**A close up of a sign

Description automatically generated**

**2020 CMSC Group Housing Authorization**

This form is required for companies requiring ten (10) or more rooms. For any additional rooms or overflow rooms needed at other hotels, this form must be completed again. Please complete this form in its entirety and submit to Lori Bennett, CMSC Housing Manager, phone: 303-617-3300, fax: 888-389-7599, email: [lori.bennett@conferencedirect.com](mailto:lori.bennett@conferencedirect.com).

If your company requires less than 10 rooms, please go to [www.mscare.org](http://www.mscare.org)/2020 to make your reservations online.

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| **CONTACT INFORMATION** (The person below will be the administrator for all arrangements) |

**Company/Group Name:**

**First Name: Last Name:**

**Address:**

**City, State: Country: Postal Code:**

**Phone: Fax: Email:**

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| **ROOM BLOCK INFORMATION** |

Please enter the number of rooms per room type you are requesting for each night. These room block requests   
are on a space available basis and names must be submitted and confirmed by **March 27, 2020**.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Preferred Room Type** | **Sunday**  **5/24/20** | **Monday**  **5/25/20** | **Tuesday**  **5/26/20** | **Wednesday**  **5/27/20** | **Thursday**  **5/28/20** | **Friday**  **5/29/20** |
| Run of House |  |  |  |  |  |  |
| Other, Specify |  |  |  |  |  |  |

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| **Hotel** |

There is a limited selection of available rooms for the Affiliate Blocks. We will assign room blocks based on the best availability at the time your room block information is received. The affiliate blocks will be at:

Orlando World Center Marriott - $204 per night

*Please continue to Page 2*

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| **Cancellation and Rooms Release Policy** |

To ensure that all annual meeting registrants have access to the room block and to protect CMSC from fees and attrition due to last-minute cancellations; rooms that are retained after the **March 26, 2020** date will be charged at 100%. Any rooms released prior to that date will be without penalty.

All block cancellations/reductions must be made in writing and sent **via email** to the CMSC Housing Manager, **lori.bennett@conferencedirect.com**. A rooming list with specific guest names (a template will be provided) must be finalized and sent to the hotel by **March 27, 2020.** Name changes may be made to your rooming list after this date. Should the Group cancel either the entire group room block or any portion at any point after **March 27, 2020**, CMSC reserves the right to hold the group responsible for the total number of room nights reserved multiplied by the group rate plus the tax rate.

1. Reservations will not be accepted without a form of payment (credit card authorization) for guarantee, of one night’s room and tax per room reserved. Please note for 2020, The Orlando World Center Marriott will charge this credit card upon receipt for up to 50% of the guest rooms held as a guarantee.
2. Invoices will be sent immediately upon cancellation or reduction in rooms past the cutoff.
3. Payment will be due no later than thirty (30) days after the date of invoice.
4. Past due payments will be charged to the credit card submitted with this agreement.

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| **AGREEMENT:** I agree to the following terms of this agreement: |

1. The block on page 1 under ROOM BLOCK INFORMATION has been requested but is not confirmed. Upon completion of this form, please forward it directly to **lori.bennett@conferencedirect.com**.
2. The Orlando World Center Marriott will require a Group Housing Agreement to be signed to confirm the block.
3. Should the Group cancel the group room block any time or reduce any rooms in the block after **March 27, 2020**, the group will be 100% financially responsible for the cost of all reduced or cancelled rooms.
4. Early arrival/late departure dates may not be available; however, the hotels will do their best to accommodate requests.
5. Reservations will not be accepted without a form of payment (credit card authorization) for guarantee of one night’s room and tax per room reserved. Upon confirmation of the rooms held, the card will be charged for 50% of the estimated room and tax. On March 28, 2020, the balance of the rooms picked up will be charged.
6. Should your group booking require direct billing; a $10,000 minimum is required for direct billing privileges.
7. Hotel must receive names for the reservations by **March 27, 2020** (a template will be provided). Any rooms held without a name after this date will be considered cancelled and will be charged at 100%.

**Signature:** Acting as Administrator for Group **Date:**

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| **Guarantee** |

To hold the rooms for your company indicated on Page One, please complete the attached credit card authorization form. No rooms will be held without a credit card authorization form completed, signed and attached and with 50% deposit.

Please contact Lori Bennett at lori.bennett@conferencedirect.com with any questions regarding your group reservation of 10 or more guestrooms.

# **Group Credit Card Authorization for 2020 CMSC Affiliate Group Blocks**

***The Orlando World Center Marriott will charge this credit card upon receipt for up to 50% of the guest rooms held as a guarantee.***

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Stay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I authorize the Hotel to charge the credit card account listed below for the services indicated**.**

The following charges are authorized to be paid by the credit card:

\_\_\_\_ Guest Room & Tax Charges

\_\_\_\_ Guest Incidental Charges (Telephone Calls, Room Service, In-Room Movies, Web TV, etc.)

\_\_\_\_ Guarantee Guest Rooms Only-Guest responsible for their own charges at check-in

\_\_\_\_ Other (Please Specify):

Please Provide All Information Requested Below So That We May Process Your Request

*I hereby authorize the Hotel, to charge the credit card listed below for the services listed above.*

Cardholder(s) Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(As it appears on the card)*

Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expiration Date: \_\_\_\_\_\_\_\_\_

Card Type (Visa, MasterCard, AMEX, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Select: Debit \_\_\_ \_\_\_\_\_\_\_\_\_ Credit \_\_\_\_\_\_\_\_\_\_\_\_

Cardholder’s Mailing Address: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number:\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Cardholder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***This credit card authorization will be turned into the hotel to reserve the rooms and will also serve for CMSC to charge for the entire room block room and tax should the rooms be cancelled or reduced after March 27, 2020 per the Group Housing Agreement.***