



# Hotel Reservation Form

## The Belmond Charleston Place Hotel

205 Meeting Street • Charleston, SC 29401

Group Organization: Joint Annual Meeting of the Associations  
of Deep Southern & Midwest-SouthEastern  
February 24 - 26, 2019

**Reservation Procedures:** **When making reservations, please make sure to reference “Associations Joint Annual Meeting”** to take advantage of the “special” group rate.

- \* Online at: <https://www.belmond.com/reservations/hotel-loading?productid=CPH&groupcode=190223SEDB>
- \* Phone: Belmond Charleston Place Hotel Reservation Department 1-800-831-3490
- \* E-mail: complete this form and e-mail to: [groupres.cph@belmond.com](mailto:groupres.cph@belmond.com)

- **Guaranteed Reservation:** The Belmond Charleston Place Hotel requires that a first night’s deposit must be guaranteed via a major credit card, which will be forfeited if the reservation is cancelled less than 7 days prior to arrival. A failure to cancel the reservation prior to day of arrival will result in a cancellation fee for the full length of stay.

**Important:**

- Departure dates are confirmed at check in. An early departure fee of one night will be assessed unless hotel is provided 24 hours advance notice of an earlier departure.
- The hotel must receive room reservations by **January 30, 2019**. After this date, rooms will be confirmed on a space and rate available basis.
- Check in time is 4:00 p.m. and you must present photo ID at check in.
- The Belmond Charleston Place is a smoke-free hotel.
- Valet parking fee: \$37 per day, self parking fee in ramp next to Belmond Charleston Hotel: \$20 per day.
- Special room requests for registrants who qualify under the Americans With Disability Act: (please list requirements): \_\_\_\_\_

**When Making Room Reservations, please list each guest’s name below:**

Company Name _____	Name _____
Address _____	Name _____
City _____ State _____	Name _____
Zip _____ Phone (    ) _____	Name _____
E-mail _____	Name _____

**Room (Bed) Types:** King (K) or Queen (Q) or Two Doubles (DD) - each \$260.00 per night

Suites (Reservations for suites must be made through the hotel reservation department.)

**Cut off date: Room rates, suites and room block available through January 30, 2019.**

No. of Rooms	Requested Bed Type	Arrival Date	Departure Date

**Please provide your major credit card information to confirm your hotel reservations.**

Card type (American Express, VISA, MC, etc.) \_\_\_\_\_

Card No. \_\_\_\_\_ Exp. date \_\_\_\_ / \_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_