

Lutheran Educators Conference

November 2018

Westin Mission Hills Golf Resort and Spa

Group Reservations - 1-877-253-0041

Online Booking Link: <https://www.starwoodmeeting.com/events/start.action?id=1803284437&key=C52BC47>

INDIVIDUAL RESERVATIONS: To make an individual reservation please utilize the 1-877 number or the online booking link. The online link can take only one (1) reservation at a time.

ROOMING LIST: If you will be making multiple reservations for a group, please utilize the Group Reservation rooming list template provided. Once the list is completed, please forward via email to:

Lee.Tidwell@Westin.com

Rooming lists will be accepted with the understanding that a credit card or payment of room charges will need to be received or on file at least 30 days prior to arrival. All reservations must have some form of a one-night deposit recorded. We will need full payment via check or credit card prior to arrival. Checks can be sent to the Westin Mission Hills address. We will NOT accept checks or methods of payment at time of check in for billing.

If your school is using Title monies, please plan accordingly for any time it may take for these monies to be issued and forwarded. Any reservation that is not guaranteed seven days prior to arrival will be cancelled per the reservation procedure noted within the contract.

IMPORTANT DATES:

- October 29, 2018- Reservation lists need to be submitted by this day.
- Invoices for room charges due will be forwarded shortly after October 29. Sooner, if in receipt of rooming list prior to October 29.
- November 12, 2018- Rooming list reservations must have monies presented to cover room charges by this date.

RESERVATION NOTES:

- Group Room Rates are \$99 per room/per night. A 13.25% Hotel Occupancy tax does apply.
- Please reference the conference as the *2018 LCMS PSD Lutheran Educators Conference* within any communication.
- The cut-off to confirm a reservation is October 29, 2018
- Group Room Rates are available on a limited basis three days prior and two days after the group event.
- All reservations must be cancelled (regardless of method for making such) at least seven (7) days prior to arrival date to avoid a one- night room and tax fee.
- It is the responsibility of the attendee to confirm arrival and departure dates of reservation are accurate. **Any NO SHOW will forfeit their deposit, regardless if they actually arrive on a following day.**
- Most important; please feel free to reach out to your Group Housing Coordinator via email or phone with any questions.

Thank you - Lee Tidwell, Group Housing Coordinator - Lee.Tidwell@westin.com Direct Line: 1-760-424-3281