

Hotel Reservation Process - Please print the attachment: *Hotel Reservation Procedures*.

The Embassy Suites will be accepting reservations by Rooming List forms only. Rooming List forms will be accepted by email or fax. Call-in reservations will **not** be accepted. This system will ensure a smoother reservation process for you as well as assist us with managing the inventory and availability in both the Embassy Suites and our Kingston Plantation Condos & Villas. As well, this will ensure you are receiving all the added benefits contracted with SCSBA (i.e. the breakfast daily and evening manager's reception).

Below are instructions as to how the Rooming Lists will be accepted and handled by the Embassy Suites:

Multiple room reservations and Credit Card information

- If you will be holding multiple rooms, please submit actual names for the reservations verses holding rooms under one name. This will assist the Reservation Team when referring to and/or cancelling reservations.
- Your Rooming List will NOT be rejected if the Credit Card Authorization Form is not submitted at the same time.
- The Credit Card Authorization Form should only be completed if the District is paying for the room charges for the school board members. It can be faxed along with your Rooming List or it can be faxed at a later date. However, it must be received prior to the convention dates. The Credit Card Authorization Form takes the place of the actual credit card and will assist our Front Office staff with a speedier and more convenient check-in process.
- **Credit Card Authorization Forms will be accepted by fax ONLY, 843.497.1726**
- If the individual school board member will be paying for their own room charges, you do not need to complete the Credit Card Authorization form, simply indicate "IPO" under the "Billing" section on the Rooming List form. A credit card number is required for all reservations to guarantee the room(s). Please understand the credit card number you provide will not be charged, it simply guarantees the rooms you are requesting.
- In order to be fair to all districts, we will not accept any Rooming Lists prior to **8 a.m.on November 18, 2011.**

Rooming List Form

- Please complete the information on the Rooming List form. If we have any questions regarding your Rooming List form, you will be contacted by our Reservation Team.
- Reservations will be accepted starting on **November 18, 2011 at 8 a.m.**
- **Rooming Lists will be accepted by email patrice.gore@hilton.com or by fax 843.497.1726.** Please do not email the Credit Card Authorization form. Once the Rooming List is received Patrice Gore/Reservation Manager will date and time-stamp.
- A Reservation Agent will follow up with a onfirmation number by email.
- All reservations will first be made in the Embassy Suites, based on availability, unless you have made notes of an alternative request in the Comments/Preferences field of the Rooming List for a unit in the Kingston Plantation Condos & Villas.
- When the Embassy Suites sells out, you will be called by the first available Reservation Agent to book an alternative room type in the Kingston Condos & Villas (please refer to Available Room Types & Guestroom Rates).
- **You can anticipate receiving a response or call within 3 hours of submitting your Rooming List form.**



EMBASSY SUITES®

Myrtle Beach - Oceanfront Resort

 **Kingston Plantation**
Villas & Condos

**Available Room Types and Guestroom Rates
SC School Boards Association – Annual Convention**

Embassy Suites Hotel	Single/Double Rate
Oceanfront Suite	\$139.00 *Limited Number of Oceanfront Units Available*
Oceanview Suite	\$129.00

Embassy Suites Hotel:

Room rates are quoted exclusive of local taxes, currently 12%. An additional \$20.00 will be added to the above suite rates per adult, per suite above double occupancy.

Our oceanfront Embassy Suites Hotel rates **include** a complimentary buffet breakfast and complimentary manager’s reception (5:30-7:30 p.m. daily), based on double occupancy. Each two-room suite features a microwave, coffeemaker, ironing board, iron, blow-dryer and televisions in each room. Each suite also has high speed wireless Internet access (for a nominal fee), data ports and voice mail.

Kingston Plantation Condos & Villas	Rate
One Bedroom Oceanview Guestroom – Brighton Tower	\$124.00
One Bedroom Plantation Villa	\$124.00
Two Bedroom Oceanview Condo Brighton	\$159.00

Kingston Plantation:

Room rates are quoted exclusive of local taxes and fees, currently 12%. **Special arrangements** have been made with the SC School Board Association to **include** the complimentary buffet breakfast and complimentary manager’s reception (5:30-7:30 p.m. daily) at the Embassy Suites (based on double occupancy) **in the room types contracted with SCSBA and outlined above**. Should you require alternative accommodations (i.e. 3 or 4 bedroom units) to include the breakfast and managers reception, please send an email request to Patrice Gore, patrice.gore@hilton.com.

Kingston Plantation features a variety of oceanview condos, lake/wooded view villas and lodges, all of which provide the luxuries of home. Only steps away from the ocean, each unit has a full kitchen, living room, dining room, washer/dryer & patio. The property provides complimentary shuttle service from the units to the ocean, Splash! the waterpark, Sport & Health Club, Arcadian Shores Golf Course and selected nearby shopping outlets.

***** Check in is 4:00 p.m. and check out is 12:00 p.m. *****

PLEASE NOTE/PARKING AND RESORT FEES: Parking and resort fees have been waived for SCSBA. Please disregard the red banner concerning the \$7.99 parking/resort fee that may appear on any email confirmation. This is an automated statement and does not apply to your convention rate.



EMBASSY SUITES®

Myrtle Beach - Oceanfront Resort


Kingston Plantation
 Villas & Condos

GUEST ROOMING LIST

SC School Boards Association – Annual Convention

(for hotel use only)

#	Guest/Attendee Name	Arrival Date	Departure Date	*Billing	Comments/Preferences	Confirmation Number
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

***Billing:**

IPO – Room, taxes, incidentals paid by individual.

RTI – Room, tax, incidentals to master account.
Please use attached Credit Card Authorization Form

RT – Room, taxes to master, incidentals paid by individuals
Please use attached Credit Card Authorization Form

*** Comments/Preferences:**

ES – Embassy Suites Hotel (King or Dbl)

KP – Kingston Plantation (1 or 2 bdrm unit)

SM – Smoking Room; Unless specified as SM, non-smoking rooms will be reserved.

Administrative Professionals Name	
Credit Card # and Expiration Date To Guarantee Reservations (First nights room & tax will not be charged)	
Organization/School District Name	
Address	
Administrative Professional / Phone	
Administrative Professional / Fax	
Administrative Professional / Email Address	

PLEASE NOTE: reservations will only be accepted via Rooming List by email or by fax. Please submit all Rooming Lists by email to patrice.gore@hilton.com or by fax to 843.497.1726. Each Rooming List will be date and time stamped as they arrive and you'll be contacted by the first available Reservation's Agent to book your rooms in the Embassy Suites or Kingston Plantation.



KINGSTON PLANTATION
Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: 843.497.1726

ATTN: Reservations

Guest Information:

Guest/ Group Name:	
Check-In / Event Date:	
Confirmation Number:	Today's Date:
Room Rate:	Day Time Phone:

CARDHOLDER- Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:	
Cardholder Billing Address:	
City:	State: Zip:
Daytime /Business Telephone:	Evening Telephone:
Credit Card Number:	Expiration Date:
Credit Card Type: (Circle one)	
<input type="checkbox"/> Visa/MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> JCB <input type="checkbox"/> Diners Club	
Credit Card Issuing Bank Name:	Bank Phone Number (from back of your credit card):
I agree to cover the following categories of charges: (Please circle)	
<input type="checkbox"/> All Charges <input type="checkbox"/> Room & Tax <input type="checkbox"/> Food & Beverage <input type="checkbox"/> Parking/Resort Fee <input type="checkbox"/> Movies/Games <input type="checkbox"/> Business Services	
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____	
DIRECT BILL ACCOUNT PAYMENTS ONLY: (For direct billing customers payment by credit card)	
Name on Invoice/Statement _____	Date on Invoice/Statement _____
Invoice/Statement Number _____	Authorized Amount \$ _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to credit card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____

Date: _____