



California Charter School Association
 26th Annual California Charter Schools Conference
 March 11-14, 2019 • Sacramento Convention Center



Hotel Reservation Form

Reservations are made by completing this form and emailing/mail or faxing it to the Housing Bureau, or through the Housing Link only

Mail to: Visit Sacramento - CCSA Housing
 1608 I Street,
 Sacramento, CA 95814

or FAX Visit Sacramento CCSA Housing
 (916) 808-8414

Directly online at:
<https://book.passkey.com/go/CCSA2019> or
<http://www.charterconference.org/2019/>

For housing questions contact Visit Sacramento Housing Bureau - Mon-Fri 9:00 am - 4:00 pm - Joline Pudoff - jpudoff@visitsacramento.com (916) 808-6715

Reservations must be made by Friday, **February 8, 2019** Housing Bureau Deadline. After the deadline, for new reservations*please contact the hotels directly. For changes and cancellations, please contact the hotels directly after **February 20, 2019**. *It is at the Hotel's discretion whether to accept additional reservations which will be subject to prevailing rates and availability. **If you are making more than 10+ reservations**, please complete this form **ONCE** and include an additional page with the rooming list to include attendee names for each room. **You may reserve multiple rooms under one name, however, your final rooming list including ALL attendee names are due to the Housing Bureau by January 25, 2019.**

Name _____ Guest _____
 Company/School Name _____ Title _____
 Address – City/State/Zip _____
 Phone _____ Ext. _____ Email _____
 Arrival Date _____ Departure Date _____

ACCOMMODATIONS: Room assignments are on a first-come, first-serve basis. Please rank your hotel preference 1 - 5. If rooms are no longer available in your first choice, you will be placed in the next closest available hotel. If you do not indicate alternate choices, the Bureau will automatically assign you to the next available hotel. **Current taxes and fees are 15.27% Total Tax per room per night and are subject to change without notice. Additional fees may be assessed at individual hotels (Parking, housekeeping, etc.). Check-in time at the hotels is 3:00 p.m. - Check-out time is 12:00 p.m. All Sacramento hotels are non-smoking hotels.**

Rank	Hotel	SINGLE/DOUBLE 1 ↑ or 2 ↑ ↑ / 1 ↔	DOUBLE/DOUBLE 2 ↑ ↑ / 2 ↔↔	TRIPLE 3 ↑ ↑ ↑ / 2 ↔↔	QUAD 4 ↑ ↑ ↑ ↑ / 2 ↔↔
_____	Sheraton Grand Hotel (across from Convention Center)	\$206	\$206	\$231	\$256
_____	Hyatt Regency Hotel (across from Convention Center)	\$219	\$219	\$244	\$269
_____	Residence Inn at Capitol Park * <i>Only king beds available</i> (2 blocks from Convention Center)	\$220	NA	NA	NA
_____	The Citizen Hotel (5 blocks from Convention Center)	\$219	\$219	\$219	\$219
_____	Embassy Suites (1.2 mi from Convention Center)	\$209	\$209	\$234	\$259

Type of Room Desired: King 2 Doubles ADA Room Special Requirements: _____

GUARANTEED RESERVATIONS ONLY: Reservations will not be processed without a form of guarantee.

Visa MasterCard AMEX Discover Check # _____ Purchase Order # _____

Credit cards will NOT be charged until after the housing deadline. Once reservations are transferred to hotels, hotels may be charging the one night deposit to credit cards on file. To reserve room with a check, please make deposit checks out to **Visit Sacramento** and mail to the Visit Sacramento office listed above. **Checks MUST be received by February 1, 2019.** If you are mailing a check after February 1, 2019, please make the check directly to the hotel and MUST arrive at least 1 week prior to arrival. A check or credit card is required to pay for your room at the time of check-in.

Credit Card Number _____ Expiration Date: _____

Name on the Card _____ Signature _____

If the Guest name is different than the cardholder name Credit Card Authorization Form Needed _____

CHANGES & CANCELLATIONS: Visit Sacramento accepts changes and cancellations only up until the cut-off date of February 8, 2019. Reservations will be transferred to the hotels between February 19-20, 2019. After the deadline, please contact the hotel directly after February 20, 2019 for all changes, cancellations. **The assigned hotels must receive cancellation at least 72 hours prior to arrival to avoid any cancellation fees.**