

Hotel Reservation Form Instructions

July 12 - 16, 2008

300th Anniversary Celebration

Richmond, Virginia

Hotel Reservations:

For immediate confirmation, no paper work or need to put your requests in order, place your reservations online at <http://www.brethren.org/ac/richmond/housing.html> All hotel reservations must be made by **June 20, 2008**. Reservations made after June 20, should be made by calling the hotel (higher, non conference, rates may be imposed).

If you are mailing in your reservation, postmark must be on or after **March 7, 2008** but no later than **June 15, 2008**. Reservations are processed in the order they are received. Reservations received with a postmark before March 7, may not be processed in the order they were received. *Please* select all eight hotels in order of your preference. If you only select one hotel as your preference on the reservation form, and that hotel is filled, your reservation will be delayed.

Acknowledgments/Confirmations: You will receive an *acknowledgment* from the Brethren Church Housing Bureau (Richmond 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: A credit card must be provided with each reservation request. Reservation requests received without a valid credit card number will not be processed. Credit cards must be valid through July 16, 2008 in order to be considered a proper guarantee. The Housing Bureau will not accept any reservation request sent with a check as a room guarantee. The check will be returned to the sender and the reservation will not be booked until a credit card is provided.

Changes or Cancellations. If you are making changes or cancellations on or before June 20, please contact The Brethren Church Housing Bureau (Richmond Metropolitan Convention and Visitors Bureau.) Changes or cancellations made after June 20 should be made directly with the hotel listed on your acknowledgement. Any cancellations made within 24 hours of your scheduled arrival date will incur a charge of one night's room and tax.

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

Internet: Annual Conference housing link <http://www.brethren.org/ac/richmond/housing.html> (Credit card transactions only - secure connection).

FAX completed reservation form to: 804-780-2577. *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 to:

**The Brethren Church Housing Bureau
c/o Richmond Metropolitan Convention and Visitors Bureau
401 North 3rd Street, Richmond, VA 23219**

The Housing Bureau is 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, please contact Doretha Wiggins at Richmond Metropolitan Convention and Visitors Bureau by email at: richmondvahousing@yahoo.com