



General Council 2023
July 31 - August 4, 2023 · Columbus, Ohio

GROUP ROOM BLOCK REQUEST FORM

REQUEST FOR 10 OR MORE ROOMS

CONTACT INFORMATION

DEADLINE: MAY 16, 2023

Company:			
Contact First Name:		Last Name:	
Address:			
City:	State:	Zip:	Country:
Phone:	Fax:		
Email (required to receive confirmation):			
<input type="checkbox"/> In accordance with GDPR (General Data Protection Regulation) by checking this box you are consenting to our use of the information you are providing us solely for the purpose of making hotel room reservations.			

HOTEL PREFERENCE: Review hotels below and indicate your hotel choices in order of preference. Requests will be honored on a first-come, first-served, space available basis. Submit your request as soon as possible for the best opportunity of receiving your hotel choice.

Preference	Hotels	Single	Double	Triple	Quad
	Hilton Columbus Downtown	\$155	\$155	\$155	\$155
	Hyatt Regency Columbus	\$149	\$149	\$149	\$149

Below, please indicate the number of rooms (by bed type) you require each night. Your night-by-night room block (pattern) that you select will affect your hotel placement, therefore, be accurate and conservative. **Requested room type is not guaranteed.**

Room Type	7/29/23 SAT	7/30/23 SUN	7/31/23 MON	8/1/23 TUE	8/2/23 WED	8/3/23 THU	8/4/23 FRI	8/5/23 SAT
One Bed:								
Two Beds:								
TOTAL ROOMS								

TERMS & CONDITIONS

DEADLINE DATE: A complete rooming list with names, arrival/departure dates, and a credit card for guarantee for each reservation must be submitted by **May 16, 2023**. After this date rooms without individual names will be released. Rooming lists received without a valid guarantee/deposit will not be processed.

Once your block is confirmed, you will receive a Block Confirmation Letter via email with instructions for submitting your rooming list.

DEPOSIT POLICY: Your hotel reserves the right to charge this card a deposit for one night's room and tax for each room reservation on or after **June 28, 2023**. This credit card must be valid through August 2023. If your card declines the deposit, you risk having your reservation canceled by the hotel.

CANCELLATION: Any reservation cancelled after **May 16, 2023** will be subject to a \$50.00 processing fee. **Deposit of one night's room and tax will be forfeited entirely if cancellation occurs within 5 days of arrival date.**

NO SHOW POLICY: If you do not arrive on your scheduled arrival date you will be considered a no-show resulting in the charge of a one night plus tax fee and the cancellation of your entire reservation.

EARLY DEPARTURE POLICY: Hotel may charge an early departure fee if you check out prior to your scheduled departure date.

TAX DISCLAIMER: Rates do not include the 17.5% hotel tax which is subject to change at any time without notification.

I have read agree and agree to the Terms & Conditions.

Name: _____ Signature: _____

Return completed form to Ashley Garrett at Orchid.Events:

Mail:
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Salt Lake City, UT 84101

Email: ashleyg@orchid.events

Fax: 801-355-0250

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