

2017
NATIONAL CONVENTION
HOUSING FORM
THE AMERICAN LEGION, DEPARTMENT OF OHIO

The Department of Ohio is housed at the Reno Grand Sierra Resort & Casino for the 2017 National Convention. Rooms are assigned on a first come, first served basis. **July 11, 2017** is the deadline. If you receive this form and do not require housing or do not plan to attend the National Convention in Reno, we should be advised immediately.

Available rooms in the Reno Grand Sierra Resort & Casino:

Double – 2 Beds – 1 or 2 persons	\$111.35*
King – 1 Bed - 1 or 2 persons	\$111.35*

Tax Rate – 13 %, a \$2 per night for the National Convention Corporation and a \$2.00 Tourism tax added by the state.
(All included in the room rate of \$111.35)*

Rollways - \$0.00.

Additional occupants (18 and older) in a room – \$25.00 per person. (3-4 persons)

Parking – daily rates: \$0.00 valet and self- parking

Occupancy must be no later than **NOON -Sunday, August 20th** and must be for a minimum of three nights (four nights for American Legion Delegates).

The VISITOR'S first night's deposit, plus tax is required (send room fee and include a National American Legion registration fee of **\$25.00** for each adult visitor).

Legion delegates and alternates should not submit payment as the delegation check covers the room reservation and delegate fees when applied to the room. Please inform us if you are staying off-site so that we can properly calculate the delegate checks and provide vouchers for you to complete (with payment receipts) and issue your check after the convention.

Auxiliary Alternates/Visitors should send \$25.00 to Auxiliary Headquarters in Zanesville.

Visitors should make checks for the first night's deposit and registration fee payable to "The American Legion" and return your check with the attached form. **Discover, MasterCard and Visa payment are acceptable.** Confirmation will be made available via the Department website ohiolegion.com. **It is vitally important that you make your reservation by July 11, 2017 or, if you don't need a room or don't plan to go to Reno contact the Internal Affairs Director immediately so the housing and Delegate/Alternate/Visitor lists can be completed without delay.**

Remember, rooms will be assigned on a first come, first served basis. However, the hotel does not guarantee any room types.

Brenda McGowan

Brenda McGowan
Internal Affairs Director

MAIL THIS PAGE TO: BRENDA MCGOWAN, P.O. BOX 8007, DELAWARE, OH 43015
CONTACT BRENDA WITH ANY QUESTION AT: 740-362-7478 EXT 3

Please reserve a room in the Reno Grand Sierra Hotel & Resort, 2500 East 2nd St.

Arrival Date: _____

Departure Date: _____

Double

King

Special Requirements _____

PLEASE INDICATE ALL BOXES THAT APPLY:

Room occupants will be (a fee of \$25 per visitor):

NAME	LEG/SAL/DUAL/ AUX	DEL/ALT/VIS

- VISITORS ONLY Payment of \$ _____ for the first night's deposit + \$25.00 per visitor
- Charge my credit card **Account #** _____ - _____ - _____ - _____

Card Type: **MasterCard** ____ **Visa** ____ **Discover** ____ **Expiration date** _____ **CVV #** _____

Authorizing Signature _____

No housing needed

Name _____

Not attending

Address _____

City _____

State _____ Zip Code _____

Post/Unit/Squad # _____

DAY TIME TELEPHONE NUMBER WHERE YOU CAN BE REACHED _____

Email address: _____

**Include the Registration Fee for all adult visitors 18 and older.
ONLY ONE ROOM RESERVATION PER FORM
Deadline: July 11, 2017**