



## INDIANAPOLIS WELCOMES PRESIDENTS' DAY TOURNAMENT

February 17-19, 2017

Hotel Reservation Form

### GENERAL INFORMATION

It is our pleasure at Team Indiana Volleyball to announce a partnership with Visit Indy Leisure Housing Bureau. Visit Indy will be your "preferred source" for special group hotel rates for Team Indiana Volleyball events. The staff at Visit Indy will coordinate and manage all aspects of the booking process.

While it is not mandatory to use the Visit Indy Housing Bureau, our partnership with Visit Indy Housing will ensure your team the lowest possible group hotel rate.

Please either fax (317-262-8270) or scan and email (fpalazzo@VisitIndy.com) the completed form to the Visit Indy/Team Indiana Volleyball Housing Bureau.

Your housing request form will be processed in the order received.

**RULES & CANCELLATION POLICY:** All team room blocks must be set up with the Visit Indy Housing Bureau no later than **January 25, 2017**. All individual rooms within the team block must be picked up by end of day, **February 1, 2017**. All modifications or cancellations must be done by end of day **February 14, 2017**. All team block rooms that are not picked up by end of day **February 1, 2017**, will be automatically released. Reservations are not cancellable after **February 14, 2017**. Any no shows or cancellations after **February 14, 2017**, will be charged one night's room rate plus tax by the hotel. Reservation is subject to availability and may be changed without notice.

**\*IMPORTANT - PLEASE READ CAREFULLY:** Visit Indy Housing will book and manage all team reservations as well as set up sub blocks for each team. The team Primary Contact will be sent an email containing the team block details and agreement along with a web link and a unique access code for the team. The hotel will be copied. The provided access code will only be visible through the Visit Indy Housing web link. Once forwarded, this is how attendees will book their individual rooms on their own credit cards. Guests can only make changes, modifications, or cancellations using the provided web link and access code or by calling the Visit Indy/Team Indiana Volleyball Housing Bureau at 317-262-8205 prior to the deadline of **February 14, 2017**.

\*\*\*The hotels will not receive any reservations until one (1) business day after housing closes on **February 14, 2017**.

### HOTEL INFORMATION

Number of Rooms: \_\_\_\_\_ Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_ Number of Nights: \_\_\_\_\_

Type of Room: Number of rooms with 1 bed: \_\_\_\_\_ With 2 beds: \_\_\_\_\_

Hotel Requested: 1st Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_

3rd Choice \_\_\_\_\_

Requests will be processed on a first-come, first-served basis. If all your choices are unavailable, we will contact your for alternative accommodation choices. **Requests are not guaranteed.**

### PRIME CONTACT INFORMATION

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-Mail Address : \_\_\_\_\_

Club Name: \_\_\_\_\_ Team Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime or Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ International prefix and area code, if necessary: \_\_\_\_\_

Back-Up Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

For additional information, call the 2016 Visit Indy/Team Indiana Volleyball Housing Bureau at 317-262-8205.

