



Housing Reservation Form
 West Virginia Grand Chapter-Order of Eastern Star
 Charleston Civic Center- Charleston, WV 25302
 October 5, 6, 7, 2017
This Moment in Time
Formal Opening – Thursday, October 5, 2017

Jean Calhoun, Worthy Grand Matron

Bill Hussell, Worthy Grand Patron

Housing Chairman: Charlene Cuppett 303 12th Street
 Belle, WV 25015
 Home: (304) 949-1423
 Cell: (304) 444-7070



Headquarters:
25301

Holiday Inn Express- 100 Civic Center Drive, Charleston, WV

\$114.00 per night, plus applicable taxes

304-345-0600

RESERVATIONS: Our Housing Chairman must make ALL reservations at the headquarters hotel. We do receive convention rates. All reservations will be made on a first come, first serve basis. The hotel reserves the right to make final room assignments based on arrival time and availability of rooms. **CANCELLATIONS MUST BE MADE 72 HOURS PRIOR TO ARRIVAL OR PAY FOR FIRST NIGHTS STAY.**

PLEASE NOTE: A credit card is required by the hotel before a room will be assigned. The information needed is the type of credit card (MasterCard, Visa, Discovery, American Express, etc.), the card number and the expiration date.

Check In Time: 3:00pm

Check Out Time: 12:00pm

Reservations: NO LATER THAN AUGUST 31, 2017

NAME: _____ **Title:** _____ **Chapter:** _____

ADDRESS: _____
 Street City State Zip Code

EMAIL Address: _____

Credit Card: _____ **Card Number:** _____ **Expiration Date:** _____

Phone Numbers: _____ **Number of Persons per room:** _____
Arrival Date: _____ **Departure Date:** _____

Type of Room: Single (1bed) _____ **Double (2 beds)** _____ **Triple (2 beds)** _____ **Quad (2 beds)** _____

King (1bed) _____ **Extra Bed Needed (Yes)** _____

Names of those sharing room: #1 _____ **#2** _____

#3 _____

Special needs due to medical problems: _____

Out of State visitors: If traveling by air, please provide the following information:

Name of Airline Carrier: _____ **Date:** _____ **Flight No.** _____ **Arrival Time:** _____

If you prefer to make your own arrangements for hotel accommodations, the following hotels are also located within downtown Charleston and **MAY** offer free hotel shuttle service.



EMBASSY SUITES
HOTELS*

Embassy Suites- 300 Court Street Charleston, WV 25301 (304) 347-8700



Fairfield Inn- Marriott- Washington and Broad Streets Charleston, WV 25301 (304) 345-4661



Hampton Inn- 1 Virginia Street West Charleston, WV 25301 (304) 343-9300



Marriott- 200 Lee Street, East, Charleston, WV 25301 (304) 345-6500