

# 2011 National Cluster Meeting Housing Form - Denver, CO



Hyatt Regency Denver  
denverregency.hyatt.com

Attn: Erica Rolig

## HOUSING POLICY

It is important that all FCCLA delegates attending the meeting use the official hotel. The Board of Directors has implemented the following policy: **Delegates who live more than 50 miles from the convention site and do not stay in one of the official convention hotels will be assessed a meeting room fee of \$25.00 per registration in order to register for the meeting.**

## ROOM RATE

Single/Double/Triple/Quad room rate is \$159.00 plus tax, currently 14.85%, per room per night. Rooms at the convention rate will be available November 9-13, 2011.

## MAKING RESERVATIONS

- **Housing forms must be faxed or postmarked by October 12, 2011 to be included in the room block reserved for FCCLA.**
- The hotel requires that all reservations be secured by a check or major credit card, which will be used as a deposit.
- Due to the high demand for double bedded rooms, in most cases, double bedded rooms will be used to house three (3) or four (4) guests. For 2 guests a double bedded room may be requested but not guaranteed.
- If you are sharing housing with another school, please indicate. To avoid delays, send one housing form.
- Requests for additional rooms after October 12, 2011 cannot be guaranteed housing.
- Changes to housing reservations should be made directly with the hotel.
- If paying by check, complete this form, make one copy for your records and send the original form with deposit to:

### Hyatt Regency Denver

650 15th Street  
Denver, CO 80202

- If paying by credit card, complete this form, fax housing form and credit card authorization to 303-486-4314

[http://www.hyatt.com/hyatt/customer-service/ccauth\\_hotels.pdf](http://www.hyatt.com/hyatt/customer-service/ccauth_hotels.pdf)

## DEPOSIT

- Reservations secured by a check deposit should be made payable to the Hyatt Regency Denver and mailed directly to the hotel. Do not mail your deposit to FCCLA or include with your meeting registration payment.

- **The hotel will not accept purchase orders.**

## FINAL PAYMENT

If you plan to pay your final balance by check, the full anticipated balance must be received ten (10) business days prior to your arrival. Checks should be made payable to the Hyatt Regency Denver and mailed directly to the hotel. Do not mail your deposit to FCCLA or include with your meeting registration payment.

## CONFIRMATIONS

The hotel will confirm reservations directly with the individual making the reservation. Reservations will be confirmed by the hotel within seven (7) days of receipt of this form via fax or mail. If confirmation has not been received within 7 days, please contact the hotel.

## CHANGES / CANCELLATIONS

Reservations must be cancelled seventy-two (72) hours prior to arrival date. A charge of one night's room plus tax will be applied and/or forfeited if you do not cancel or do not arrive.

## CHECK-IN

- Hotel check-in is at 3:00 p.m. Check with the hotel about special arrangements if you must arrive before check-in time or after 6:00 p.m.
- Advisers should check the group into the hotel at one time to secure room assignments and keys. Have a copy of the Housing Form, hotel confirmation, and valid picture identification.
- If you plan to pay your final balance by check, the full anticipated balance must be received ten (10) business days prior to your arrival. Final payments made by check should be made payable to the Hyatt Regency Denver.
- Outside telephone service will be restricted in rooms not leaving a credit card deposit.
- Participants should not charge incidental expenses (phone calls, movies, room service, meals, etc.) to their room bills. Pay movies and room service will be on a cash-only basis.
- The industry standard gratuity for baggage handling is usually \$2.00 per bag into and out of the hotel.

School Name \_\_\_\_\_

Address 1 \_\_\_\_\_

Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Adviser: \_\_\_\_\_

Email (An email is required for confirmation) \_\_\_\_\_

**ARRIVAL:** Date \_\_\_\_\_ Time \_\_\_\_\_

We plan to arrive by:  Air  Bus  Train  Car  Van

**DEPARTURE:** Date \_\_\_\_\_ Time \_\_\_\_\_

**ROOM REQUEST:** \_\_\_\_ Single \_\_\_\_ Double \_\_\_\_ Triple \_\_\_\_ Quad

List name(s) of all occupants. Maximum room occupancy is four (4).

**SHARED HOUSING:**  Yes  No

Name of School \_\_\_\_\_

Adviser \_\_\_\_\_ School Phone \_\_\_\_\_



Please include requirements for handicap-accessible room

Room # 1: Chaperone \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Room #2: Chaperone \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Room #3: Chaperone \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Room #4: Chaperone \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Room #5: Chaperone \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Room #6: Chaperone \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

First \_\_\_\_\_ Last \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

