

Crowne Plaza Baton Rouge
4728 Constitution Ave., Baton Rouge, LA 70808
Crowne Plaza Baton Rouge Reservation Office 1-800-678-4065
Hours: 8:00AM to 6:00PM, Monday through Friday

Louisiana Music Educators Association 2018
November 15, 2018 through November 19, 2018

**** Reservations will be accepted beginning at 8am on Tuesday, October 16, 2018. If you are making 5 or more reservations they will not be accepted over the phone, you will have to complete the below form.**

To make your reservations, you can:

1. Call the hotel directly to make your reservation. Only 1-4 rooms can be reserved over the phone.
2. Complete the below form and attached rooming list. Anyone making 5 or more reservations must complete a rooming list.

Deposits will be refunded only if cancellation notification is given by 4:00PM, 48 hours prior to the day of arrival.

Please check room type:

<input type="checkbox"/> King Bed	\$91.00
<input type="checkbox"/> 2 Double Beds	\$91.00

Name (print) _____

Address _____

City _____ State _____ Zip _____

Arrival Date _____ Departure Date _____

*Please include the actual day of arrival and departure.

Phone Number _____ Email Address _____

Please reserve _____ room(s) for ___ (#) of people. Please check if a smoking room is requested: _____.

Method to guarantee:

Check or Money Order Enclosed

American Express Discover Carte Blanche Diners Club Visa MasterCard

Credit Card Number _____ Expiration Date: _____

I authorize the Crowne Plaza Baton Rouge to charge my account for one night's deposit and all applicable taxes.

Signature: _____

- Reservations are not guarantee until a confirmation number is sent. Reservations requested after the cut-off date is subject to availability. Rooms may still be available, however, not under the group rate.

Completed form can be emailed to ssmith@executivecenterbr.com.

INSTRUCTIONS:

Send this list with the Room Reservation Request Form.

NAME OF SCHOOL _____

Room 1: Arrive____ Depart____

Room 2: Arrive____ Depart____

Room 3: Arrive____ Depart____

Room 4: Arrive____ Depart____

Room 5: Arrive____ Depart____

Room 6: Arrive____ Depart____

Room 7: Arrive____ Depart____

Room 8: Arrive____ Depart____

Room 9: Arrive____ Depart____

Room 10: Arrive____ Depart____

Room 11: Arrive____ Depart____

Room 12: Arrive____ Depart____

METHOD OF PAYMENT (Circle One)

1. Master bill room and tax only to credit card listed on my room reservation request form.
2. Master bill all charges (including incidentals) to credit card listed on my room reservation request form.
3. Guarantee reservations to the credit card listed on my room reservation request form, individuals will pay their own charges upon arrival