**Hotel Suite & Room Requests, Check In & Payment Information**

### Convention Hotels

The **Albany Hilton** and the **Hampton Inn** are the two hotels we use to house choruses and quartets. Chapters will be notified of their hotel assignment prior to the required submission date of their Housing Request Form.

**General Information: NEW -** The RCC and your Housing Team works very hard to accommodate the requests of all our members. But there are some limitations at each hotel.

At the Hilton, we need to “pack the floors” so that there are no noise complaints about our Hospitality rooms, if there are only two people in a room you will be assigned to a King room. If you “prefer a King room” please so indicate on the housing form in the Special Request section. This will help us as we work to block and pack the floors!.

At the Hampton Inn, although breakfast is included, there are no separate rooms to have a private breakfast. You can however take your food up to your Hospitality Suite if you wish to eat together.

**Rates: Albany Hilton -** Rooms **-** $172 per night

 Suites - $225 per night

 **Hampton Inn -** Rooms **-** $162 per night

 Suites - $196 per night

**Housing Request Forms**

**The Housing Request form is an excel spreadsheet which is filled out on line, emailed to the Housing Coordinator and then printed for your files. It must be in an excel format and not sent as a PDF!**

Chorus housing requests will be made using the Housing Request Form and your deposit amount will be calculated on the Housing Summary Form, samples of both are found in Appendix A. **Originals will be available on the Regional web site.**

The Housing Request Form will include the number of people in the room, 1, 2, 3, 4 or Suite. **This designation indicates the number of people who will occupy the room, not the number of beds.** The form must include the name of all persons in the room, any ADA requirements or special requests as well as the nights the room is requested. A name must be assigned to each room requested. Depending on room availability, hotels will make every effort to honor each request. A limited number of Suites are available in each hotel. If you wish one, ask for it and I will let you know if one is not available. From past experience only one will be allowed per chapter.

The Housing Summary Form needs to be broken down by **night.** Usethis form, also in Excel, to calculate the amount of your deposit and balance checks. The Housing Summary form must accompany your deposit check. See specific instructions below.

### Cancellation Policy - Choruses are responsible for all rooms reserved. All room cancellations *MUST* be made with Johanna Herudek, Regional Housing Coordinator. Unless it’s an an emergency, room cancellations will not be honored after Tuesday the 9th!! Do not call the hotel directly!

### The Housing Request Form and Housing Summary Form are due on or before March 6, 2020. Additional rooms may be reserved after the deadline date: however, inclusion in the original room block cannot be guaranteed.

### Housing Request Deadline – March 6, 2020

**Method of Payment:** In order to utilize the Region’s New York State Tax Exempt Certificate, the following procedures will apply:

***New Jersey Choruses****:*

1. All NJ deposit checks for hotel rooms are payable to **Greater NY/NJ** **Region #15.**
2. **March 6,2020**: The ***Housing Request Form***, the ***Housing Summary* Form** are submitted **by e-mail** to Johanna Herudek, Housing Coordinator at jherudek@optonline.net. No deposit check is needed at this time.
3. **March 27, 2020:** A deposit check representing **50%** of the estimated total room charges and a printed copy of the Housing Summary Form is mailed to Phyllis Copolongo, Regional Finance Coordinator at 16 Whispering Woods Drive, Smithtown, NY 11787.
4. **April 17,2020:** A check for the remaining **50%** of the estimated total room charges, along with an updated Summary Form, is mailed to Phyllis Copolongo, Regional Finance Coordinator at 16 Whispering Woods Drive, Smithtown, NY 11787 with a statement showing how the balance cost was calculated.
5. **Sunday, May 10,2020:**  Prior to 8:30 am, a complete printout of chorus hotel charges is to be requested from the Hotel Front Desk. Resolve any discrepancies with the hotel. Meet with Phyllis Copolongo, Regional Finance Coordinator at 8:30 am in the hotel lobby to approve the bill for payment. If there is any remaining balance, be prepared to give Phyllis a chorus check for the balance due.
6. Phyllis will pay the Hotel based on its billing and will not negotiate any problems, etc. Please arrange to have your billing statement reconciled no later than 9:00 a.m. on Sunday morning.  **ANY BALANCE DUE MUST BE REMITTED BEFORE YOUR DEPARTURE.** Please make your check payable to **Greater NY/NJ Region 15.**

***New York Choruses***:

1. **March 6,2020** - The ***Housing Request Form***, the ***Housing Summary Form***, are submitted

 **by e-mail** to Johanna Herudek, Housing Coordinator at jherudek@optonline.net.

2. **March 27,2020:** One (1) copy of your NYS Tax Exemption Certificate and a check representing **50%** of the estimated total room charges made payable to your **ASSIGNED HOTEL** is mailed to Johanna Herudek at 85 Huntington Drive, Jackson, NJ 08527.

3. **Sunday, May 10, 2020:** Prior to 9 am, a complete printout of chorus hotel charges is to be

 requested from the Hotel Front Desk. Your CCL will reconcile chorus hotel charges on-site with

 the Front Desk and pay the balance directly to the Hotel with a chorus check.

## Check-In Procedures

**Check-in time at both Convention hotels is 4:00 p.m.** The hotel Housekeeping Departments will be working very hard to complete room cleaning as fast as possible. Should you arrive early and before your room is ready, designated secure areas for luggage are available at each hotel.

Due to the number of ladies, arriving on Thursday and Friday, the Front Desks do get a little overwhelmed!! We continue to work with the hotels to develop a better check-in procedure and any specific information will appear in the Supplement that comes out a few weeks prior to contest.

Johanna Herudek, the Region’s Housing Coordinator, will be available by cell phone if you require on-site assistance concerning housing arrangements.

## Chapter/Member-At-Large

 CAL/MAL members can stay in one of our block hotels by following the instructions below, if they are not included in the rooming list of a specific chorus.

1. E-mail Johanna Herudek, Housing Coordinator at jherudek@optonline.net to request a room stipulating: Type of room desired, name of persons in the room, arrival and departure dates.
2. Registration Badges and programs will be available at the Registration Desk located in the Convention Center.

**Registration Badges & Programs**

**All Registration Badges and Programs will be available for pick up at the Registration Desk located in the Boutique area at the Convention Center. Check Handbook for hours!!**