



Official Group Housing Guidelines for Travel Organizers and Group Coordinators

PLEASE NOTE – By reserving your group accommodation for the 2009 RI Convention via the Birmingham Convention Bureau, you are consenting to allow Rotary International, an organization whose headquarters is in the United States, access to the details of your reservation for the purposes of organizing convention transportation and facilitating with customer service needs. Should you choose not to check the box on the housing form, consenting to allow RI access to your reservations, you will limit the amount of assistance RI staff may provide to you during the course of the booking process and at the 2009 RI Convention.

Rotary International thanks you for your support of the 2009 Birmingham Convention. Rotary International is under contractual obligation to the hotels in the host city to fill a minimum number of rooms. If the minimum is not met, Rotary International may incur penalties. To protect Rotary International from paying any penalties, and to ensure that all groups are holding a realistic number of rooms, RI requires groups to commit to their room block with full pre-payment.

Groups requiring 15 or more rooms for the 2009 Birmingham Convention must adhere to this timeline in order to secure rooms. There are several key dates over the course of the next year, so be sure to mark each one on your calendar and review them thoroughly, as only fully completed materials returned by the established deadlines will be accepted.

14 JUNE – 31 AUGUST 2008

Group Housing Request Forms will be accepted by Rotary's official housing provider, the Birmingham Convention Bureau. Requests received prior to **14 JUNE 2008** will be discarded. Requests will be processed on a first-come first-served basis. Requests received on **1 SEPTEMBER 2008** or later, will be reviewed subject to availability. **Group requests will not be honored over the telephone.**

Birmingham Convention Bureau staff will be available at the 2008 Convention in Los Angeles to accept your reservations or Group Housing Request forms in person.

An **Official Offer of Rooms** will be delivered to the Group Representative within ten business days of receipt of request. The **Official Offer of Rooms** will be clearly marked with a **Return Due Date**. All offers must be returned to the Birmingham Convention Bureau by the return date indicated on the offer. The return must include an acceptance, adjustment, or decline of the offered room block, along with a deposit for each room.

A **Deposit** equal to £100 GBP is required for each room in the accepted room block. Deposits may be in the form of a check drawn in British pounds sterling from a UK Bank payable to Birmingham Convention Bureau, or by credit/debit card. Credit/debit cards will be charged immediately.

Failure to accept, adjust, or decline the Official Offer of Rooms on or before the **Return Due Date** will result in the cancellation of the offer. After receipt of accepted room block offer and verification of all deposits, a designated **Group Coordinator** from Birmingham Convention Bureau will contact the designated group representative to provide guidance regarding upcoming deadlines.

5 DECEMBER 2008

Full pre-payment for the remaining balance of all room nights in the accepted block is required on this date. The full-prepayment is payable only by check in British pounds sterling through a UK Bank to Birmingham Convention Bureau. **CREDIT/DEBIT CARDS WILL NOT BE ACCEPTED FOR THIS PAYMENT.** For information on alternative payment methods, please contact bcba.commodation@marketingbirmingham.com

Length of Stay may be adjusted on this date however cancelled rooms will result in the forfeiture of deposit.

Failure to submit full-prepayment on or before this date will result in cancellation of the room block (or unused portion of room block) and forfeiture of room deposits as a cancellation fee.

6 DECEMBER 2008

No refunds available from this date for cancelled bedrooms or reduction in room nights booked.

6 MARCH 2009

Last day to provide names for all rooms reserved. Any rooms held which are left unassigned will be **cancelled** and the full pre-payment will be forfeited as a cancellation fee.

18 JUNE 2009

Group representatives should begin **working directly with the hotel** for any changes or requests.

Please direct all housing related inquiries to:

Birmingham Convention Bureau

Millennium Point Level 4

Curzon Street

Birmingham B4 7XG, UK

Fax: +44 (0) 121 202 5123



~ 2009 BIRMINGHAM ROTARY INTERNATIONAL CONVENTION GROUP HOUSING HOTEL LIST ~



Hotel	Standard Single Occupancy	Standard Twin Single/Double Occupancy	Standard Double Single/Double Occupancy	Executive Twin Single/Double Occupancy	Executive Double Single/Double Occupancy
71 Silk Rooms & Suites	n/a	£99.00/£104.00	£99.00/£104.00	n/a	n/a
Allesley Hotel	£60.00	£75.00/£85.00	£75.00/£85.00	n/a	n/a
Arden Hotel & Leisure Club	n/a	£92.00/£98.00	£92.00/£98.00	n/a	n/a
Aston Business School	£59.40	n/a	£75.00/£84.60	n/a	n/a
Barcelo Hinkley Island Hotel	n/a	n/a	£90.00/£96.00	n/a	n/a
Best Western Westley Hotel	£89.00	£89.00/£99.00	£99.00/£99.00	n/a	£99.00/£109.00
Britannia Hotel Birmingham	£95.00	£95.00/£95.00	£95.00/£95.00	n/a	n/a
Britannia Hotel Coventry	£89.00	£89.00/£89.00	£89.00/£89.00	n/a	n/a
Britannia Hotel Wolverhampton	£75.00	£75.00/£75.00	£75.00/£75.00	n/a	n/a
Britannia Royal Court Hotel Coventry	£99.00	£99.00/£99.00	£99.00/£99.00	n/a	n/a
Brooklands Grange Hotel	n/a	n/a	£75.00/£95.00	n/a	£90.00/£115.00
Comfort Inn Birmingham Hotel	£66.50	£70.00/£76.50	£70.00/£76.50	n/a	n/a
Corus Hotel Solihull	£94.00	£94.00/£114.00	£114.00/£114.00	n/a	£144.00/£144.00
Coventry Hill Hotel	n/a	£95.00/£95.00	£95.00/£95.00	n/a	n/a
Etap Birmingham Airport	n/a	n/a	£55.00/£59.00	n/a	n/a
Etap Birmingham Centre	£55.00	n/a	£55.00/£59.00	n/a	n/a
Express by Holiday Inn Birmingham City	£95.00	£95.00/£95.00	£95.00/£95.00	£95.00/£95.00	£95.00/£95.00
Express by Holiday Inn Castle Bromwich	n/a	£59.00/£59.00	£59.00/£59.00	n/a	n/a
Express by Holiday Inn Hotel Walsall	£99.95	£99.95/£99.95	£99.95/£99.95	n/a	n/a
Great Barr Hotel	£59.00	n/a/£79.00	n/a/£79.00	n/a	n/a
Grimstock Hotel	n/a	n/a	£86.00/£86.00	n/a	£86.00/£86.00
Holiday Inn Stratford upon Avon	£85.00	£85.00/£95.00	£85.00/£95.00	£110.00/£120.00	£110.00/£120.00
Hotel du Vin	n/a	£142.00/£152.00	£142.00/£152.00	£185.00/£195.00	£185.00/£195.00
Ibis Birmingham Bordesley	n/a	n/a	£71.75/£77.50	n/a	n/a
Jury's Inn	£129.00	£129.00/£139.00	n/a	n/a	n/a
Manor Hotel	£100.00	£100.00/£120.00	£100.00/£120.00	n/a	n/a
McDonald Alveston Manor Hotel	n/a	£140.00/£160.00	£140.00/£160.00	n/a	n/a
McDonald Swan's Nest Hotel	n/a	£115.00/£120.00	£115.00/£120.00	n/a	n/a
Mercure Shakespeare Hotel	£95.00	£95.00/£120.00	£95.00/£120.00	n/a	n/a
Nailcote Hall Hotel	£140.00	£140.00/£150.00	£140.00/£150.00	£140.00/£150.00	£140.00/£150.00
New Hall Hotel	£125.00	£125.00/£135.00	£125.00/£135.00	n/a	n/a
Nite Nite City Rooms	n/a	n/a	£71.95/£71.95	n/a	n/a
Norfolk Hotel	£30.00	£40.00/£55.00	£40.00/£55.00	£55.00/£65.00	£55.00/£65.00
Novotel Birmingham Centre	£124.00	£124.00/£137.00	£124.00/£137.00	£130.00/£143.00	£130.00/£143.00
Paragon Hotel	£80.88	£105.88/£110.88	£105.88/£110.88	n/a	n/a
Quality Hotel Birmingham	£80.00	£80.00/£89.00	£80.00/£89.00	£90.00/£99.00	£90.00/£99.00
Quality Hotel Coventry	£79.00	£89.00/£89.00	£89.00/£89.00	£95.00/£95.00	£95.00/£95.00
Ramada Birmingham East Hotel	£66.00	£66.00/£66.00	£66.00/£66.00	n/a	£78.00/£78.00
Ramada Hotel & Resort (Sutton Coldfield)	n/a	£110.00/£120.00	£110.00/£120.00	n/a	£155.00/£155.00
Ramada Solihull	n/a	£125.00/£135.00	£125.00/£135.00	n/a	n/a
St. John's Hotel	n/a	£115.00/£125.00	£115.00/£125.00	£135.00/£145.00	£135.00/£145.00
Swallow Plough & Harrow Hotel	n/a	n/a	£60.00/£60.00	n/a	n/a
Thistle Stratford upon Avon Hotel	£56.00	£66.00/£76.00	£66.00/£76.00	£76.00/£86.00	£76.00/£86.00
University of Birmingham Conference Park	£66.00	£81.00/£91.00	£81.00/£91.00	n/a	n/a
Village Hotel Dudley	£125.00	£125.00/£135.00	£125.00/£135.00	£135.00/£150.00	£135.00/£150.00
Village Hotel & Leisure Club	£125.00	£125.00/£135.00	£125.00/£135.00	£140.00/£150.00	£140.00/£150.00
Village Leisure Hotel Coventry	n/a	n/a	£125.00/£135.00	n/a	n/a
Windmill Village Hotel & Leisure Club	£100.00	£100.00/£120.00	£100.00/£120.00	n/a	n/a
Woodlands Hotel	£50.00	£64.00/£64.00	£64.00/£64.00	n/a	n/a