



HOTEL ROOM BLOCK REQUEST FORM

REQUEST FOR 10 OR MORE ROOMS

*** DEADLINE: JUNE 30, 2020***

CONTACT INFORMATION

Company:			
Contact First Name:		Last Name:	
Address:			
City:	State:	Zip:	Country:
Phone:	Email (required):		
<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 SELECTION: 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
	AC Hotel by Marriott Nashville Downtown	\$259	\$259	\$259	\$259
	Hilton Garden Inn Nashville Downtown	\$239	\$239	\$249	\$259
	Hilton Nashville Downtown	\$289	\$289	\$299	\$309
	Holston House Nashville	\$249	\$249	\$279	\$309
	Home2 Suites by Hilton Nashville Downtown Convention Center	\$249	\$249	\$279	\$309
	Hyatt Place Nashville Downtown	\$249	\$249	\$259	\$269
	Noelle Nashville, a Tribute Portfolio Hotel	\$272	\$272	\$292	\$312
	Omni Nashville Hotel	\$265	\$265	\$275	\$285
	Residence Inn Downtown Nashville	\$259	\$259	N/A	N/A
	The Westin Nashville	\$265	\$265	\$265	\$265
	Tru by Hilton Nashville Downtown Convention Center	\$229	\$229	\$259	\$289

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.

Room Type	Friday 8/14/20	Saturday 8/15/20	Sunday 8/16/20	Monday 8/17/20	Tuesday 8/18/20	Wednesday 8/19/20	Thursday 8/20/20	Friday 8/21/20
One Bed								
Two Beds								
TOTAL ROOMS								

TERMS & CONDITIONS

DUE DATE – June 30, 2020: A complete rooming list with names and arrival/departure dates for each reservation must be submitted. After this date rooms without individual names will be released. Rooming list must be accompanied by a credit card guarantee for one night's room and tax for each room. 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: Rooming lists must be accompanied by a credit card guarantee for one night's room rate and tax for each room reserved. Hotels may charge a one night's room and tax deposit for each room reservation on or after **July 15, 2020**. If a cancellation occurs after this date, the deposit will be forfeited. The credit card you use to guarantee each room must be valid through August 2020.

TAX DISCLAIMER: Rates do not include the 15.25% plus \$2.50 city tax hotel tax which is subject to change at any time.

CANCELLATION POLICY: Cancellations on or after **June 30, 2020** will be subject to a \$50 processing fee. Rooms cancelled less than 72 hours prior to arrival date will be charged a penalty \$50 and a hotel penalty of one night's room rate plus tax.

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

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

Name: _____ Signature: _____

Return completed form to Katie McLaughlin at Orchid.Events:

Mail:
175 S. West Temple, Suite 30
Salt Lake City, UT 84101

Email: katie@orchid.events

Fax: 801-355-0250

(855) 699-6906 US Toll-free
(801) 433-0665 International
7:00 am – 6:00 pm MST, Mon–Fri