

## CONVENTION HOUSING FORM

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

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

**Hilton Netherland Plaza Hotel, 35 West Fifth St., Cincinnati, OH 45202**

Deadline to make a housing reservation is **June 2, 2014**. 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 unit requires more rooms.

**List only one name per room reservation.**

There is no advance deposit required. All reserved rooms, however, will be held for guaranteed payment all night unless cancelled. **A valid credit card number is required to make a reservation!** 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 and 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.

**YOUR RESERVATION WILL BE ASSIGNED TO THE HOTEL DESIGNATED FOR  
THE AUXILIARY - Hilton**

**ALL ROOMS ARE NON SMOKING**  
**THE HOTEL WILL NOT MAIL OUT ROOM CONFIRMATIONS**

THE AMERICAN LEGION AUXILIARY DEPARTMENT CONVENTION HOUSING FORM  
**CINCINNATI, OHIO**

READ EVERYTHING CAREFULLY BEFORE FILLING OUT

HOUSING DEADLINE IS June 2, 2014

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: \_\_\_\_\_

Card Type: **Mastercard** \_\_\_\_\_ **Visa** \_\_\_\_\_ **Discover** \_\_\_\_\_

Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration date \_\_\_\_\_

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: \_\_\_\_\_

Card Type: **Mastercard** \_\_\_\_\_ **Visa** \_\_\_\_\_ **Discover** \_\_\_\_\_

Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration date \_\_\_\_\_

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

Please do not ask for an ADA room unless it is necessary. There are limited ADA rooms per hotel and we don't want to disappoint anyone having a real need

**Save Postage**

Email your housing form reservation. Department will accept convention housing reservations sent to us by email. All you have to do is follow the instructions listed below.

**Do not omit any of the information or we cannot process your reservation.**

Email to: [mcgowan@ohiolegion.com](mailto:mcgowan@ohiolegion.com)

**Include the following information:**

- **Your name and mailing address**
- **Unit number**
- **District number**
- **Name of assigned Hotel**
- **Daytime phone number**
- **Number of people staying in the room**
- **Arrival and departure date**
- **King or two beds**
- **If you require a handicapped room (ADA)**
- **Credit card number and expiration date**