

Housing Request Form

CWEA 2012 Annual Conference

April 17-20, 2012 • Sacramento, California



California
Water
Environment
Association

INSTRUCTIONS: There are 3 ways you can book your room:

- 1) **ON-LINE.** Go to www.cwea.org/conferences and click on the link for Housing.
- 2) **FAX.** Complete this form and fax it to SCVB – Attn: Housing/CWEA 916-808-8414.
- 3) **MAIL.** Send completed form to SCVB – Attn: Housing/CWEA, 1608 “I” Street, Sacramento, CA 95814.

You must use this form or the web-site to receive the group rate. Reservations must be received by the Housing Bureau no later than **March 26, 2012**. The Housing Bureau will handle all cancellations, modifications, and new reservations until March 26, 2012. After that date, you may contact hotels directly for cancellations, modifications, or new reservations.

DEPOSIT: Hotels require a credit card guarantee or first night’s deposit. If you are not using a credit card, you must send a check equal to the amount of one night’s stay plus taxes for each room reserved to the SCVB within 10 days of making your reservation. **PURCHASE ORDERS ARE NOT ACCEPTED!**

CANCELLATIONS: To avoid being charged for one night, cancellations must be made at least **48 hours** prior to your **arrival date**. This also applies to early departures (checking out a day or more early).

HOTEL ASSIGNMENT: Book early! Hotels are assigned on a first come, first served basis. Number hotels in order of preference from one (1) to two (2). Once you submit your room request and it is processed, you will receive an acknowledgement via e-mail or fax. Acknowledgments are sent immediately if booking on-line or within 7 days if done by fax or mail.

Sheraton Grand – Co Headquarter Hotel
\$174 per night single/double
Add \$25 for each additional guest

Hyatt Regency – Co Headquarter Hotel
\$179 per night single/double
Add \$25 for each additional guest

All room rates are subject to a Sacramento city tax of 12% plus an additional fee of \$1.50 a night.

Room Type:

- Single (1 Bed/1 Person) Double (1 Bed/2 Persons) Double/Double (2 Beds/2 Persons)
 Triple (2 Beds/3 Persons) Quad (2 Beds/4 Persons)
 Handicapped Accessible Other _____

The Housing Bureau will try to fulfill any special requests; however, we cannot guarantee that these requests will be met.

Arrival Date _____ **Departure Date** _____

RESERVATION NAME: Acknowledgment will be sent to person named below.

Attendee Name: _____ Phone: _____
Company Name: _____ Fax : _____
Address: _____ City: _____ State: _____
Postal/Zip Code: _____ Email: _____

Names of Additional Occupants: No more than four (4) people per room in compliance with fire code.

1. _____ 2. _____ 3. _____

GUARANTEE:

Credit Card (VISA, MC, AMEX, Discover)

Card Type: _____ Name on Card: _____
Credit Card Number: _____ Expiration Date: _____

Other:

Check box if you are paying by check. Include check #, name on the account, and amount if possible.

Check # _____ Amount _____ Account Holder Name _____

**For information: Call the Housing Department @ 916-808-7617
or send an email to jreilly@cityofsacramento.org**

THERE WILL BE NO RESERVATIONS ACCEPTED OVER THE PHONE!