

**110th SESSION OF THE NATIONAL BAPTIST CONGRESS OF CHRISTIAN EDUCATION
DR. GEORGE W. WADDLES, SR., CONGRESS PRESIDENT**

**AUXILIARY OF THE NATIONAL BAPTIST CONVENTION USA, INC.
DR. JERRY YOUNG, NATIONAL PRESIDENT**



GENERAL HOUSING FORM

JUNE 22 – JUNE 26, 2015

Detroit, MI

HOTEL REQUEST: Fax or mail (**Only One**) housing request form. Telephone reservations will **NOT** be accepted. A deposit of \$200.00 for each room must accompany all housing request. Deposits will be accepted in the form of **BANK CHECK, MONEY ORDER, OR CREDIT CARD**. Make checks and money orders payable to **Detroit Metro Convention & Visitors Bureau. (DMCVB)** A \$25.00 Service charge will be applied to checks returned for insufficient funds. No checks will be accepted after May 1, 2015.

All reservation requests will be made through the Detroit Metro Convention & Visitors Bureau.. **Fax or mail only once (Do not send form twice or deposit may be charged twice)**

DEADLINE: **DELEGATES - MAY 18, 2015. GROUP BLOCKS – April 6, 2015.** Requests received after the deadline could possibly be assigned at a hotel not in the housing package.

DEPOSIT: A \$200 deposit for each room reservation is required at the time of booking. Deposit will be accepted in the form of **CERTIFIED CHECK, MONEY ORDERS OR CREDIT CARD**. Make checks payable to the **Detroit Metro Convention & Visitors Bureau. (DMCVB)** Should your \$200 deposit check have insufficient funds or credit card be declined your room reservation will be cancelled.

GROUP BLOCKS: All multiple room requests must be submitted with a completed housing form, rooming list and required \$200 deposit per room. **All requests for 10 or more rooms regardless of group affiliation are subject to APPROVAL by the NBC Housing Office.**

CHANGES/CANCELLATIONS: Make changes and cancellations directly in writing only with the **Detroit Metro Convention & Visitors Bureau**. Reservations secured with a check deposit will be assessed a \$25.00 processing fee if cancelled at any time. **ANY ROOM RESERVATION CANCELLED ON OR AFTER MAY 18, 2015 WILL FORFEIT THE \$200.00 DEPOSIT.** All no – shows will be charged one night's room and tax.

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 a first come first served basis based on hotel availability.

ROOM ACKNOWLEDGEMENTS & CONFIRMATIONS: Upon completion of your reservation requests, the Detroit Metro Convention & Visitors Bureau will email a hotel reservation acknowledgement to the registrant only. Please be sure to provide us with an email address, if you do not have an email address the acknowledgement will be mailed to the attendee. The assigned hotel may or may not send confirmation numbers. Rate is inclusive of rebate/commission to the organization.

Mail or Fax (**NOT BOTH**)
(Fax only if guaranteeing with a credit card)
Detroit Metro Convention & Visitors Bureau
211 W. Fort Street Suite 1000
Detroit, MI 48226

TOLL FREE: (800)338-7648 (No Phone Reservations) Fax: 313-202-1846

(PLEASE TYPE OR PRINT AND COMPLETE ALL INFORMATION) Detroit, MI
REGISTRANT: PERSON TO WHOM ACKNOWLEDGMENT WILL BE SENT GENERAL FORM

NAME: _____

ORGANIZATION/CHURCH: _____

MAILING ADDRESS OR P.O. BOX: _____

CITY: _____ STATE: _____ ZIP CODE _____

TELEPHONE NUMBER: DAY:(_____) _____ EVE:(_____) _____ FAX:(_____) _____

***(This is the quickest and most reliable method of confirmation) Please Print Legibly**

EMAIL: _____

ROOM INFORMATION:

ARRIVAL DATE: _____ DEPARTURE DATE: _____

CHECK ONE:

- KING (1 BED, 1or 2PERSONS) DOUBLE/DOUBLE (2 BEDS, 2 PERSONS)
- TRIPLE (2 BEDS, 3 PERSONS) QUAD (2 BEDS, 4 PERSONS)
- ONE BEDROOM SUITE (Upon request only)

Number of Adults _____ Number of Children _____

Occupant Names: _____

Special Requests: _____

ENTER HOTEL CHOICE(S):

- 1. _____ 2. _____
- 3. _____ 4. _____

***Please select 4 hotel choices.**

_____ **If I can not be placed in any of the above hotel choices, please return form and deposit.**

_____ **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**

PAYMENT INFORMATION

By signing below I am aware that it is at the discretion of the hotel to charge my card the \$200 Deposit in advance for my room request:

American Express Discover MasterCard Visa Other _____

Card Number _____ Exp. Date _____

Name on Card: _____ Signature _____

[] Enclosed is a check for a minimum deposit of \$200.00

Detroit, MI 2015

HOTEL NAME Please note: Sales Tax is 15% - Subject to change , not included in the room rates	Distance to Cobo Convention Center	SINGLE/DOUBLE/TRIP/QUAD 1, 2, 3 or 4 Persons	SUITE RATE (P+1=Parlor + 1Bedrm)
GENERAL HOTELS			
Holiday Inn Express	3 Blocks	\$140.00	N/A
Doubletree	3 Blocks	\$149.00	N/A
Courtyard by Marriott	4 Blocks	\$144.00	N/A
MGM Grand Detroit	10 blocks	\$159.00	N/A
Hilton Garden Inn	10 Blocks	\$149.00	N/A
Greektown Casino Hotel	1 Mile	\$140.00	N/A
Motor City Casino & Hotel	1.4 Miles	\$140.00	N/A