

# housing reservation form

## Guest Information *(Please use one form per room.)*

ARRIVAL DATE

DEPARTURE DATE

NAME

TOWNSHIP

COUNTY

MAILING ADDRESS

CITY/STATE/ZIP

DAYTIME PHONE

FAX

EMAIL

CHECK HERE IF TAX EXEMPT

## Housing Code

To register for housing, you must first register for the Conference and receive a personalized housing code (enter below). Forms sent without a housing code will NOT be processed. See page 6 for details.

Housing code: \_\_\_\_\_

## Accommodations

Please indicate hotel name and type of room requested (see page 7 for hotel details):

1st choice hotel: \_\_\_\_\_

2nd choice hotel: \_\_\_\_\_

3rd choice hotel: \_\_\_\_\_

Name(s) of additional guests in room: \_\_\_\_\_

Special requests (barrier-free, etc.): \_\_\_\_\_

*Every effort will be made to accommodate special requests. You will be notified in advance if your request cannot be accommodated. For suite reservations, contact kristin@michigantownships.org or call (517) 321-6467, ext. 230.*

## State Sales Tax Exemption

All guests must pay 5% local taxes. To be eligible for state sales tax exemption, you must:

- (1) Check the "tax exempt" box in the Guest Information section above.
- (2) Complete the Michigan Sales & Use Tax Certificate on page 9, and provide upon check-in. (If sending payment to the hotel prior to the Conference, include a completed certificate with payment.)
- (3) Pay your hotel expenses by township check or township credit card.

## Room Guarantee Method

A credit card is required to guarantee your reservation. No charges will be posted to the card until check-in. See individual hotel policies if you plan to pre-pay by township check or credit card. **Note:** A charge may be applied for reservations cancelled without proper notice or for early departures.

MasterCard  VISA  Discover  American Express  Check here if this is a township credit card.

Card Number

Expiration Date

CSV (3-digit code)

Print Cardholder's Name

Signature

Housing opens at 9 a.m.  
on Jan. 25

Save time, register online at:  
[www.grandconnection.com/mta2023](http://www.grandconnection.com/mta2023)

Or, fax your completed form to:  
(616) 600-4499

*(NOTE: Submitting a form more than once or using more than one method could result in a double booking.)*

## Housing Questions:

Grand Connection  
(616) 785-6027, ext. 34  
(8:30 a.m. to 5 p.m. weekdays)

*Note: No reservations will be taken by phone.*

**REMEMBER: Make your reservations by March 27, 2023, to ensure availability and discounted rates.**

## Payment Details

Guests will be asked to provide a credit card at check-in for incidentals at most hotels; some may accept a cash deposit. Contact your assigned hotel directly for details.

For those pre-paying by township check, checks must be received at most hotels least three days prior to your arrival date, but not before March 28, 2023. Some hotels require checks 7-14 days prior to arrival; please see your hotel confirmation for details.

**Note:** All guest name(s) should be provided on the stub to ensure payment is applied to the correct reservation(s) and your tax exemption form should be included with the check, if paying with township funds.

Cancellation policies vary by hotel; check your confirmation details to avoid a penalty. Early departures may also incur a fee.

If you do not show up for the first night of your reservation, your entire reservation will be cancelled, and you will be charged a cancellation fee in accordance with your assigned hotel's policy. Please see your hotel confirmation for details. Please double check your confirmation to ensure your arrival and departure dates are correct.

**NOTE:** Housing forms received prior to Jan. 25 at 9 a.m. will NOT be processed until after 10 a.m. that day.

**ALL forms must include a housing code.**