

**PONY SOFTBALL TOURNAMENT  
WAKE COUNTY, NORTH CAROLINA  
ROOM RESERVATION FORM  
JULY 22 – JULY 29, 2011**

**Please download this form and fax or scan a completed copy to 919-787-1952 or access the on line version and complete it there. For questions email to ponysoftball@beeline.travel or call 877-543-7937**

**BeeLine Travel** is the official housing administrator for the 2011 Pony Softball tournament. On the **last pages** of this form is a list of **hotels** where we have blocked rooms for out of town teams. Rooms will be held for teams on a **first come first served** basis. Please read everything carefully and complete the appropriate sections. Completion of this form does not obligate your team to accept any of the hotels offered by BeeLine until approved by you.

**Please type or print clearly**

Team Name: \_\_\_\_\_ Age \_\_\_\_ U

Team Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Total # of rooms requested: \_\_\_\_\_

If you would like to stay with one or more other teams in the same hotel, please provide the name(s) of the other team(s) below. Be sure everyone requests the same hotel. If you have listed other teams, we will *not* block space for your team until we have reservations forms from all.

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**Team Representative:** Please complete this section for the person who should receive confirmations and other hotel related correspondence. Please list all available phone numbers. Also, for your own protection **please be sure to read, sign and distribute page two.**

Team Contact Name: \_\_\_\_\_

Street Address or P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Tel.: Day \_\_\_\_\_ Night: \_\_\_\_\_ Cell \_\_\_\_\_

Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

If you are reserving all rooms for your team with one name and one credit card number, please put the information here, **sign at the bottom of the next section** and forward everything to BeeLine Travel. For multiple names and credit cards use the form as shown on page 3 or send your own printed list.

Name on Reservation: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. \_\_\_\_\_

## IMPORTANT INFORMATION – ROOM RESERVATIONS – PONY SOFTBALL 2011

**This page must be signed at the bottom by a coach or representative from the team.**

Team Name: \_\_\_\_\_

**Order of reservations:** Space will be blocked for teams based on the order of receipt of completed room reservation forms. **Partially completed forms may not be considered as received** so, be sure that all appropriate sections are complete before forwarding your form to BeeLine Travel.

**Hotel preferences:** Please carefully review information for the hotels listed on all the hotel pages before deciding on your preference. **All rooms blocked are non smoking.**

**Confirmations:** **Confirmation information** will be emailed, mailed, or faxed to the team representative **approximately ten days prior to arrival.** The information will include the name, address, and telephone number of the hotel along with the rate, confirmation numbers, and other pertinent information.

**Changes:** *It is critical that BeeLine and not your hotel be advised of all changes, additions, and cancellations.* Because it is likely that there will be many changes among teams at each hotel names and/or updates are not given to the hotels until close to arrival. **Please advise everyone on your team who may have reserved rooms to not call the hotel directly to make changes** as the person reached at the hotel may not have the information necessary to assist. Also, since computer generated rooming lists will be sent to the hotels by BeeLine at specific times, **changes made directly with the hotel may be automatically overridden causing confusion at check in.**

**Room information:** Unless otherwise requested, all rooms reserved will have at least **four sleeping places.** The overwhelming majority of rooms come with two beds. **Note that bedding configurations are included in the codes for each hotel. Our contracts with all the hotels state that there will be a maximum of four persons in each room. For hotels willing to accept more than four persons in rooms, they may charge for extra persons.** Please notify us in advance if any rooms will be occupied by more than four persons.

**Room guarantees:** **Reservation guarantees are required.** Therefore, to hold rooms for your team at least one **credit card number** must be provided. Be sure all credit cards are valid. **No credit card information will be forwarded to any hotel until after your team agrees to the hotel offered.**

**Cancellation:** In order to negotiate the lowest rates and block large numbers of rooms it is necessary to protect hotels against excessive last minute cancellations. Teams also must be allowed some flexibility in order to accommodate for unforeseen circumstances. Therefore, hotels have agreed to a “phase out” cancellation policy. That policy is as follows: **No penalty for cancellations received before noon 15 days prior to arrival.** Between 15 days and 8 days prior to arrival teams may cancel individual reservations. Each room canceled in excess of 30% of the rooms that were held 15 prior to arrival will be charged a one night room and tax penalty. Between noon 8 days prior to arrival and noon two days prior to arrival, three rooms maximum per team may be canceled although the 30% maximum will still apply. Each no show and cancellation of a room inside of 48 hours will result in a penalty of one night room and tax.

**Team representative agreement:** I have read and understand all of the above and I agree to distribute copies of this page to everyone on our team so that they will be aware of all rules and policies pertaining to their hotel stay.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Coach or Team Representative

## ROOM LIST – 2011 PONY SOFTBALL TOURNAMENT

**Complete these two pages only if you are using multiple credit card numbers and/or multiple names for your team’s reservations. If you are using one name and credit card, provide that information only where indicated on the first page of this form and skip this section.**

Team Name: \_\_\_\_\_

For each room, please list the first and last name of the person whose name should appear on the reservation. Try to be as accurate as possible in the number of rooms that you will need. Name changes and changes in the number of rooms requested will be allowed later within the policy as detailed on the previous page. **You may submit your own printed list in lieu of completing this section**

Please mark a “**K**” to the right of the name for each room that does not require two beds, an “**R**” if you are requesting a rollaway (may be extra charge & subject to availability at check in), and an “**S**” for smoking rooms. If any rooms will be occupied a different number of nights than the remainder of the team, please put the arrival and departure date of those rooms to the right of the name(s).

Rm 1: Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_/  
type

Rm 2: Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_/  
type

Rm 3: Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_/  
type

Rm 4: Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_/  
type

Rm 5: Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_/  
type

Rm 6: Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_/  
type

## ROOM LIST – 2011 PONY SOFTBALL TOURNAMENT

Team Name: \_\_\_\_\_

Rm 7: Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_  
type

Rm 8: Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_  
type

Rm 9: Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_  
type

Rm 10: Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_  
type

Rm 11 Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_  
type

Rm 12 Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_  
type

Rm 13: Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_  
type

Rm 14: Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ exp. date \_\_\_\_/\_\_\_\_  
type

Note: If you have any questions about reservations or this form, please call **877-543-7937** or you may contact us at the email address at the top of the first page. Telephone reservations for teams cannot be accepted. In order to keep the room reservations system orderly, ***please be sure that only one person communicates with BeeLine Travel throughout the process.*** Thank you.

## PONY SOFTBALL – HOTEL LIST 2011

Below is a list of hotels where we are holding rooms for this event. Rates shown are per night per room and do not include tax. Mark all hotels that you would prefer in numerical priority order. We will block rooms at the first available hotel for your team. If none of your choices are available, we will call you to discuss options. The following codes are used in the description of the hotels.

cb – continental breakfast	ia – internet access (w)=wi fi	op – outdoor pool
dd – two double beds	ie – interior entrances	qp – one king or queen + dbl pullout
ee – exterior entrances	ip – indoor pool	qq – two queen beds
fb – full breakfast	ly – guest laundry facilities	rf – refrigerators all rooms
fc – fitness center	mw – microwaves all rooms	rs – restaurant in or near hotel

**IMPORTANT NOTE ABOUT BED TYPES:** If you see two different bed types separated by an “&” sign, that means that we have some of both blocked at the same rate at that hotel. You may also notice that some hotels are listed two or more times. This is because the different bed or room types at these hotels have different rates.

**THIS FIRST GROUP OF HOTELS DO NOT INCLUDE BREAKFAST IN THEIR RATES. MOST HAVE KITCHENETTES.**

<u>Priority</u>	<u>Hotel</u>	page 1 of 5	<u>Rate</u>	<u>Description</u>
_____	Red Roof Inn NCSU/Downtown		\$59.99	ie, dd, ia(w)
_____	Extended Stay Regency		\$69.99	ie, dd, ia(w), ly, mw, rf, rs

**THE FOLLOWING HOTELS INCLUDE A CONTINENTAL BREAKFAST IN THEIR RATES.**

<u>Priority</u>	<u>Hotel</u>	<u>Rate</u>	<u>Description</u>
_____	Extended Stay Dlx Regency	\$55	ie, cb (M-F), qp, fc, rs, mw, rf, ly, ia(w)
_____	Best Western Ral. North	\$59	ie, cb, dd, ia(w), ly, op, rs
_____	Homestead Crabtree	\$59	ee, cb (M-F), dd, ia(w), ly, mw, rf, rs
_____	Homestead Ral. Northeast	\$65.99	ie, cb M-F, dd, fc, ia(w), ly, rf, mw, ip, rs
_____	Comfort Inn Apex	\$75	ie, cb, dd, ia, ly, op, mw, rf, rs
_____	Comfort Inn Fuquay-Varina	\$75.95	ie, dlx cb, qq, ia(w), ly, op, mw, rf, rs
_____	La Quinta RDU – Aerial Center	\$76	ie, cb, dd, fc, ia(w), ly, op, rs
_____	Holiday Inn Exp. Ral. East	\$79	ie, dlx cb, qq, ia(w), fc, mw, rf, rs
_____	La Quinta RTP/Durham	\$79	ie, dlx cb, dd, ia(w), fc, op, ly, rs
_____	Best Western Raleigh East	\$79.95	ie, dlx cb, qp & dd, fc, ia, mw, rf, ip, rs

**(CONTINUED) HOTELS THAT INCLUDE CONTINENTAL BREAKFAST IN THEIR RATES**

<u>Priority</u>	<u>Hotel</u>	<u>Rate</u>	<u>Description</u>
_____	TownePlace Suites	\$79	ie, cb, qp, fc, ia(w), ly, mw, rf, op, rs
_____	La Quinta Cary	\$80.75	ie, cb, dd, fc, ia(w), ly, op, rs_
_____	Comfort Inn & Stes Crabtree	\$82	ie, dlx cb, dd, fc, ia(w), op, mw, rf, rs, suites avail
_____	Days Inn Airport	\$82	ie, cb, dd, fc, ia(w), ly, op, rs
_____	La Quinta Crabtree	\$85	ie, cb, dd, fc, ia(w), ly, op, rs
_____	Hampton Inn Ral. Midtown	\$86	ie, cb, dd & qp, fc, ia(w), ip, rs (avail only 7/24-29)
_____	Comfort Suites Cary	\$87	ie, dlx cb, qq+sofabed& qp, fc, ia(w), mw, rf, ip, rs
_____	Comfort Suites RDU/RTP	\$89	ie, dlx cb, qq+sofabed, fc, ia(w), mw, rf, ly, op, rs
_____	Wyndham Raleigh/Durham	\$89	ie, dlx cb, dd, ia(w), fc, op rs
_____	Fairfield Inn Crabtree	\$89	ie, cb, dd, fc, ia(w), ly, op, rs
_____	Best Western Garner	\$91	ie, dlx cb, qq, ia(w), ly, fc, mw, rf, rs
_____	Hampton Inn Cary – Avl	\$94	ie, cb, qp & dd, fc, ia(w), op, rs
_____	Hampton Inn Garner	\$97	ie, dlx cb, qq, ia(w), op, fc, mw, rf, rs
_____	Country Inn & Suites RDU	\$97	ie, dlx cb, qq, fc, ia(w), ly, ip, rs, mw, rf
_____	Four Points Sheraton RDU	\$99	ie, cb, qq, ia(w), ip, rs, ly, fc
_____	Hampton Inn Airport	\$99	ie, dlx cb, dd, ia(w), op, mw, rf, rs
_____	Holiday Inn Express Airport	\$99	ie, dlx cb, qq, fc, ia(w), mw, rf, op, rs
_____	Hyatt Place Airport	\$99	ie, cb, qp & dd+sofabed, fc, ia(w), ly, mw, rf, op, rs
_____	Wingate Inn Raleigh/Cary	\$99.99	ie, dlx cb, qq, fc, ia(w), mw, rf, ip
_____	Hampton Inn Spring Forest Rd.	\$100	ie, cb, qq & qp, fc, ia(w), ly, mw, rf, op, rs
_____	Hilton Garden Inn Airport	\$104	ie, dlx cb, dd, fc, ia(w), ly, mw, rf, ip, rs

**(CONTINUED) HOTELS THAT INCLUDE CONTINENTAL BREAKFAST IN THEIR RATES**

<u>Priority</u>	<u>Hotel</u>	<u>Rate</u>	<u>Description</u>
_____	Hamp. Inn & Stes Holly Springs	\$105	ie, dlx cb, qq, fc, ia(w), ly, op, rs
_____	Courtyard Airport	\$109	ie, cb, qq, fc, ia(w), ly, op, rs
_____	Courtyard Raleigh/Cary	\$109	ie, cb, qq, fc, ia(w), ly, op, rs
_____	Courtyard Ral. No.	\$109	ie, cb, qq, fc, ia(w), ly, op, rs
_____	Courtyard RTP (Durham)	\$109	ie, cb, dd, fc, ia(w), mw, op
_____	Hilton RDU/RTP	\$109	ie, cb, dd, ia(w), fc, ly, op, rs
_____	Holiday Inn Cary	\$109	ie, dlx cb, dd suite, rs, ia(w), mw, rf, ly, ip
_____	Holiday Inn Exp Clayton	\$109	ie, dlx cb, qq, fc, op, ia(w), rs
_____	SpringHill Suites Durham	\$109	ie, cb, dd, ia(w), fc, ip, mw
_____	Sheraton Imperial RTP	\$114	ie, cb, ia(w), op, fc, rs
_____	Hyatt Place Raleigh North	\$115	ie, cb, dd+sofabed & qp, fc, ia(w), rf, op, rs
_____	Marriott Crabtree Valley	\$115	ie, dd, cb, fc, ia, ly, ip/op, rf, rs
_____	TownePlace Suites	\$124	ie, cb, qq+sofabed 2 BR suite, fc, ia(w), ly, mw, rf, op, rs
_____	Hamp. Inn & Stes Holly Springs	\$129	ie, dlx cb, suites, fc, ia(w), ly, mw, rf, op, rs

**THE FOLLOWING HOTELS INCLUDE A FULL HOT BREAKFAST IN THEIR RATES**

<u>Priority</u>	<u>Hotel</u>	<u>Rate</u>	<u>Description</u>
_____	Comfort Suites Ral. No.	\$79	ie, fb, dd+sofabed & qp, fc, ia(w), ly, mw, rf, op, rs
_____	Holiday Inn Raleigh North	\$84	ie, fb, dd, fc, ia(w), ly, op, rs
_____	Fairfield Inn Brier Creek	\$89	ie, fb, dd, fc, ia(w), ly, ip, mw, rf, rs
_____	Hampton Inn Ral/Cary	\$89	ie, fb, dd & qp, fc, ia(w), ly, mw, rf, op, rs,
_____	Ramada Blue Ridge	\$92	ie, fb, qq & qp, fc, ia(w), ly, op, rs
_____	Cambria Suites	\$94	ie, fb, qq + sofabed, fc, ia (w), ly, mw, rf, ip, rs
_____	Holiday Inn Exp. RTP	\$94	ie, fb, qq, fc, ia(w), ly, mw, rf, rs

**(CONTINUED) HOTELS THAT INCLUDE A FULL HOT BREAKFAST IN THEIR RATES**

<u>Priority</u>	<u>Hotel</u>	<u>Rate</u>	<u>Description</u>
_____	Holiday Inn Brownstone	\$96	ie, fb, dd, rs, ly, fc, ia(w)
_____	Four Points Sheraton Ral/Cary	\$99	ie, fb, qp , ia(w), ip, rs, ly, fc
_____	Residence Inn Ral. Midtown	\$99	ee, fb, dd +sofabed, qp**, fc, ia(w), ly, mw, rf, op, rs
_____	Holiday Inn Exp. NCSU	\$99.99	ie, fb, qq, fc, ly, mw, rf, ip
_____	Clarion State Capital	\$104	ie, fb, dd, fc, ia, rs
_____	Holiday Inn Airport	\$104	ie, fb, qq, fc, ia(w), ly, mw, rf, ip, rs
_____	Holiday Inn Crabtree	\$104	ie, fb, dd, fc, ia(w), op, rs
_____	Radisson Hotel RTP	\$104	ie, fb, ia(w), op, fc, rs
_____	Residence Inn Ral. Midtown	\$104	ee, fb, qp***, fc, ia(w), ly, mw, rf, op, rs
_____	Staybridge Suites Airport 1br	\$107	ie, fb, dd, fc, ia(w), ly, mw, rf, rs
_____	Doubletree Suites RTP	\$109	ie, fb, dd +sofabed, fc, ia(w), ly, ip/op, mw, rf, rs
_____	Hampton Inn Brier Creek	\$109	ie, fb, qq & qp, fc, ia(w), ly, ip, rs
_____	Four Points Sheraton Ral/Cary	\$109	ie, fb, qq, ia(w), ip, rs, ly, fc
_____	Springhill Suites Durham/C.Hill	\$109	ie, fb, qq +sofabed, ia(w), ip, fc, ly, mw, rf, rs
_____	Hilton North Raleigh	\$114	ie, fb, dd, ia(w), ip, fc
_____	Embassy Suites Crabtree	\$119	ie, fb, dd +sofabed & qp, fc, ia(w), ly, mw, rf, ip, rs
_____	Hampton Inn Ral/Cary	\$120	ie, fb, king suite, fc, ia(w), ly, mw, rf, op, rs
_____	Homewood Suites Crabtree	\$124	ie, fb, qp&dd +sofabed, fc, ia(w), ly, mw, rf, op, rs
_____	Residence Inn Cary	\$117	ie, fb, qp, fc, ia(w), ly, mw, rf, op, rs *suites avail*
_____	Residence Inn Durham/RTP	\$117	ie, fb, qp, fc, ia(w), ly, mw, rf, op, rs *suites avail*
_____	Residence Inn Crabtree	\$124	ie, fb, qp, fc, ia(w), ly, mw, rf, op, rs
_____	Res. Inn Ral. Midtn Pnt Ste*	\$124	ee, fb, qq +sofabed, fc, ia(w), ly, mw, rf, op, rs

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_____	Staybridge Suites 2 Bedrm*	\$126	ie, fb, dd+ 1q, fc, ia(w), ly, mw, rf, rs
_____	Embassy Suites Brier Creek	\$129	ie, fb, dd +sofabed & qp, fc, ia(w), ly, mw, rf, ip, rs
_____	Homewood Suites Cary	\$139	ie, fb, qp, fc, ia(w), ly, mw, rf, op, rs
_____	Embassy Suites Cary	\$147	ie, fb, dd +sofabed, fc, ia(w), ly, mw, rf, ip, rs

\* These suites contain 2 full baths

\*\* This room type is a queen bed with a sofa sleeper or two double beds with a sleeper sofa

\*\*\* This room type is a king bed with a sofa sleeper

Note: Hotels listed more than once have different room rates depending on room type.

Other hotels not listed may be available. Please call 877-543-7937 for more info.

**BEELINE TRAVEL CAN ASSIST IN FINDING THE LOWEST AVAILABLE GROUP AND INDIVIDUAL AIR. ALSO, WE HAVE SPECIAL CONTRACTED VEHICLE & VAN RENTAL RATES. PLEASE CONTACT US FOR MORE INFORMATION.**