

Missouri
Beta Club Convention 2024
Conference Dates: February 27 – March 3
Thousand Hills Resort Hotel
Reservation Procedures & Information

Reservations:

Please fill out and return the completed **Rooming List form**. Send to mellodie.suire@thousandhillsresorthotel.com. Please attach your completed form to an e-mail with **MO Beta and your school name in the subject line**.

- E-mail form, in EXCEL format, to the following email address: mellodie.suire@thousandhillsresorthotel.com.
- *Reservations must be submitted via these forms, do not call to make your reservation(s).*
- Once we receive your rooming list form, you will receive a pre-invoice from the hotel with confirmations and total amount due. *Please allow a minimum of 14 business days for processing and return of this pre-invoice.
- **Bed type is not guaranteed.** Those with 3 or 4 guests in a room will have priority for 2 beds.
- Due to Fire Marshall Law, rooms cannot have more than 5 occupants.
- Hotel will make every effort to block schools/groups together .

Payment:

Payment **MUST BE RECEIVED AND ON PROPERTY NO LATER THAN 7 days prior to arrival date**. When sending in payment, please make sure your pre-payment is tracked via certified mail or via FedEx.

No keys will be given out until full payment has been received on check-in date.

- **If paying with school check** and you are **tax exempt**: please submit tax exempt form and form 149 with the room block request form and mail check and copy of pre-invoice to address below.
- **If paying with school check or personal check** and you are not tax exempt: please send check and copy of pre-invoice to address below.
- **If paying with school credit card** and you are **tax exempt**: please submit tax exempt certificate and form 149 via email and make sure your payment is coming from the tax exempt organization. A charge authorization will be sent to you.
- **If paying with school or personal credit card** and you are not tax exempt: a charge authorization will be sent to you.

Thousand Hills Resort Hotel
Attn: Groups Department
120 S. Wildwood Dr.
Branson, MO 65616

Tax Exemption:

To be exempt from sales tax in the State of Missouri, your organization must hold a **Missouri tax exempt** certificate.

State tax exemption for states other than MO do not qualify. The exemption will only apply to the sales tax of 9.35%.

- The city tax (4%) is not exempt.
- Payment must be made by the organization that holds the tax exemption (cannot pay with personal funds).

Rates:

Room with taxes is calculated as follows: room rate x 9.35% state tax x 4% city tax = total room cost including tax.

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All housing reservations for Elementary, Junior and Senior Beta will be processed by Thousand Hills Resort Hotel. Requests must be submitted via email on the housing rooming list form. **PHONE REQUESTS WILL NOT BE ACCEPTED.**

All forms will be entered in the date order that they are received. Upon the hotel's completion of your school's reservations, a confirmation list with the total amount due will be emailed to the email address provided on the housing form.

The hotel's standard rooms consist of two double or 2 queen beds or one king sized bed. Lodging room assignments will be based on preference and specific room needs. The two bedded rooms will accommodate up to four persons only and the **king rooms** will accommodate up to **two persons**. Suite options may be available upon request. Roll-a-way beds are available first come first serve and are an additional \$10 per night.

Special requests of schools traveling together should be noted on the housing form. We will make every effort to block rooms together for those schools that have made this request. Organization of the student rooms will be the responsibility of the advisors. The hotel will not be able to divide the room rates of students from different schools that are rooming together. The school that lists the student's name(s) on their housing form is responsible for payment for that room. The hotel cannot discern duplicated names and we hold the number of rooms that is indicated on each form. If both schools list the shared student information, both schools will be charged in FULL for all rooms on the housing form.

The cancellation and change deadline is **February 13, 2024**. All cancellations and changes must be submitted via email to mellodie.suire@thousandhillsresorthotel.com. Changes will not be accepted after the deadline date. Any cancellations after the deadline date will be charged one night's room and tax. Any no-shows will be charged the entire stay room and tax.

Payments for all schools must be paid in full NO LATER THAN 14 days prior to arrival.

Please complete all information on the housing form. Incomplete forms will be held until all information is provided.

I have read and understand the reservation policies for the Thousand Hills Resort Hotel and the 2024 Missouri Beta Club Convention:

Name: _____

Date: _____

School: _____