

**2Hot4Ice NATIONAL GAMES
ROOM RESERVATION FORM
JUNE 11 – 15, 2008**

**Please download this form and fax a completed copy to 919-787-1952 or
access the on line version and complete it there. For questions email to
2Hot4Ice@beeline.travel or call 877-543-7937**

BeeLine Travel is the official housing administrator for the 2008 **2Hot4Ice National Games**. On the **last pages** of this form is a list of **hotels** where we have blocked rooms for out of town teams who require hotel space. 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.

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 – 2Hot4Ice NATIONAL GAMES

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 both 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 at noon and noon eight days prior to arrival teams may cancel individual reservations. Each room canceled in excess of 30% of the rooms that were held at 15 days will be charged a one night room and tax penalty. Between noon eight days prior to arrival and noon two days prior three rooms maximum per team may be canceled although the 30% maximum will still apply. Each no show and cancellation of a room inside 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 stays.

Signed: _____ Print Name: _____

Coach or Team Representative

ROOM LIST – 2Hot4Ice NATIONAL GAMES

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 – 2Hot4Ice NATIONAL GAMES

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.

2Hot4Ice – HOTEL LIST 2008

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

** indicates that there is not yet agreement on the rate. As they are finalized this form will be updated. Call to get approximate numbers.

<u>Priority</u>	<u>Hotel</u>	<u>Rate</u>	<u>Description</u>
_____	Red Roof Inn Cary	\$59.99	ie, dd, ia, ly, rs
_____	Days Inn Cary	\$65	ee, cb, ia, op, rs
_____	Extended Stay Am. – Regency	\$69.99	ie, dd, ia, ly, mw, rf, rs
_____	Best Western Cary	\$76	ie, cb, dd/qp, fc, ia, ly, op, rs
_____	Comfort Inn Apex	\$79	ie, cb, qq/qp, ia, ly, op, mw, rf, rs
_____	Days Inn Airport	\$79	ie, cb, dd, fc, ia, ly, op, rs
_____	Ext. Stay Am. Dlx. – Regency	\$79.99	ie, qq+sofa/qp, fc, ia, ly, op, mw, rf, rs
_____	Comfort Suites Cary	\$**	ie, cb, qq/qp, fc, ia, ip, mw, rf, rs
_____	Best Western Cary Stes.	\$86	ie, cb, qp, fc, ia, ly, op, rs
_____	Hampton Inn Cary – AVL	\$86	ie, cb, dd/qp, fc, ia, op, rs
_____	La Quinta Inn Cary	\$87.60	ie, cb, dd, fc, ia, ly, op, rs
_____	Ramada Blue Ridge	\$89	ie, cb, qq, fc, ia, ly, op, rs
_____	Holiday Inn Cary	\$92	ie, dd, fc, ia, ly, ip, rs
_____	Hampton Inn Ral/Cary	\$94	ie, cb, dd/qp, fc, ia, ly, op, mw, rf
_____	Courtyard Airport	\$98	ie, qq, fc, ia, op, ly, rs
_____	Fairfield Airport	\$99	ie, cb, dd/qp, fc, ia, ly, ip, rs

Hotel List – page 2

_____	Hampton Inn Airport	\$99	ie, cb, dd, fc, ia, op, rs
_____	Hampton Inn Brier Creek	\$99	ie, fb, qq, fc, ia, ly, ip, rs
_____	Hilton Garden Inn Airport	\$99	ie, dd, fc, ia, ly, ip, mw, rf, rs
_____	Holiday Inn Express Airport	\$99	ie, cb, dd, fc, ia, op, rs
_____	La Quinta Inn Airport	\$**	ie, cb, dd, fc, ia, ly, op, rs
_____	La Quinta Inn RDU – Aerial	\$**	ie, cb, dd, fc, ia, ly, op, rs
_____	TownePlace Suites	\$99	ie, cb, qp, fc, ia, ly, op, mw, rf, rs
_____	Holiday Inn Cary – Suites	\$109	ie, qp, fc, ia, ly, ip, rs
_____	Hampton Inn Brier Creek Stes.	\$114	ie, fb, qp, fc, ia, ly, mw, rf, ip, rs
_____	Staybridge Suites Airport 1br	\$119	ie, cb, dd, fc, ia, ly, mw, rf, rs
_____	Hampton Inn Ral/Cary - Suites	\$119	ie, cb, qp, fc, ia, ly, op, mw, rf
_____	Embassy Suites RDU/RTP	\$134	ie, fb, dd +sofa/qp + sofa, fc, ia, ly, mw, rf, ip, rs

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

**Call for rates

Other hotels not listed may be available.

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