

**MID – WINTER BOARD MEETING  
NATIONAL BAPTIST CONVENTION USA, INC.  
DR. JULIUS R. SCRUGGS, PRESIDENT**



**DESIGNATED/GENERAL HOUSING FORM  
January 20, 2014 – January 23, 2014  
Birmingham, Alabama**

**DEADLINE: ALL Delegates – December 20, 2013.** Requests received after the deadline could possibly be assigned at a hotel not in the housing package.

**HOTEL REQUEST:** Fax, Mail, or Internet (Do not send form twice or deposit may be charged twice) housing request form. Telephone reservations will **NOT** be accepted. A credit card, church check, cashiers check, or money order for guarantee in the amount of \$200 for each room must accompany all housing requests. Deposits will be accepted in the form of **CERTIFIED CHECK, MONEY ORDER, OR CHURCH CHECK, No checks will be accepted after December 20th 2013**. A service charge of \$35.00 will be applied to checks returned for insufficient funds. Make checks and money orders payable to **NBC Housing** and mail to:

NBC Housing  
C/O Mt. Ollie Baptist Church  
P.O. Box 330512  
1698 St. Marks Ave.  
Brooklyn, NY 11233

E-mail: [Housingnbc@aol.com](mailto:Housingnbc@aol.com)

Fax: 718-385-0140 Tel. 718-346-9290 Toll Free # (866) 531-3003  
Hours of Operation: 10:00 am – 6:00 pm EST Monday – Friday

**GROUP BLOCKS:** Deadline: **November 29, 2013**. The maximum number of group rooms that can be requested is 30, regardless of church or group affiliation. Group procedure must be explained by a Housing Agent at 718-346-9290. All requests for 10 rooms or more must be submitted to the Housing Office, with a completed Hotel Reservation Form accompanied by credit card for deposit or check /money order in the amount of \$200.00 per room along with **two** hotel selections in order of preference.

**CHANGES/CANCELLATIONS:** Any cancellations received after **December 20, 2013 11:59 PM** will forfeit the \$200 deposit regardless of the individual hotel cancellation policies. All forfeited deposits will go directly to the Housing Office unless the cancellation is made within 24 hours of arrival, in which case the hotel will retain the \$200 deposit. Delegates have until **December 27, 2013** to make changes/cancellations with the Housing Office. After **January 6, 2014** delegates will need to contact the hotel directly. Please allow 30-60 days after the last day of the meeting for processing of refunds. Penalties for early departures are enforced and vary by hotel. Failure to arrive on your scheduled date will result in the loss of your deposit and cancellation of your full reservation.

**ACCOMMODATIONS:** In the event none of your choices are available, every effort will be made to assign comparable housing based on your first choice. Bed types are not guaranteed and are assigned on "first come - first serve" basis on arrival, based upon availability.

**ROOM ACKNOWLEDGMENTS AND CONFIRMATIONS:** Upon completion of your reservation requests, the Housing Office will send acknowledgments via fax or postal mail, (whichever the delegate provides) to the registrant only. Rate is inclusive of rebate/commission to the organization.

**(PLEASE TYPE OR PRINT AND COMPLETE ALL INFORMATION) DESIGNATED HOUSING FORM  
REGISTRANT: PERSON TO WHOM ACKNOWLEDGMENT WILL BE MAILED (Birmingham, AL)**

NAME: \_\_\_\_\_

MAILING ADDRESS OR P.O. BOX: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: DAY: (\_\_\_\_) \_\_\_\_\_ EVE: (\_\_\_\_) \_\_\_\_\_ FAX:(\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

**ROOM INFORMATION**

ARRIVAL DATE: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_

**CHECK ONE:**

KING (1 BED, 1 or 2 PERSONS)

DOUBLE/DOUBLE(2 BEDS, 2 PERSONS)

TRIPLE (2 BEDS, 3 PERSONS)

QUAD (2 BEDS, 4 PERSONS)

ONE BEDROOM JUNIOR SUITE (Upon request only)

ADA Accessible

Smoking

Non Smoking

Number of Adults \_\_\_\_\_

Number of Children \_\_\_\_\_

Occupant Names: **List all occupants names and arrival/departure dates if different**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Special Requests:

\_\_\_\_\_

ADA requirements: (please explain):

\_\_\_\_\_

**ENTER HOTEL CHOICE (S):**

1. \_\_\_\_\_

2. \_\_\_\_\_

If my first choice is not available, my preference is a hotel with:

\_\_\_\_\_ An inexpensive rate \_\_\_\_\_ Closer to the Convention Center \_\_\_\_\_ Adhere to bed type request

\_\_\_\_\_ If I can not be placed in one of the above choices, please return my deposit.

**PAYMENT INFORMATION**

By signing below, I authorize Designated Hotel to charge the required deposit of \$200 to the credit card indicated below: **(Hotel reservation will not be booked without valid credit card information. Credit cards must be valid through 1/14).**

American Express  Discover  MasterCard  Visa  Diner's Club

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

Name on Card (Please Print): \_\_\_\_\_

Cardholders Signature \_\_\_\_\_

Enclosed is a check for a deposit of \$200.00. Checks payable to **NBC Housing**

Payment must be in US dollars drawn on a US bank

<p align="center"><b>DESIGNATED HOTELS</b>  <b>Please note: Occupancy Tax is: 17.50%</b>            (Not included in the room rates)</p>	<p align="center"><b>DISTANCE            TO            Birmingham            Convention            Center</b></p>	<p align="center"><b>SINGLE/DOUBLE/TRIP/            QUAD            1,2,3 or 4 Persons</b></p>	<p align="center"><b>SUITE RATE            (P+1= Parlor +            1 Bedroom)</b></p>
<p align="center"><b>Sheraton</b>  <b>Parentbody/Moderators/Laymen/            Women /Ushers &amp; Nurses</b></p>	<p align="center">Connected</p>	<p align="center">\$129/\$129/\$129/\$129</p>	<p align="center">Upon Request            only</p>
<p align="center"><b>Westin</b>  <b>Congress/YPD/Music Dept.</b></p>	<p align="center">Connected</p>	<p align="center">\$139 Single/double            \$149 Triple            \$159 Quad</p>	<p align="center">Upon Request            only</p>