

# Hotel Information

**Hotel:** Valley River Inn 541.743.1000: ph  
 1000 Valley River Way 541.687.0289: fax  
 Eugene, OR 97401 www.valleyriverinn.com

Ask for the **Oregon HOSA State Conference** room block.

**Rates:** Singles \$119.00 + 10.5%  
 Doubles \$119.00 + 10.5%  
 Triples \$119.00 + 10.5%  
 Quads \$119.00 + 10.5%

**Reservation Cancellation Policy:** 24 hours prior to day of arrival

## Early Departure Policy:

In the event of an early departure, the hotel will add a \$75.00 fee to your individual account. To avoid an early departure fee, advise the hotel before or upon check-in of any change.

**Parking Fees:** Cars Complimentary for day and overnight  
 Buses Complimentary for day and overnight  
*\* please note on reservation request if bus parking is needed*

## Check-In:

Due to prior commitments, guest rooms may not be available until after 4:00 p.m.

## The hotel requires:

- at least one adult chaperone/advisor for every 10 students.
- students and advisors to refrain from unnecessary activity in guest room halls, in consideration and respect for other guests. (Meetings should be held in guest rooms or in designated conference rooms.)
- a strict curfew of 11:30 p.m. or earlier for all public areas for students.
- no propping open of guest room doors, due to security concerns.

**Any violators will be asked to leave the hotel.**

Any damage done to any of the Valley River Inn facilities will be the responsibility of the school involved.

# Hotel Registration Form

## Registration Process:

- Rooms are assigned on a first-come, first served basis.
- **All rooms must be guaranteed to a credit card or purchase order no. in order to hold them.**
- **Your group room list must be received at the hotel before Friday, March 19.**
- Requests for rooms received after **Friday, March 19** will be accepted on a space available basis only.
- Duplicate a copy of the room registration form and bring it to the conference for verification.
- Every effort will be made to assign advisor(s) rooms proximate to students' rooms.
- Only the advisor who signs this hotel registration form may pick up keys for students.
- Written confirmation will be sent to your school.
- Complete the "Group Room List Reservation Request" form and send a copy to the hotel.
- Please indicate if handicapped facilities are needed.

## Method of Payment:

\_\_\_\_\_ Purchase Order No. \_\_\_\_\_ is enclosed for \$ \_\_\_\_\_.  
(only if reservations are submitted by **March 19**)

\_\_\_\_\_ Will pay all charges with a check upon arrival.

\_\_\_\_\_ Will pay all charges with a credit card upon arrival.

\_\_\_\_\_ Charge now to credit card: \_\_VISA \_\_MC \_\_AMEX \_\_Other \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Name of School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Contact Name \_\_\_\_\_

## The above information is accepted and understood:

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
School Official Signature

# Group Room List Reservation Request

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Make additional copies of this form as needed.

Type Single Double Triple Quad Accessible	Room No.  (Given by hotel at check-in)	Name(s)	Adult	Student	M/F	Indicate	
						Arrival Date/Time	Departure Date/Time
		1.					
		2.					
		3.					
		4.					
		1.					
		2.					
		3.					
		4.					
		1.					
		2.					
		3.					
		4.					

**Deadline:** March 19, 2010

**Mail or Fax To:** **Tammy Woolsey**      **541.687.0289 fax**  
 Reservations Manager  
 Valley River Inn  
 1000 Valley River Way  
 Eugene, OR 97401