

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 - 2019 Conference and All-State Events
November 21,2019 through November 25, 2019

**** Reservations will be accepted beginning at 8am on Tuesday, October 15, 2019. 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 are 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**