

HOTEL RESERVATIONS

Reservations will be made by following three easy steps:

Step 1: After the gathering registrar receives your registration, you will receive an email confirmation, which will include a code that you will add to the hotel reservation form (see next page). This code indicates your group is registered for the gathering and allows the Best Western Plus to determine which night you will be attending. *Do not send your hotel reservation form without your registration code.*

Step 2: Once you have received your confirmation code, mail the room reservation form to the Best Western Plus in order to reserve rooms for your group. The Best Western Plus will be handling the housing arrangements for ALL hotels. They will book room requests in the order they receive them.

Step 3: The Best Western Plus will send you an email confirmation no later than November 9th, confirming your hotel accommodations.

****Note:** A block of rooms at each hotel will be held until Nov. 4th, but keep in mind rooms will fill up as registrations come in. Special rates for gathering participants have been arranged at these hotels. Having the freedom to choose your hotel will enable you to make housing arrangements that will fit your budget, group dynamics, and hotel preference.

HOTEL INFORMATION

BEST WESTERN PLUS (formerly Holiday Inn):

All Rooms: \$108.80/night (including tax!)

Connected to the Willmar Conference Center where all gathering programming is held.

Amenities: Pool, Hot Tub.

HOLIDAY INN EXPRESS (formerly Comfort Inn):

Standard Room: \$108.80/night (including tax!)

King and Queen Suites: \$163.74/night (including tax!) King Suites have 1 king bed in one room, 1 sofa sleeper in the other room and space for at least 1 single and 1 double air mattress. Queen Suites have 2 queen beds in one room, 1 sofa sleeper in the other room and space for at least 2 double air mattresses.

Located only feet away from the Willmar Conference Center.

Amenities: Pool, Hot Tub.

ROOMING ARRANGEMENTS: We require a ratio of 1 adult leader (21 years or older) to 5 youth. Each congregation may decide how to assign rooms. Depending on your room configuration and how many people you put in a room, you may want to bring sleeping bags and pillows. There is a limit of 5 people in each standard room. Reserving a suite will give you more freedom to have a greater number of people in one room. You may choose to have your youth stay in rooms with adults, or you may have your adults in rooms separate from youth.

A word about housing: We do our best to create a safe haven for all people. We do not allow adults to sleep in the same bed as youth. Please make a plan that includes bringing sleeping bags and possibly air mattresses. It is also a wise practice to use the rule of 3. Never have one adult and one youth in the sleeping room alone. When an adult is in the sleeping room, make sure there are two youth present, as well. These things are done for the protection of youth, adults and your congregation. If you have any questions, please contact Synod Youth Ministry Coordinator, Sarah Hausken 507-430-2273 or sarah.hausken@swmnelca.org

**Southwestern Minnesota Synod
Junior High Youth Gathering 2016
HOTEL RESERVATION REQUEST FORM**



Dear SWMN Synod Attendee:

Thanks for your interest in staying with us for the gathering on November 18-19, 19-20, 2016! All reservations must be guaranteed with a credit card and cancellations must be received no later than November 9th, 2016. Cancellations received after November 9th, 2016 will result in one night's room fee and tax for each room cancelled being billed to your card. No refunds will be given after November 9th, for any reason, including poor weather. Reservations are taken on a **first-come, first-serve basis**. We will try to honor your hotel preference and room type (one bed or two) based on what is available **when we receive your reservation**.

Your hotel reservation confirmation number(s) will be emailed to you no later than November 16th, 2016.



REGISTRATION CODE:

Please write your registration code in this box. Your code will be provided to you when you register for the

Our rates for the 2016 gathering will be as follows:

- Best Western Plus (formerly Holiday Inn)\$108.80* (including tax) per room/per night.
- Holiday Inn Express & Suites (formerly Comfort Inn)
 - Standard Room*.....\$108.80* (including tax) per room/per night.
 - King or Queen Suite*.....\$163.74* (including tax) per room/per night.

**Please Note: Rate does not include hotel breakfast - breakfast is provided at your event.*

**Reservation Information Needed
RESERVATIONS WILL NOT BE TAKEN OVER THE PHONE – Please submit this form.**

Church Name: _____

Contact Name: _____

Address: _____ **City, State, Zip:** _____

Phone #: _____

Email Address (required for confirmation): _____

Credit Card Number (if applicable): _____ **Expiration Date:** _____

Signature: (Required): _____ **Circle Date Requested:** **November 18 19** Fr Sa

of Rooms: _____ **Preference (Circle One - cannot guarantee):** **One Bed** **Two Beds**

Hotel Preference (please mark 1st and 2nd choice):
 Best Western Plus (formerly Holiday Inn) _____ Holiday Inn Express & Suites (formerly Comfort Inn) _____

Comments: _____

REGISTRATIONS CREDIT CARD or CHECK PAYMENT REGISTRATIONS

Mail to: Laurie Varpness, Best Western Plus, 2100 E Hwy 12, Willmar, MN 56201 (no faxes please)

**** Method of Payment Must Be Provided to Make Reservations ****

FOR OFFICE USE ONLY
Confirmation Number(s): _____

Location: _____ **Room Type:** **One Bed** **Two Beds**