

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



**DESIGNATED/GENERAL HOUSING FORM
January 21, 2013 – January 25, 2013
*Nashville, Tennessee***

DEADLINE: ALL Delegates – December 21, 2012. 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 for guarantee or check/money order 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 21st 2012** 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

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 30, 2012.** 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 **three** hotel selections in order of preference.

CHANGES/CANCELLATIONS: Any cancellations received after **December 21, 2012 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 28, 2012** to make changes/cancellations with the Housing Office. After **January 7, 2013** 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 e-mail (by request only), 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 (Nashville, TN)**

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 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. _____

3. _____

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 1/13).**

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">DESIGNATED HOTELS Please note: Sales Tax is: 15.25 % + \$2.50 City Sales Tax per day Not included in the room rates</p>	<p align="center">DISTANCE TO World Baptist Center</p>	<p align="center">SINGLE/DOUBLE/TRIP/ QUAD 1,2,3 or 4 Persons</p>	<p align="center">SUITE RATE (P+1= Parlor + 1 Bedroom)</p>
<p align="center">Renaissance Hotel Parentbody/Moderators Women/YPD/ Music Department/Congress Headquarter</p>	<p align="center">7 Miles</p>	<p align="center">\$141/\$141/\$141/\$141</p>	
<p align="center">Millennium Maxwell House Laymen/Ushers & Nurses Headquarter</p>	<p align="center">5 Miles</p>	<p align="center">\$97/\$97/\$97/\$97</p>	
<p align="center">Wingate by Wyndham Overflow</p>	<p align="center">6 Miles</p>	<p align="center">\$89/\$89/\$89/\$89</p>	