing Connection for all changes/cancellations through July 15, 2010.

Beginning July 16, 2010, changes or cancellations must be directed to your confirmed hotel. All cancellations must be received within 72 hours prior to arrival, or one night room and tax will be assessed by your confirmed hotel.

MULTIPLE ROOMS:

Complete one form for each room requested. Multiple reservations will not be accepted under one name.

GUEST INFORMATION

Arrival Date _____ Departure Date _____

First Name _____ M.I. _____ Last Name _____

E-mail Address: *(required)* _____

Daytime Phone _____ Fax: _____

Church/Office _____

Address _____

Address 2 _____

City/State/Province _____

Zip/Postal Code, Country _____

HOTEL SELECTION

One-Bedded Room (1-2 people) Two-Bedded Room (2-4 people)

Please select 4 hotel choices from the Participating Hotels Map and enter hotel code name below:

1st _____ 2nd _____ 3rd _____ 4th _____

If requested hotels are unavailable, a reservation will be made at the next available hotel.

Please select criteria:

Comparable room rate Proximity to conference site

List all room occupants: *(Max. four persons per room)*

1. _____ 2. _____

3. _____ 4. _____

 Check here if you have special needs or a disability requiring special services

Non smoking request

Special requests: _____

DEPOSIT INFORMATION

All reservations requests must be accompanied by a credit card guarantee or check for one night's deposit. Housing Forms received without a valid guarantee/deposit will not be processed. Faxed requests must include a valid credit card. Check deposits must be mailed with a completed housing form.

Visa Discover Diner's Club MasterCard American Express

Card Number _____ Exp. Date _____

Name on Credit Card _____

Cardholder's Signature* _____

**I hereby authorize The Housing Connection or any one of the participating hotels, to process a charge to my credit card for each Room Deposit in accordance with the policies and information provided herein no sooner than June 25, 2010.*

One night's check deposit enclosed and made payable to The Housing Connection.

Mail housing forms to: The Housing Connection, 175 South West Temple, Suite 140, Salt Lake City, UT 84101.