

A HOUSING REQUEST FORM MUST BE SUBMITTED FOR EACH INDIVIDUAL ROOM REQUESTED!
PLEASE READ CAREFULLY!



**The American Legion
Department of Indiana
5440 Herbert Lord Road
Indianapolis, IN 46216**



2019 SPRING CONFERENCE (April 5-7, 2019) HOUSING REQUEST FORM

All housing requests are processed by the Department on a first-come, first-served, space available basis (by date of receipt).
If paying by credit card, you may submit your Housing Request on line at www.indianalegion.org.

HOUSING REQUESTS MUST BE RECEIVED BY DEPARTMENT NO LATER THAN FRIDAY, MARCH 15, 2019!
1ST NIGHT ROOM DEPOSIT IS REQUIRED WITH EACH HOUSING REQUEST FORM! DEPOSITS WILL NOT BE REFUNDED!

A. Contact Information - - - (PLEASE! Type or print legibly!)

Name: _____ Daytime Phone: (_____) _____ - _____

Address: _____ City, State and Zip: _____

Post: _____ Squadron: _____ Chapter: _____ District: _____ E-mail address: _____

NOTE: Provide credit card data ONLY if that is your preferred method of payment!

Check ONLY One: Visa MasterCard Discover

Credit Card Number: _____ - _____ - _____ - _____ Exp. Date: _____ / _____

B. Housing Dates - - - (must indicate BOTH!)

Arrival Date: April / _____ / 2019 Departure Date: April / _____ / 2019

C. Housing Location Request - - - (Check ONLY One):

- Marriott East** @ \$128.00 per night (\$109.00 base + 17% tax)
7202 East 21st Street, Indianapolis, IN 46219
- Fairfield Inn & Suites** @ \$116.00 per night (\$99.00 base + 17% tax)
7110 East 21st Street, Indianapolis, IN 46219
- Delta Hotel** (formerly Florence Garden Hotel) @ \$93.00 per night (\$79.00 base + 17% tax)
7304 East 21st Street, Indianapolis, IN 46219

D. Housing Type Request - - - (Check ONLY One):

- King Room (2 persons)
- Double Room (2 persons)

Special housing needs, requests or requirements should be noted below. Maximum number of people in a single lodging room is four (4). Rollaway beds available.

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NOTICE: Your selected Housing Location and Type is a request, NOT a guarantee. Based on availability, it may become necessary to reassign your housing location, or modify your requested housing type in order to guarantee you lodging. Should this become necessary, you will be notified of such, via your housing confirmation notice. Based on availability, the number of rooms which may be reserved by a single individual, party or element may be limited (4 rooms).

E. HOUSING DEPOSIT - - - Housing requests **CANNOT** be processed without full payment of all applicable deposits. Deposits can be paid by check made payable to "Department of Indiana", or by acceptable (Visa, MasterCard or Discover) credit card.

1. Deposit Calculation:

- | | | |
|---------------------------|---|---------------------|
| a. Marriott East | @ | \$128.00 = \$_____. |
| b. Fairfield Inn & Suites | @ | \$116.00 = \$_____. |
| c. Delta Hotel | @ | \$93.00 = \$_____. |

TOTAL DEPOSIT REQUIRED: \$_____.

F. SPRING CONFERENCE OFFICE HOURS - - -

1. The Conference on-site office hours for the Department Headquarters, Membership and Program offices will be;

- a. Friday - - -
Open 1:00 p.m. - 4:30 p.m.
- b. Saturday - - -
Open 7:00 a.m. - 12:00 a.m.
Lunch Noon - 1:00 p.m. (lunch)
Open 1:00 p.m. - 4:30 p.m.
- c. Sunday - - -
Closed

******* FINAL NOTE! *******

- ✓ Housing Request forms **MUST** be filled out COMPLETELY! Failure to do so may cause processing delays, which might jeopardize your chances of receiving your desired housing.
- ✓ Conference Housing Request forms MUST be received by Department no later than **FRIDAY, MARCH 15, 2019**.
- ✓ **The hotel will issue housing confirmation notices, by e-mail ONLY, approximately 14 calendar days prior to the Spring Conference. It is suggested that you bring your confirmation receipt with you to check-in.**
- ✓ Your request form and payment check or credit card, **DO NOT SEND CASH**, should be mailed to

Department of Indiana
Attn: Audra Leary
5440 Herbert Lord Road
Indianapolis, IN 46216

If paying by credit card, you may submit your housing request form and payment online at www.indianalegion.org. It may also be submitted by fax to (317) 237-9891, or emailed to Audra Leary at customerservice@indianalegion.org.

HOUSING REQUEST SUBMISSION DEADLINE IS FRIDAY, MARCH 15, 2019!