

**Revised 10/15/07**

**Saint Paul Housing Bureau Reservation Form For Allied Charities of Minnesota**

**The 17th Annual Minnesota Lawful Gambling Convention & Expo**

November 15-16-17, 2007

Saint Paul, Minnesota

**# Rooms Available**

blocked as of 10/15		<u>Hotel</u>	<u>1 person</u>	<u>2 people</u>	<u>3 people</u>	<u>4 people</u>
80	43	Best Western Kelly Inn-State Capitol	\$79.00	\$79.00	\$79.00	\$79.00
400	40	Crowne Plaza Riverfront - <i>ACM Headquarters Hotel</i>	\$104.00	\$104.00	\$114.00	\$124.00
100	53	Embassy Suites Saint Paul - <i>All 2-Room Suites</i>	\$130.00	\$130.00	\$140.00	\$150.00
150	113	Hilton Garden Inn - <i>Newly Renovated, Rooms are Great!</i>	\$104.00	\$104.00	\$114.00	\$124.00
110	0	Holiday Inn RiverCentre	\$101.00	\$101.00	\$111.00	\$121.00
45	0	The Saint Paul Hotel	\$169.00	\$169.00	\$179.00	\$189.00

**HOUSING INSTRUCTIONS - IMPORTANT INFORMATION - PLEASE READ CAREFULLY**

- Reservation forms must be mailed or faxed to the Saint Paul RCVA Housing Dept. (not ACM) and received by **October 26, 2007**.
- To ensure that your hotel request is handled quickly and efficiently, **PLEASE PRINT OR TYPE ALL INFORMATION REQUESTED** and complete the form in its entirety. Be sure to include your address on the form.
- NO TELEPHONE RESERVATIONS WILL BE ACCEPTED.**
- Rooms are assigned on a first-come, first-serve available basis based on the postmark or fax date of the Housing request. **Priority for reservations with same postmark or fax date will be based on a random drawing.** If rooms are no longer available in the hotel(s) of your choice, you will be placed in the next closest available hotel.
- To avoid duplication, please do not mail and fax your housing form.
- If you are sharing a room, send only **ONE** form with the names of the persons who are sharing; be sure to include all the names. Include earliest arrival date and latest departure date.
- Allow ten working days for processing. Once the housing department has processed your reservation, you will receive an acknowledgement. If you have not received an acknowledgement from us within fourteen working days, please contact our office.  
**NOTE: THIS IS NOT A CONFIRMATION.** You will receive confirmation of your reservation directly from the hotel. If you are paying a deposit by check, the check must be mailed to the hotel upon receipt of your confirmation. **Do not mail a check with the Housing Reservation Form.**
- After **October 26, 2007**, rooms and rates are based on availability. *Room rates quoted are subject to a 13% state & city room tax.*
- All special requests will be forwarded to the hotels; smoking and non-smoking rooms are not guaranteed.

**CONFIRM Reservation(s) to:** (only one acknowledgement will be sent)

**Hotel Preference: Total Number of Rooms Needed** \_\_\_\_\_

Name \_\_\_\_\_  
 Organization/Company \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_  
 E-mail \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Would you like your acknowledgement sent to you by:*  
**MAIL FAX or E-MAIL** (Please circle one)

**You MUST indicate 1st, 2nd, 3rd, & 4th choice of hotel.**

Room Type Desired	Name(s) of Person(s) Staying in Room(s)	Arrival Date	Departure Date	Rate	Smoking	
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No

**ROOM TYPES** A. 1 bed/1 person B. 1 bed/2 people C. 2 beds/2 people D. 2 beds/3 people E. 2 beds/4 people  
*(not all room types available at all hotels/motels)* Indicate a Handicapped Accessible Room by noting **HC** in the Room Type box

**Guarantee Payment**

Credit Card #: \_\_\_\_\_ CVV #: \_\_\_\_\_  
 Credit Card Type \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Name As It Appears On Credit Card: \_\_\_\_\_  
 Cardholder's Signature: \_\_\_\_\_

**Mail or Fax this form prior to October 26, 2007 to:**

**Saint Paul RCVA Housing Department**  
**175 W Kellogg Blvd Suite 502**  
**Saint Paul MN 55102-1227**  
**FAX: (651) 265-4999**  
**Phone: (651) 265-4908**  
**E-mail Address: apasek@visitsaintpaul.com**