

July 1 - 5, 2006

Church of the Brethren Annual Conference Hotel Reservation Form

Des Moines, Iowa

Reservation should be made under the name of: (please print)

First Name Last Name Middle Initial

Address

City State Zip Daytime phone

E-mail Fax:

Occupants/beds: Single-1 person; Double-2 persons; Double/Double-2 beds/2 persons; Triple; Quad

Number of rooms requested

Room occupants: (list all occupants, including yourself. If children, list names and ages)

- 1. 2. 3. 4. 5. 6.

ADA accessible room requested Smoking room requested

Other Special Requests: rollaway bed (some hotels only - see list below), low floor, etc.

(based on availability)

Arrival day/date Departure day/date

Guarantee/Deposit: Room reservations must be guaranteed by credit card or by check. We encourage you to guarantee your reservation with a credit card.

Type of card (circle one) VISA MASTERCARD DISCOVER AMEX

Credit card # Expiration date

The expiration date must be valid through July 5, 2006 or the reservation will not be processed.

Name on card Signature of cardholder

Pay by Check - \$100 deposit made payable to Church of the Brethren Housing Bureau.

Des Moines Room Rates - add 12% room tax

Table with 6 columns: Mark choices, Hotel, Single/Double/Triple/Quad, Parking fee, Rollaway bed, Approximate distance from Events Center. Rows include Renaissance Savery Hotel, Embassy Suites, Des Moines Marriott Downtown, Holiday Inn Downtown, Hotel Fort Des Moines, and Quality Inn.



Free shuttle service will be provided from all of the hotels to the Iowa Events Center except the Quality Inn.

Please select 6 choices in the order of your preference or your reservation may not be processed in the order it was received.

Mail to: Church of the Brethren Housing Bureau, c/o Des Moines Convention & Visitors Bureau, 400 Locust St., Ste. 265, Des Moines, IA 50309-2350. Please do not mail before March 10, 2006 or your reservation may not be processed in the order it was received.

Deadline for mail in reservations is May 26, 2006. See Hotel Reservation Form Instructions included with this packet.

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Hotel Reservation Form Instructions

Hotel Reservations: Reservations are processed in the order they are received. If mailing in your reservation, postmark must be on or after March 10, 2006. Reservations received with a postmark before March 10th may not be processed in the order they were received. All hotel reservations must be made by **May 26, 2006**. Reservations made after May 26, should be made by calling the hotel and may be at a higher non-conference rate. **Please** select all six hotels in order of your preference so that your reservation gets processed in the order it was received. If you only select one hotel as your preference on the reservation form, and that hotel is filled, your reservation may be delayed.

Acknowledgments/Confirmations: You will receive an **acknowledgment** from the Church of the Brethren Housing Bureau (Des Moines Convention and Visitors Bureau) that will include your hotel information. **Please note:** The acknowledgement number is not the hotel confirmation number. If you need to contact your hotel directly for any reason, they can locate your reservation by using the name the reservation was made under.

Guarantee/Deposit: You may guarantee your reservation with a credit card or check. If you fail to give 24 hour notice of cancellation your credit card will be charged for one night's stay. **If you are paying by check, send your deposit of \$100.00 made payable to Church of the Brethren Housing Bureau.** When paying by check, if you fail to give 24 hour notice of cancellation, your deposit will not be returned.

Changes or Cancellations. If you are making changes or cancellations on or before June 1, please contact the Church of the Brethren Housing Bureau (Des Moines Convention and Visitors Bureau.) Changes or cancellations made after June 1 should be made directly with the hotel listed on your acknowledgement.

Please choose **one** of the following methods when making your reservation:

Internet: (Credit card transactions only - secure connection) www.brethren.org/ac (Annual Conference page, housing link) **You will be asked for a Conference ID number - Enter 2091.**

FAX completed reservation form to: 515-244-9757. **Please be aware that submitting your credit card number by fax is not considered a secure connection.**

Mail Reservation Form (include your credit card information if you are guaranteeing your reservation with a credit card or a check in the amount of \$100.00) to:

**Church of the Brethren Housing Bureau
c/o Des Moines Convention and Visitors Bureau
400 Locust St. Suite 265
Des Moines, Iowa 50309-2350**

We're sorry, but we are not able to accept telephone reservations. If you have questions about the reservation process or one of the hotels listed on the hotel information sheet, you may contact Jamie Ridenour or Paulette Lester at the Des Moines Convention and Visitors Bureau at 800-451-2625.