



# GROUP HOTEL RESERVATION FORM

Email this completed form to  
 Tori Scatena at [tori.scatena@sgo.org](mailto:tori.scatena@sgo.org)  
 or fax to **(312) 235-4059**  
**ATTN: Tori Scatena**

## GROUP INFORMATION

Group Representative Name
Company Name
Phone Number
Email

Address	
City	
State/Province	Postal Code

- Requests for 10 or more rooms are considered a group.
- Upon receipt of this request, the SGO Housing Bureau will verify availability. This form must be complete, including the number of rooms needed per night.
- Room blocks will be confirmed on a first come first served basis.
- The group housing deadline is **Friday, February 13, 2015**. Rooming lists must be entered online by this date or rooms will be released. Any rooms remaining in your block after this date will be released and resold. All rooms must also be guaranteed with a credit card as of this date.
- Group will be responsible for payment of 80% of the total room block whether it is used or not. If the actual utilization of your room block drops below 80% of the final total committed room nights, attrition penalties assessed will be the responsibility of the group only if SGO incurs an attrition at the assigned hotel. SGO will send a contract for signature once this form is received.
- Rooms will be booked online. An access code and a link to the online reservation portal will be provided to you upon confirmation of your room block.
- Changes/cancellations to your room reservations will be accepted until **Friday, February 27, 2015** and must come in writing. Send changes/cancellations via email to Maritza Juarez at [Maritza.Juarez@Hilton.com](mailto:Maritza.Juarez@Hilton.com).

Please indicate below the number of rooms needed on each night. Rates are based on single or double room occupancy.  
 For triple room occupancy, add \$25 per room night. For quadruple room occupancy, add \$50 per room night.

Day/Date	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Mon 3/30	Tue 3/31	Wed 4/1	Total
Standard, 1 King Bed \$239 per night									
Standard, 2 Double Beds \$239 per night									
*Business, 1 King Bed \$264 per night									
*Business, 2 Double Beds \$264 per night									
2 Double Beds / 2 Baths \$269 per night									
**Lake View, 1 King Bed \$279 per night									
**Lake View, 2 Double Beds \$279 per night									
***Executive, 1 King Bed \$279 per night									
***Executive, 2 Double Beds \$279 per night									
Total									

\* Recently renovations rooms, include complimentary internet access and athletic club access.

\*\* Includes a view of Lake Michigan.

\*\*\* Includes complimentary continental breakfast from 5am-7am; and hors d'oeuvres from 5pm-7pm; lounge open until 9pm daily with access to soda, water, coffee and teas. Also includes complimentary Internet Access and Athletic Club Access.

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