



Hotel Information Worksheet

	Official Hotel	Secondary Hotel	Tertiary Hotel
Hotel Name			
Address			
Contact name			
Contact email address			
Telephone number			
# of rooms available			
# of complimentary rooms			
# of doubles in block			
Proposed rate(s)			
Are rates guaranteed?			
# available meeting rooms			
Free parking available?			
Cost of parking (if applicable)			
# of restaurants			
Type of menus/Price Range			
Hours of operation			
24 hour room service?			
Miles to nearest airport?			
Miles to competition venue?			
Miles to secondary/practice rink?			

Additional Hotel Information

1. Please confirm (by including verbiage in hotel contract) that group rate provided is best group rate available for dates of competition.
2. Please provide an area map showing venue locations, hotels, and nearby restaurants.
3. Please include a list of available additional hotels (if official hotels do not provide a sufficient number of room
4. Will host hotel provide all meeting space at no cost if needed for event functions?