

Grand Chapter of Missouri, Order of the Eastern Star
 October 8 – 11, 2017
 Capitol Plaza Hotel & Convention Center • 415 McCarty Street • Jefferson City MO 65101

HOUSING REQUEST FORM

*All Housing Requests must be made in writing with the Housing Chairman by **SEPTEMBER 1, 2017***

Send Housing Requests to:
 Bev Steelman, PM, Housing Chairman
 P.O. Box 114, Ashland MO 65010
 573-657-2172 (H) or 573-489-2387 (C) • Bevsteel52@aol.com

Name:	Title:	Chapter/District:
Address:	City:	State: Zip:
Phone (w/area code):	Email:	

PLEASE PROVIDE NAMES, TITLES + CHAPTERS/DISTRICTS OF OTHERS STAYING IN THIS ROOM AS WE CANNOT MAKE RESERVATIONS WITHOUT ALL NAMES:

	<u>NAME</u>	<u>TITLE</u>	<u>CHAPTER/DISTRICT</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number of People in room:	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	(circle one)	Number of beds requested:	<input type="radio"/> 1	<input checked="" type="radio"/> 2	(circle one)
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ACCOMMODATIONS RESERVED AT THE
 Capitol Plaza Hotel & Convention Center • 415 W McCarty St • Jefferson City MO 65101
CHECK-IN TIME: 3:00pm • **CHECK-OUT TIME: 11:00am**

ARRIVAL Day & Date:	SUN	DEPARTURE Day & Date:	SUN
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ROOM TYPE DESIRED (check one for BED TYPE • check one HANDICAP; PRICES INCLUDE TAXES)
 THIS IS A **SMOKE-FREE HOTEL** • **"SMOKING ROOMS" ARE NOT AVAILABLE**

<input type="radio"/>	Standard Single (1-2 people • 1 KING BED)	\$103.25 (tax included)	BASED ON AVAILABILITY
<input type="radio"/>	Standard Double/Double (2-4 people • 2 DOUBLE BEDS)	\$103.25 (tax included)	<input checked="" type="checkbox"/> NO HANDICAP ACCESSIBLE ROOM
<input type="radio"/>	King Suite (1-4 people • 1 KING BED + SOFA SLEEPER)	\$103.25 (tax included)	BASED ON AVAILABILITY

Each room will receive two (2) complimentary breakfast tickets per room per day; additional tickets must be ordered and paid for with your room reservation (please use this form to order tickets per guest & day)

ADDITIONAL TICKETS = \$9.00 EACH (PLEASE MARK NUMBER OF ADDITIONAL TICKETS NEEDED EACH DAY)	FRI 10/6	SAT 10/7	SUN 10/8	MON 10/9	TUES 10/10	WED 10/11	THUR 10/12
TOTAL ADDITIONAL TICKETS PURCHASED	0			@ \$9.00 EACH =		\$ 0.00	

All reservations must be guaranteed with a major credit card. All confirmations will be e-mailed to the HOUSING CHAIRMAN. You may contact the Housing Chairman **AFTER SEPTEMBER 20, 2017**, to get confirmation number. In order for OES to meet the contractual obligations, we highly encourage all Grand Chapter attendees to stay at this hotel.

CREDIT CARD NUMBER _____	EXPIRATION DATE _____
CARD HOLDER NAME _____	AUTHORIZED SIGNATURE _____

*Grand Chapter will provide housing for one night of Session, one time during their triennium for Elective and Appointed General Grand Chapter Officers and for Past Most Worthy Grand Matrons and Past Most Worthy Grand Patrons.
PLEASE MAIL COPY OF PAID RECEIPT TO OUR GRAND SECRETARY FOR YOUR REIMBURSEMENT.*