

2010 DEPARTMENT CONVENTION HOUSING
TOLEDO, OHIO
June 24, 25, 26 AND 27, 2010

All housing is for a minimum of two (2) nights - no one (1) night housing

Housing deadline: June 1, 2010 - this is not a postmark date.

Advance deposit: there is no advance deposit, however, guaranteed payment will be strictly enforced. If you do not check in at the hotel on your scheduled arrival date or the hotel is not notified of your cancellation, the reservation will be held for a guaranteed payment for your first night's housing; your room will be held in your name all night. **If not claimed, the individual and the unit will be billed.** If you cancel your reservation directly with the hotel, be sure to get the name of the person with whom you spoke as well as a cancellation number. **You must have this cancellation number if the hotel claims you were a no show.**

Additionally, if you are being replaced, your replacement must alert the front desk of this situation when checking in to the hotel. This will eliminate duplicate reservations and inadvertent no show designations.

PRINT OR TYPE on the Housing Form, and READ both sides carefully.

DO NOT DUPLICATE THE HOUSING RESERVATIONS. Post/Unit Delegations, etc., should consult each other to avoid duplications. If duplications are made you will be responsible for payment of both rooms.

Auxiliary Headquarters

Crowne Plaza Hotel
444 North Summit Street, Toledo, OH 43604
(419) 241-1411

AMERICAN LEGION AUXILIARY

Headquarters Hotel /Registration
Convention Sessions /Registration

Crowne Plaza Hotel
Crowne Plaza Hotel

THE IS A SMOKE FREE FACILITY.

THERE ARE NO SMOKING ROOMS AVAILABLE AT THE HOTEL.

THE AMERICAN LEGION DEPARTMENT
CONVENTION HOUSING FORM

AMERICAN LEGION AUXILIARY

Crowne Plaza Hotel
440 North Summit Street
Toledo, OH 43604
(419) 241-1411

THERE ARE NO SMOKING ROOMS AT THE HOTEL

HOUSING IS FOR A MINIMUM OF TWO (2) NIGHTS. NO ONE (1) NIGHT HOUSING PERMITTED.

ROOM RATES: \$ 119.00 PER NIGHT – SINGLE/DOUBLE + TAX

Deadline to make a housing reservation is **June 1, 2010**. This is not a postmark date. Housing form on reverse side will accommodate two (2) separate room reservations. You may reproduce additional forms if your post requires more rooms. **List only one name per room reservation.**

Advance deposit: there is no advance deposit. All reserved rooms however will be held for guaranteed payment all night unless cancelled. Deadline to cancel a room is 4:00 pm the day of your scheduled arrival. If canceling, be sure to get a cancellation number as well as the name of the individual with whom you spoke. If hotel claims you did not cancel you must have this cancellation number, otherwise you will have to pay for the room.

Sponsoring units are ultimately responsible/liable for hotel charges and/or damages by their members.

Check in time is 3:00 pm/ checkout time is 12:00 pm.

Do not attempt to make your reservation directly with the hotel. The Hotel will not accept reservations at the convention rate unless it comes through our office. If you cannot attend the convention and are being replaced, your Replacement must alert the front desk when checking in. This will eliminate needless no show discrepancies with the hotel. Send in your reservation early! Bed types are **not** guaranteed and once the hotel is full (even prior to the cut off date) you will be assigned to an alternate property.

THE HOTEL WILL NOT MAIL OUT ROOM CONFIRMATIONS

NO ADVANCE DEPOSIT REQUIRED
 READ EVERYTHING CAREFULLY BEFORE FILLING OUT
 HOUSING DEADLINE IS **June 1, 2010**
 PLEASE **PRINT** OR **TYPE** ALL INFORMATION

UNIT # _____ DISTRICT # _____

ROOM 1: _____ TOTAL NUMBER OF ROOM OCCUPANTS

_____ AN ADA COMPLIANT ROOM IS REQUIRED 

NAME: _____ TELEPHONE # _____

ADDRESS: _____ CITY _____ ZIP _____

ARRIVAL DATE: _____ DEPARTURE DATE: _____

KING OR DOUBLE/DOUBLE: _____

ROOM OCCUPANTS	DELEGAT E	ALTERNATE	VISITOR	LEGION	AUXILIARY	SAL

ROOM 2: _____ TOTAL NUMBER OF ROOM OCCUPANTS

_____ AN ADA COMPLIANT ROOM IS REQUIRED 

NAME: _____ TELEPHONE # _____

ADDRESS: _____ CITY _____ ZIP _____

ARRIVAL DATE: _____ DEPARTURE DATE: _____

KING OR DOUBLE/DOUBLE: _____

ROOM OCCUPANTS	DELEGAT E	ALTERNATE	VISITOR	LEGION	AUXILIARY	SAL

SEND ALL HOUSING RESERVATIONS TO: THE AMERICAN LEGION
 P.O. BOX 8007
 DELAWARE, OH 43015
 ATTN: CONVENTION HOUSING

Save Postage

DO YOU OWN A COMPUTER?
ARE YOU ABLE TO SEND AND RECEIVE E-MAIL?
DO YOU WANT TO MAKE THE CONVENTION HOUSING
RESERVATIONS PROCESS EASIER?

WE WILL ACCEPT CONVENTION HOUSING RESERVATIONS SENT TO US BY
E-MAIL.

IMAGINE, NO MORE PAPERS TO FILL OUT AND MAIL. NO
LONGER WORRYING IF YOUR PAPERWORK GOT LOST IN THE MAIL,
AND BEST OF ALL, WE WILL LET YOU KNOW BY RETURN E-MAIL
THAT YOUR RESERVATION WAS RECEIVED AND RECORDED, AND IN
MOST CASES, THE SAME DAY IT IS WAS RECEIVED.

ALL YOU HAVE TO DO IS FOLLOW THE INSTRUCTIONS LISTED
BELOW. DO NOT OMIT ANY OF THE INFORMATION OR WE WILL
NOT BE ABLE TO MAKE YOUR RESERVATION.

SEND TO: legion@ohiolegion.com

- GIVE US:
1. YOUR NAME & MAILING ADDRESS
 2. UNIT NUMBER
 3. NAME OF ASSIGNED HOTEL (CROWNE PLAZA)
 4. DAYTIME PHONE NUMBER
 5. NUMBER OF PEOPLE TO BE IN THE ROOM
 6. ARRIVAL AND DEPARTURE DATE
 7. KING OR TWO-BEDDED ROOM
 8. IF YOU REQUIRE A HANDICAPPED ROOM (ADA)

PLEASE DO NOT ASK FOR AN ADA ROOM UNLESS IT IS
NECESSARY. THERE ARE NOT THAT MANY ADA ROOMS PER HOTEL,
AND WE DON'T WANT TO DISAPPOINT ANYONE HAVING A REAL
NEED FOR THIS TYPE ROOM.