

**HOTEL RESERVATION REQUEST**  
**OASSA BEGINNING ADMINISTRATORS ACADEMY**  
**SEPTEMBER 14-15, 2010**

**Hilton Columbus at Easton**



3900 Chagrin Drive  
Columbus, Ohio 43219  
Phone: (614) 414-5000 Fax: 614-416-8444

**PLEASE PRINT OR TYPE (mail or fax to the Hilton - address above)**

Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

School \_\_\_\_\_

School Address \_\_\_\_\_

Street

City

Zip

Please reserve \_\_\_\_ room(s) for \_\_\_\_ people for arrival on \_\_\_\_\_ departure on \_\_\_\_\_  
(day and date) (day and date)

Arrival time at the hotel is \_\_\_\_\_ AM \_\_\_\_\_ PM

Room Type Preferred: \_\_\_King \_\_\_Queen \_\_\_Double/Double **(Hotel is 100%Non-Smoking)**

Name(s) of person(s) sharing accommodations: \_\_\_\_\_

Single or Double Occupancy \$ 139.00 (\*Plus 16.75 % tax)

Method of Payment: Credit Card Type \_\_\_\_\_

Credit Card No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

or

Check or money order is enclosed: \$ \_\_\_\_\_

(Amount)

Signature \_\_\_\_\_

**Reservation Cutoff Date: AUGUST 24, 2010**

**Check-in: 4:00 p.m. • Checkout: 12:00 p.m. • Parking: Self Parking ON-SITE - no charge**

We request that you either enclose a check or money order for your entire stay or send us the entire number of your following credit card: American Express, Diners Club, VISA, Discover Card, MasterCard or Carte Blanche. Please do not forget the expiration date and your signature. Deposits will be refunded only if cancellation notification is given up to 24 hours prior to arrival. Reservations requested beyond the cutoff date are subject to availability. Rooms may still be available after the cutoff date, but not necessarily at the above rate. If reservation is phoned in to hotel, be sure to mention that the room is to come out of the block for the Ohio Association of Secondary School Administrators.

**TAX EXEMPTIONS**

In order to qualify for tax exemption, your billing must be handled in one of the following manners: (1) Check made payable to the **Hilton Columbus at Easton** from the tax-exempt organization (2) Organizational credit card. Credit card billing address must be that of the school district.

In addition, both sides of Ohio's blanket certificate of exemption and Columbus's certificate of exemption hotel/motel excise tax forms must be completed. A city/occupancy tax (10%) exemption and state tax (6.75%) exemption--each requires separate numbers. Please see your school treasurer for additional information. Note that unless all the above requirements are met, you are not eligible for tax exemption.