

HOUSING FORM
Township Officials of Illinois
Annual Educational Conference
November 11 – 13, 2018

Please complete one form per room reservation and mail to:
TOI Housing Bureau
P.O. Box 621
Springfield, IL 62705

Read Housing Information for all reservation request policies and procedures. This information is available in the *Township Perspective* and on the TOI website, www.toi.org. Housing forms will only be accepted **when accompanied by credit card information**. Confirmation of hotel assignment will be emailed* the week of October 22nd.

Please type or print all information legibly

Name in which reservation should be made: _____

Number of people in room _____ Name of additional people in room: _____

Township _____ County _____

Address: _____ City: _____ State: _____

Zip Code: _____ Phone: _____ *Email: _____

Date of arrival: _____ Date of departure: _____

***Email address required for reservation assignment confirmation.**

HOTEL INFORMATION

You will be placed at the Crowne Plaza, Holiday Inn Express, or at an overflow hotel if needed. All requests are considered on a first-come, first-serve basis, and hotel assignment will be made based on type and length of reservation and hotel availability. Due to contract requirements with the Crowne Plaza and Holiday Inn Express, preference will be given to those requests for a minimum of two nights. Reservations made for two nights and later changed risk being charged for two nights and/or moved to another hotel. Reservations for one night will be placed at the Crowne Plaza and Holiday Inn Express if rooms are available after all two night reservations have been accommodated. Room rate at the Crowne Plaza and Holiday Inn Express is \$98 plus tax per night.

Parking is complimentary at all hotels. A shuttle will be provided from overflow hotels to the Crowne Plaza if necessary.

Indicate your preferred room type. This a request only and can not be guaranteed. **All hotels are Non-smoking.**

King _____ Double/Double _____ Indicate any special requirements: _____

Handicap Accessible: _____ Type of handicap accessibility required: _____

Housing forms **MUST BE RECEIVED** by the TOI Housing Bureau by **October 10, 2018**. Housing forms received after October 10th will not be honored. **Housing forms will only be accepted when accompanied by credit card information.**

Confirmation of hotel assignment will be emailed* after October 22. Do not contact hotels prior to October 22nd as hotel assignments may not have been made and hotels will not yet have received reservation lists.

Card Type _____

Card # _____

Expiration date: _____

Name on Credit Card: _____

Signature: _____