

HOUSING INFORMATION

PLEASE READ ENTIRE LETTER, AS HOUSING PROCEDURES FOR 2018 GRAND CHAPTER SESSION HAVE CHANGED

Dear Sister and Brothers:

The time is here once again for us to make our plans to attend Grand Chapter 2018! Our Worthy Grand Matron, Sister Karlene Baylous, and Worthy Grand Patron, Brother Ken Sisemore, along with their General Chairman, Sister Linda Wilson, and a whole host of other folks, have made many plans to make this a wonderful Grand Chapter Session for us all.

As Vice Chairman of Housing for this session, I want to remind each of you about specifications when making your housing reservations:

- We are bound by contract to “sell” a certain number of room nights during our stay for Grand Chapter. This contract is met *only* when our members stay at the hotel headquarters each year. I encourage you to stay at Capitol Plaza Hotel. **ALL HOUSING RESERVATIONS MUST GO THROUGH THE HOUSING CHAIRMAN. THE HOTEL WILL NOT ACCEPT DIRECT RESERVATIONS!**
- Your requested room TYPE is a request only. The hotel has only so many rooms with two (2) beds, and so many with one (1) king bed. Please understand that your requested room preference is your **DESIRED** room type. The hotel reserves the right to adjust accordingly.
- Rooms with “Double/Double” options are rooms with two (2) double beds. These are rooms for 2-4 people. If you are a room of 2 people, but still prefer two (2) beds rather than one (1) king bed, please indicate that on your form just below where you list the others staying in your room. A “Double/Double” option requested **COULD** be a room with two (2) double beds, OR a room with one (1) king bed and a sofa sleeper. Rooms “Standard Single” option is one (1) king bed. The “King Suite” option is a room with one (1) king bed and one (1) double sleeper sofa.
- The hotel is limited on the number of handicap rooms. These rooms have one queen bed, rather than a king or two doubles. We will try to accommodate your requests, but will be on a first come, first serve basis.
- Many will request to have a handicap room AND be close to the elevator. Unfortunately, the elevators and the handicap room on each floor are on the opposite sides of the building. If you require a handicap room, you will **NOT** be close to the elevator. If you want close to the elevator, you will **NOT** get a handicap room.
- There are NOT microwaves and refrigerators in every room. Some of the suites do have them, but not all. A limited number of refrigerators are available to rent for \$10 per day, but again, will be issued on a first come, first serve basis, with consideration given to those that need them for medical purposes.

There will be up to two (2) complimentary breakfast buffet tickets per room, per day. The rooms that will house more than two (2) people will need to purchase additional breakfast buffet tickets, if desired. The cost per ticket is \$11.00. The additional breakfast buffet tickets will need to be purchased with the housing form, **NOT THE SOCIAL RESERVATION FORM. Please include on the Housing Form the number of additional breakfast buffet tickets you need for the room you are reserving.** The additional breakfast buffet tickets will be charged to the same card reserving the room.

Per the contract with the hotel:

“Reservations are due by Order of Eastern Star thirty (60) days prior to your arrival date, all room nights which have not been reserved as described above will be deemed to be room nights which your group will not use, and they will become subject to the attrition provisions herein. Such room nights will, at that date, be returned to the Hotel’s general inventory. Reservation request from your attendees received less than thirty (60) prior to your arrival date will be accepted on a space available basis, and possibly at the higher of the contract rate or rate available at that time. ”

With this said, I would encourage each of you to make your reservations **BY THE DEADLINE INDICATED ON THE FORM, which is AUGUST 15, 2018.** Reservations made AFTER the deadline date will be subject to availability, and cost could be higher.

Now, on the changes for 2018! Last year we experienced long waits at the check-in desk at the hotel. The hotel is working with us to try to alleviate that problem. **On the back side of the Housing Reservation Form is another form, Credit Card Authorization Form, this form must be signed and mailed directly to the housing chairman.** This authorizes the hotel to charge to the card listed your room fee, as well as any other incidentals you might incur. **By completing this form, YOU WILL BE ABLE TO “BY-PASS” THE HOTEL RESERVATION DESK AND COME DIRECTLY TO THE “HOUSING TABLE” IN THE ATRIUM TO PICK UP YOUR ROOM ASSIGNMENT AND KEY.** We will have several at the Housing Table to distribute room assignments. Those who choose **NOT to complete the Credit Card Authorization Form from the hotel (on the back of the Housing Form) will be required to wait in line at the hotel reservation desk to check into the hotel.** We hope this new procedure works well this year and will get our members checked into their rooms in a timely manner. The 3:00 check-in time will still apply to the availability of rooms.

You’re welcome to contact me if you have any questions regarding your housing reservations. Just remember, the earlier the reservation, the better! I’m looking forward to seeing you all at Grand Chapter in October!

Bev Steelman, PM, Vice Chairman of Housing
P. O. Box 114, Ashland, MO 65010-0114
573-657-2172 (H) or 573-489-2387 (C)
E-Mail: Bevsteel52@aol.com

This letter is sent with the approval of the Worthy Grand Matron