

Coaches & Team Reps:

We continue to work very hard to make the hotel reservation process for the Shamrock Festival easier and more efficient for the teams and for the hotels. For the past several years, we have had problems with hotels being filled by teams that are on the waiting list and not actually in the tournament. This often causes teams actually in the tournament to struggle in their search for rooms. It also leaves the hotels with large blocks of vacant rooms when the teams cancel their reservations at the last minute.

We are once again attempting to alleviate this problem. Specifically, the Shamrock Festival has secured a large number of rooms at various hotels. For teams that have been accepted into the tournament, we will help you secure these rooms. Regardless of whether or not you use us to help with your housing, please be mindful of the high demand for rooms and use King rooms whenever possible. The procedure we will follow is outlined below. Teams do not have to go through us for their housing arrangements. There are other area hotels that we choose not to work with. If a hotel is not on the list, please feel free to contact them directly. Note the following conditions for our housing arrangements:

1. All reservations should be for a 2 night stay (Friday and Saturday)
2. There should only be one contact per team that will be responsible for securing all of your rooms for parents, players, guests, etc. Whether this is a coach, parent, or club director is not relevant to us but we will not deal with more than one contact per team. One contact per club is preferred but not required.
3. Please complete one form per team as it may not be possible to keep entire clubs together.
4. Complete the HOUSING REQUEST FORM located on our website. Please submit it with your team's payment or you may fax it to (540) 772-6874 at anytime. Your request will be considered as soon as your team's payment is received and your team is accepted but not before.
5. I will contact you via e-mail or cell phone and let you know what is available at that time based on your request and then have a hotel rep call you directly. At that time, your relationship is directly with the hotel for cancellations and/or changes. Please be mindful of any cancellation penalties they may have.
6. By January 15, 2009 you will be required to submit a final rooming list. This will allow rooms not needed to be put back out in time for others to use. If you do not provide a rooming list your rooms will be sold.

The most current list of participating hotels & rates:

Best Western Valley View \$99.95, Holiday Inn Tanglewood \$99, Holiday Inn Salem \$110, Roanoke Plaza (formerly the Wyndham) \$109, Hyatt Place \$119, Comfort Inn Valley View \$99.99, Comfort Inn Troutville \$94.99, Red Roof Inn \$60.99, Holiday Inn Express 94.99, La Quinta Inn (formerly the Baymont) \$99, Quality Inn Salem \$85, Comfort Inn & Suites Salem \$97, Comfort Suites Wildwood Rd. Salem \$99.95, Quality Inn Airport \$74.99, Quality Inn Tanglewood, \$79.99



2009 Housing Request Form

Team Code: F J _____

Team Name: _____

Contact Name: _____

Cell Phone: _____

Email Address: _____

Rooms Needed: _____ Doubles _____ Kings

Do any rooms need to be smoking? _____

Hotel Preference:

1. _____
2. _____
3. _____

NOTE: Please make sure that contact name and other information is accurate and that the contact will respond quickly when contacted.