

Group Housing Request Form

1. CONTACT INFORMATION

HR Technology Conference & Expo, through the official housing provider, Connections Housing, will confirm all reservations to the person listed below.

Company Name: _____ Contact Name: _____

Address: _____ City/State/Zip _____

Phone: _____ 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 request 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.

| Bed Type | Sat 7/20 | Sun 7/21 | Mon 7/22 | Tues 7/23 | Wed 7/24 | Thurs 7/25 | Fri 7/26 |
|----------|-------------|-------------|-------------|--------------|-------------|---------------|-------------|
| One Bed | | | | | | | |
| Two Beds | | | | | | | |
| TOTAL | | | | | | | |

This form is provided for your convenience to make group housing reservations for the HydroVision International 2019.

- ❖ Return completed forms to HydroVision@ConnectionsHousing.com
- ❖ All reservations will be on a request basis and confirmed first come, first serve.
- ❖ You will receive an email with detailed instructions regarding the assignment of rooms within your sub-block.
- ❖ You will be given instructions for collecting method of payment. Please **DO NOT include credit card** details on this form.
- ❖ **A rooming list must be submitted, or individual room assignments made online by Tuesday, June 4th, 2019.**

4. GROUP HOUSING TERMS & CONDITIONS

Reservations must be guaranteed with a credit card or check in the amount equaling a deposit of one night's room plus tax for each room reserved. The credit card used to hold rooms must have an expiration date of November 2019 or later. Group will submit a rooming list to Connections Housing on or before **Tuesday, June 4th, 2019**. Any rooms that have not been individually assigned and guaranteed will be released.

Cancellation Policy

- ❖ **Cancellation Policy:** Reservations may be cancelled without penalty until **Wednesday, June 5th, 2019**. After this date, there will be a **\$50 fee**. These charges are NON-REFUNDABLE and will appear on your statement as Connections Housing.
- ❖ **Hotel Cancel Policy:** There is a 72 Hours cancellation policy in place for all reservations. Failure to cancel a reservation 72 Hours prior to arrival will result in a one-night non-refundable guest room charge plus Resort Fee and applicable taxes posted by the Hotel to the guest's credit card on file.
- ❖ **Hotel Early Departure Policy:** The Hotel will confirm the departure date at check-in. Should a guest depart prior to the date confirmed at check-in, a non-refundable fee in the amount of one-night room charge plus Resort Fee and applicable taxes will be posted by the Hotel to the guest's credit card on file.
- ❖ **Hotel No-Show Policy:** All confirmed reservations will be held by the Hotel until 11:59 PM on the scheduled arrival date. If the guest fails to check-in, the Hotel reserves the right to charge a one-night non-refundable room charge plus Resort Fee and applicable taxes posted by the Hotel to the guest's credit card on file.

Your signature is required to indicate that you have read and agree to the Group Housing Terms & Conditions outlined above.

_____ I have read and agree to ALL terms & conditions outlined in this agreement.

Signature: _____ Title: _____ Date: _____