



Convention Housing Arrangements: Deadlines & Penalties

Timeline for 2010 Convention

- March 1, 2010 – Deadline for hotel reservation requests to be postmarked and sent to Sue Booth, Convention Housing Coordinator.
- March 15, 2010 – Date after which Chorus Housing Chairs may contact hotel via email for any changes. (Individuals still contact Sue Booth.)
- March 22, 2010 – Date on which unused rooms in our block are released back to the hotel. There is some chance that reservation requests made on or after this date may not be possible.
- April 22, 2010 – First night of Convention Weekend

Late Reservations

It is important for choruses and CAL members to submit their room requests by the stated deadline (March 1, 2010). There are several reasons for this:

1. There is a lot of processing required to make the hotel arrangements for the chorus groups. This must be done in advance.
2. We need to insure that enough rooms have been booked to meet the minimum requirement for our hotel room block. If we do not meet our minimum the convention will book enough extra rooms to meet the minimum.
3. We need to make provision to get additional rooms if we find that the number of room requests has exceeded our contractual room block at the Grand Sierra Resort.

Individual reservations not postmarked on or before the March 1st deadline will be subject to a \$10 late fee.

Group reservations not postmarked on or before the March 1st deadline will be subject to a \$20 per day penalty for the group. After the group reservation has been received by the Housing Coordinator, Sue Booth, the group may increase their room nights with no penalty.

Changed Reservations

Hotel reservations changed or cancelled prior to the convention will not be subject to a change fee. However, we do request that you not make changes or cancellations unless it is an emergency. Make your plans early and stick with them. There are several reasons for this.

1. Since this is a group reservations process, changes made after the reservation deadline take a lot of time to implement, both for the Convention Housing Chair and for the hotel; and it may not be possible to keep a changed reservation within the chorus group of rooms.
2. Changes that decrease the number of room nights at the hotel may put our minimum block in jeopardy.

If the change increases the number of nights a room will be occupied, that is a good thing because it helps meet our minimum block. If the change involves different occupants in the room or a reduced number of nights, there will **not** be a \$10 change fee charged as in years past. Thank you for changing your habits so this fee is no longer needed!

Cancellations

Please notify the Housing Coordinators of all cancellations. **Do not call or email the hotel.** We will make your cancellations for you.

Fees

The Late Fees mentioned above will be charged to the chorus. For Chapter-at-Large members, the fee will be charged to the individual member. This fee is a debt to the region and must be paid in order to remain in good standing with the region. Checks should be made payable to REGION 12 CONVENTION.