

**Arkansas Grand Chapter, Order of the Eastern Star
DoubleTree Hotel, Little Rock, Arkansas
December 5-7, 2018**

Welcome:

Thank you for your interest in attending the 143 Annual Session of the Grand Chapter, known as the "Mystical Blessing" Session. During Grand Chapter, we ask that you stay at our official hotel. By doing so, you'll be close to all events, you'll be within walking distance of many places to eat, and you'll be near your room if you need to change or take a nap (that will be our little secret). We look forward to seeing you in December!

INSTRUCTIONS:

Send completed form to-

Judith Olmstead
4166 Hwy. 8 West
Mena, AR 71953
479-243-0545
richard-olmstead@sbcglobal.net

ROOM RATES/TAXES:

All rates are per room and are subject to taxes. Special OES room rates are available until Nov. 1. After November 1, the room block may be released and the hotel may charge a higher rate. Special requests and room types cannot be guaranteed, however, the hotel will do its best to honor all requests and specific room types may be assigned upon check-in based on availability.

Hotel Address:

DoubleTree Little Rock
424 W Markham St.
Little Rock, AR 72201

Arrival Date _____ Departure Date _____

First Name _____ M.I. _____ Last Name _____

Title _____

Address _____

City/State/Province _____

Zip/Postal Code _____ Country _____

E-mail Address: _____

Daytime Phone & Cell: _____

*Contact name: _____

*Contact email & phone: _____

*if applicable

HOTEL SELECTION

Hotel	Single 1 per- son/1 bed	Single 2 ppl/1 bed	Double 2 ppl/2 beds	Triple 3 ppl/2 beds	Quad 4 ppl/2 beds	Concierge	Executive Suite
DoubleTree Little Rock	\$116.00	\$116.00	\$116.00	\$126.00	\$136.00	Add \$17	\$136.00

of occupants: 1 2 3 4 # of beds requested: 1 or 2

List each person staying in this room including primary guest above:

1 _____ 3 _____

2 _____ 4 _____

Please specify below your ADA or if you have a special needs requirement & how the hotel can assist as rooms are limited

PAYMENT INFORMATION

- All rooms are subject to applicable state and local taxes. Room rates do not include parking, which will be charged at a rate of \$9.00 per day for EACH vehicle.
- Cancellations must be made directly with the Housing Chairman, not the Hotel.
- No Checks.
- If splitting the Hotel Bill with multiple room occupants, please indicate the desired split below.
- Split 2 ways _____ 3 ways _____ 4 ways _____

Type of credit card American Express _____ Discover _____ MasterCard _____ Visa _____

Credit Card Number* _____ Be sure your Expiration Date is valid thru 1/19 _____

Name on Credit Card _____

Cardholder's ***Signature _____

***Cardholder signature is required to process reservation

Credit Card Billing Address _____

*If you wish to email your form to the Housing Chairman, **DO NOT** include your Credit Card number. You will be called, using the phone number you provide, and your card number will be taken over the phone. This is done as a safety measure to keep your Credit Card number off of the internet.