ACCOMMODATIONS APPLICATION FORM **ATTACHMENT “C**” PLEASE DUPLICATE AS NECESSARY

**Group Code: VAS**

**Superintendent’s Memo #089-16**

**Virginia Middle and High School Principals**

**Conference & Exposition**

**DoubleTree by Hilton Hotel Williamsburg**

**50 Kingsmill Road • Williamsburg, Virginia**

**June 26 – June 29, 2016**

**Sleeping Room Rates:** $119.00 Single or Double Occupancy, plus 11 % tax +

$2 occupancy tax per room per night

*DoubleTree by Hilton Hotel Williamsburg is a Smoke-Free Hotel.*

🞏King Bed 🞏 Two Queen Beds 🞏 No Preference

Room types are not guaranteed, but every attempt will be made to accommodate your request.

Children sharing a room with parents: 0 to 18 years - Complimentary

**DATE OF ARRIVAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF DEPARTURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

NAME (please print) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ROOMMATE (if applicable) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** NO. OF ADULTS **\_\_\_\_\_\_\_\_\_\_\_\_**

ADDRESS**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

CITY**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** STATE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** ZIP **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DAYTIME PHONE **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** FAX **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** E-MAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Area Code) (Area Code) Room confirmation numbers will be sent to this e-mail address. Please print or type e-mail address to ensure you will receive confirmation.

For a quicker and more efficient hotel check-in procedure, please indicate below the following information about the vehicle you will be driving:

License Plate #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Make / Model of Automobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hotel Room Accommodations:**

An advance deposit is required to guarantee your reservation. Reservations will be accepted on a first-come-first-serve basis ONLY on this Accommodation Application Form, which should be mailed directly to Group Reservations at the address below. All room rates are flat fees except where noted. There is no charge for children through age 18 when they occupy the same room as their parents. Please note these rates are based on the reservation deadline of **May 27, 2016**. These special rates are available beginning June 25 and will be extended through July 1 based on a space-availability basis. After the deadline date, all subsequent reservations will be subject to availability. Early mailing of reservations is highly recommended. The Group Reservations Manager will send you an e-mail confirmation of your reservation. The Courtyard by Marriott Williamsburg will be our official overflow hotel this year. Once the DoubleTree by Hilton Hotel Williamsburg is filled, this completed form will be automatically sent to the Courtyard by Marriott Williamsburg.

Deposit may be made with Visa, MasterCard, American Express, and Discover, which will be charged when reservation request is received. If deposit is by check, payment must be received with this reservation request. **Deposit is refundable if notice of cancellation is received at least 24 hours prior to the scheduled arrival date.**

***Check in time is after 4:00 p.m. Check out time is before 11:00 am.***

Credit Card No. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Expiration date **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Visa\_\_\_ MasterCard\_\_\_ American Express\_\_\_ Discover\_\_\_

Reservation(s) request made by: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date:**\_\_\_\_\_\_\_\_\_\_\_\_**

***Make checks payable to “DoubleTree by Hilton Hotel Williamsburg” and mail with this form to:***

**Group Reservations Manager**

 **DoubleTree by Hilton Hotel Williamsburg**

 **50 Kingsmill Road**

 **Williamsburg, VA 23185**

**Reservations by mail only using this form** - phone calls, facsimile, online, or personal delivery not permitted for this conference. The DoubleTree by Hilton Williamsburg room block accommodations at the *Conference Rate* are only for registered participants of the 2016 Virginia Middle and High School Principals Conference & Exposition. Thank you.