

## Group Block Re-Book Housing Request Form

MAGIC Winter 2019

February 5 - 7, 2019

### 1. CONTACT INFORMATION

MAGIC Winter 2019 through our official Housing provider, Connections Housing will confirm all reservations to the person listed below.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### 2. HOTEL INFORMATION

Please check the most important consideration in choosing your housing. ☐ Rate ☐ Location

Choose your hotels in order of preference. If your 1st Choice is not available, the next available hotel will be assigned.

1st Choice: \_\_\_\_\_ 4th Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_ 5th Choice: \_\_\_\_\_

3rd Choice: \_\_\_\_\_ 6th Choice: \_\_\_\_\_

### 3. ROOM BLOCK INFORMATION

Please complete the grid, providing a night by night breakdown of the number of rooms required. Bedding type is a request only and hotel may not be able to accommodate.

	Thu 1/31	Fri 2/1	Sat 2/2	Sun 2/3	Mon 2/4	Tue 2/5	Wed 2/6	Thu 2/7	Fri 2/8	Sat 2/9	Sun 2/10
Rooms/One Bed											
Rooms/Two Beds											
Suites (Subject to Availability)											
<b>TOTAL</b>											

**\*\*\*If rooms are required for dates not listed above, please note the dates & number of rooms needed on a separate page and send in with your request. \*\*\***

This form is provided for your convenience in making housing reservation requests for Magic Winter 2019.

The following guidelines will apply:

1. Completed forms may be returned by fax to 702-331-9571 or via email to magic@connectionshousing.com.
2. All reservations will be on a request basis and confirmed first come, first serve.
3. Please provide (6) six hotel choices. Hotels will be assigned based on availability. Every effort will be made to accommodate all requests.
4. You will receive confirmation of your hotel assignment directly from Connections Housing. Your acknowledgement will include the hotel's confirmed rate, deposit, cancellation and resort fee policy.
5. If reserving 10 or more rooms, you will receive an email with detailed instructions regarding the assignment of rooms within your sub-block.
6. A rooming list must be submitted, or individual room assignments made online by December 1, 2018.

☐ You must check the box acknowledging that you have read the following statement:

By submitting this block request and associated reservations, I give Connections Housing consent to use any personal data provided to both process these requests and contact me in the future with relevant notifications and/or reminders.

### 4. PAYMENT INFORMATION

All room blocks require a credit card to guarantee the requested rooms. A representative from Connections Housing will contact you to secure a valid credit card in order to process and confirm your room block. Hotels may charge a one night's room & tax deposit to individual credit cards provided with final rooming list in December of 2018. Please refer to your individual housing acknowledgement for hotel deposit and cancellation policies.

Should you have any questions, please contact April Norman at 702-675-6527 or via email at magic@connectionshousing.com.