



Rated Sports
2016 NYC Cup Showcase
TEAM BLOCK REQUEST FORM
****TEAM INFORMATION****

Each hotel has limited availability. Please give the 2016 NYC Cup Housing **FOUR** hotel choices for your team block placement. The 2016 NYC Cup Housing Bureau will do its best to accommodate you at one of your preferred hotels, based on availability. **Sleeper sofa rooms are marked w/SS & may be substituted for a two bedded room.**

STATE: _____ AGE GROUP/U-Level: _____ TEAM NAME: _____

TEAM CONTACT FULL NAME: _____

EMAIL ADDRESS: _____

BEST CONTACT NUMBERS: _____
 (Day, night, cell):

****HOTEL SELECTION****

Three night minimum required for this stay and play tournament

Please give 2016 NYC Cup Housing **FOUR** hotel choices for your team block placement in order of preference

*First _____ *Third _____
 *Second _____ *Fourth _____

If requested hotels are not available, a room block will be made at the next available hotel.
 Please indicate preferred criteria for choices:

By ROOM RATE

By ROOM TYPE

By PROXIMITY TO FIELD

****ROOM BLOCK****

Three night minimum required for this stay and play tournament

See Hotels-At-A-Glance sheet to pick a hotel.

Due to high demand for a two bedded room - a King w/Sleeper Sofa may be substituted.

Please indicate a night by night breakdown of rooms required – if none enter -0-

Dates		Example	One bed	Two beds or a One Bed w/SS	Total
13-July	Wednesday	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
14-July	*Thursday	3	<input type="text"/>	<input type="text"/>	<input type="text"/>
15-July	* Friday	12	<input type="text"/>	<input type="text"/>	<input type="text"/>
16-July	* Saturday	12	<input type="text"/>	<input type="text"/>	<input type="text"/>
17-July	Sunday	6	<input type="text"/>	<input type="text"/>	<input type="text"/>
18-July	Monday	1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any unreserved rooms will be released if room reservations are not made by their team's assigned due date.

****IMPORTANT INFORMATION****

Please read carefully:

You may submit your team block request form via email to newyorkcup@connectionshousing.com.

Your block request form will be reviewed for placement by the 2016 NYC Cup Showcase Housing Bureau. After your team block is assigned and setup at a hotel, the 2016 NYC Cup Showcase will notify you as the team contact/manager by email of your hotel selection. You will then receive a link to your team's block and detailed reservation procedures. Team email will have important deadlines included.

You will need to do one of the following:

1. Provide the player's parent with the link to make their own reservation online
-OR-
2. Complete a rooming list for all player rooms. You may use your own credit card to guarantee all room reservations or team members may provide their credit card information to you. Please be advised, the guaranteeing credit card will be charged for any fees and incidentals if the credit card has not been changed to the correct billing party at check in.

The 2016 NYC Cup Showcase Housing Bureau will handle all reservations, modifications and cancellations through **July 12, 2016, midnight, EST.**

Any reservation changes must be done with the 2016 NYC Cup Showcase Housing Bureau either

1. **Over the phone Mon-Fri 9 AM EST – 7 PM EST by July 11, 2016**
2. **Or complete changes online by midnight, EST, July 11, 2016**

The 2016 NYC Cup Showcase Housing Bureau system closes automatically July 11th, at 12:01 am, EST, and all information is transmitted to the respective hotels.

****CANCELLATION POLICY****

As Team Contact you must agree to the following cancellation policy to secure a team room block. By initialing, you accept the 2016 NYC Cup Showcase team policies. It is your responsibility to convey this information to each party within the team block: initials _____

The 2016 NYC Cup Teams procedures and cancellation policies supersede the hotel's cancellation policy.

1. To fulfill the 2016 NYC Cup Stay & Play participation policies and procedures, all room reservations are required to be made with the official 2016 NYC Cup Housing Bureau and must maintain a **three (3) night minimum**.
2. After a team room block is assigned to a hotel, as the team contact, you will either make all team room reservations or supply the parents/guests with all of the necessary information to make their own individual reservations within the team block.
3. To qualify for and receive your tournament breakfast vouchers at check in (if applicable – see Hotels-At-A-Glance form), and for hotel security all guests occupying a room are considered adults and each guest name must be listed on the room reservation.
4. No room reservation will exceed the maximum number of occupants as designated by the hotel for this tournament.
5. Any NYC Cup room reservation must be made in an assigned team room block, using the team's link and a valid credit card (through 08/16).
6. Team deadline will be stated in team block email. Any rooms not reserved after deadline will be released.
7. Reservation modifications may be completed, maintaining the THREE (3) night minimum requirement for event:
 - Through **July 11, 2016, midnight, EST**, at any time, online on the 2016 NYC Cup Housing website or calling 404-991-5186.
8. At check-in, a credit card and matching photo ID to cover any incurred room reservation costs must be presented.
9. If the credit card used to make and guarantee the reservation is to pay for any or all room & tax and/or incidentals and this card **MUST** be presented at check-in by the authorized card holder or an alternate valid credit card and matching photo ID **MUST** be presented.
10. Each guest room will sign a 'Good Neighbor Agreement' at check in.

11. Cancellation dates and charges -

Each reservationist must read and accept these reservation policies prior to their ability to submit a reservation online.

The reservationist guaranteeing the credit card will only be charged by the 2016 NYC Cup Housing Bureau or by the hotel for any cancellation fees incurred during the applicable cancellation periods.

- Through **June 3, 2016**, midnight, EST - cancellations can be made without penalty
- **June 4, 2016 through June 24, 2016** - NYC Cup Housing Bureau will charge \$25 if reservation is cancelled in entirety
- **From June 25, 2016 until 72 hours prior to arrival** - Hotel/NYC Cup Housing Bureau will charge \$50 if reservation is cancelled in entirety
- **From 72 hours prior to arrival through check out** - Hotel will charge 1 nights room & tax if reservation is cancelled in entirety
- **From 72 hours prior to arrival through check out** - Hotel will charge 2 nights room & tax if reservation no shows and does not check in on its assigned check in date
- **Early Departure** - Hotel will charge any reservation for any nights not maintaining **the three (3) night minimum**

Please return all 3 pages of this team block request form completed and initialed to be processed.

To participate in 2016 NYC Cup Showcase I accept all terms and conditions to secure housing: Initials: _____

If you have any questions, email newyorkcup@connectionshousing.com and we will respond within 48 business hours. Subject line: NYC Cup – your team name as identified and assigned by NYC Cup Housing



We are looking forward to serving you and your families during this tournament.