

# The Lott Carey 120<sup>th</sup> Annual Session

11-20 August 2017 · Birmingham, Alabama

## Group Reservation Form Reservations open February 20 2017, 9:00 AM

### How to Reserve Your Room Block

The Westin Birmingham Hotel is offering the following nightly room rates:

\$126.00 per night – (1 King Bed OR 2 Double Beds)

**PLUS** applicable taxes and fees (17.5%)

If your church/organization wishes to request a room block of **10 or more** rooms, you **must** complete this reservation form and return it to: Group Reservations, via facsimile (205.307.3073) or email ([alka.singh@sheraton.com](mailto:alka.singh@sheraton.com); 205.307.3087) on or after February 16, 2017. The last day to receive group reservations is Friday, July 25, 2017. **ALL** reservations received will be based upon room availability.

### **Please Print**

Group Contact Name: \_\_\_\_\_

Church/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone (including area code): (\_\_\_\_) \_\_\_\_\_

Please complete the grid below, indicating the number of rooms you are requesting be reserved **each** night.

<b>Date</b>	<b>1 King Bed</b>	<b>2 Double Beds</b>
11 August 2017		
12 August 2017		
13 August 2017		
14 August 2017		
15 August 2017		
16 August 2017		
17 August 2017		
18 August 2017		
19 August 2017		

**NOTE:** Once your group reservation form is received, a member of the Sheraton group reservation team will review your request. After review, and based upon availability, a letter will be sent to you, via email or facsimile confirming room availability, along with **payment terms and conditions**, and the **cancellation policy** regarding your room block.

Please place a check mark (✓) in one of the boxes below to indicate your preferred method of communication.

My preferred method of contact is email. My email address is: \_\_\_\_\_

My preferred method of contact is fax. My fax number including the area code, is \_\_\_\_\_

**Lott Carey**

8201 Corporate Drive · Suite 1245 · Landover,  
Maryland 20785 [www.lottcarey.org](http://www.lottcarey.org)