

HOTEL RESERVATION GUIDELINES

Hotel Collinsville

For our 2009 Diocesan Youth Conference (DYC), our Headquarters Hotel is Hotel Collinsville soon to be Doubletree. This Hotel property formerly was the Holiday Inn which we have used in past years. However the property is currently under renovation to become a Doubletree in Spring 2009.

Hotel reservation MUST be made by telephone. There is no paper form to submit to the Hotel as in past years. Here are some guidelines to assist you in making reservations for your parish:

Guidelines:

1. Reservations will only be accepted by phone. Hotel Collinsville can be reached by calling (618) 345-2800.
2. Make sure that you mention you are booking rooms under the "Office of Youth Ministry" room block. This will be necessary to receive our special Conference rate of \$79.95 plus 13% tax per room per night. All room types listed below are the same rate. Rooms available are configured as follows:

Two Double Beds (4 people)

One King Bed (1-2 people)

A limited number of rollaway beds will be available at a fee of \$10.00 each. Two double bed rooms will be filled on a first-come, first served basis.

3. Please specify your arrival date of either Friday, March 27th or Saturday, March 28th. All departures take place on Sunday, March 29th. Check in time is 3 P.M. and check-out time is 12 Noon.
4. When making your reservation, please indicate your parish name and town. If possible, supply the names of those within your rooms. If you are not able to do this upon making your reservation, contact the Hotel prior to arrival to supply this information. Indicating your parish name and town is important to assist the Hotel staff in blocking parish rooms near one another, if possible.
5. Please do not reserve rooms "just in case". We have a smaller number of rooms available in 2009 due to renovations and we would like as many Conference participants as possible to experience the new Hotel property. Unnecessary rooms should be cancelled 24 HOURS prior to arrival to avoid charges.
6. Payment may be made by a credit card or a check with the parish name (no personal checks). Credit Cards accepted include: Discover, Master Card, Visa

and American Express. Your credit card information will be requested upon making your reservation but your room will not be charged at that time. This is to RESERVE your room(s). The Hotel will provide you with a Confirmation Number upon making your reservation. Please keep track of this number for future reference.

7. All reservations must be placed no later than Friday, March 6, 2009, in order to receive our special Conference rate. The discounted rate is not guaranteed for reservations received after March 6th. Room availability will be filled on a first-come, first-served basis.