



## Official Group Housing Guidelines for Travel Organizers and Group Coordinators

Rotary International thanks you for your support of the 2010 Montréal Convention. Rotary International is under contractual obligation to the hotels in the host city to fill a minimum number of rooms. If the minimum is not met, Rotary International may incur penalties. To protect Rotary International from paying any penalties, and to ensure that all groups are holding a realistic number of rooms, RI requires groups to commit to their room block with full pre-payment.

Groups requiring 15 or more rooms for the 2010 Montréal Convention must adhere to this timeline in order to secure rooms. There are several key dates over the course of the next year, so be sure to mark each one on your calendar and review them thoroughly, as only fully completed materials returned by the established deadlines will be accepted.

### 20 JUNE – 31 AUGUST 2009

Group housing request forms will be accepted by Rotary's official housing provider, Tourisme Montréal Housing Bureau. Requests received prior to 14 June 2009 will be discarded. Requests will be processed on a first-come first-served basis. Requests received on 1 September 2009 or later, will be reviewed, subject to availability. Group requests will not be honored over the telephone.

Tourisme Montréal Housing Bureau staff will be available at the 2009 Convention in Birmingham to accept your reservations or Group Housing Request forms in person, but you may also submit requests to the address noted below as of 20 June 2009.

An official offer of rooms will be delivered to the Group Representative within ten business days of receipt of request. The official offer of rooms will be clearly marked with a return due date. All offers must be returned to Tourisme Montréal Housing Bureau by the return date indicated on the offer. The return must include an acceptance, adjustment, or decline of the offered room block, along with credit card number to guarantee each accepted room.

Failure to accept, adjust, or decline the official offer of rooms on or before the return due date will result in the cancellation of the offer. After receipt of accepted room block offer and verification of all credit card information, a designated Group Coordinator from Tourisme Montréal Housing Bureau will contact the designated group representative to provide guidance regarding upcoming deadlines.

The hotel where group rooms are assigned may also send a document for you to sign regarding the hotel's policies.

### 4 DECEMBER 2009

Full pre-payment for the remaining balance of all room nights in the accepted block is required on this date. The full-prepayment is payable only by check in Canadian dollars, made payable to the hotel where the rooms have been assigned, and mailed to Tourisme Montréal Housing Bureau, who will forward the checks on to the individual hotels. Credit/Debit cards will not be accepted for this payment. For information on alternative payment methods, please contact Tourisme Montréal Housing Bureau.

Failure to submit full-prepayment on or before 4 December 2009 will result in cancellation of the room block (or unused portion of room block). Length of stay may be adjusted without penalty until 4 December 2009 as well.

### 5 DECEMBER 2009

From this date forward, reductions in the number of room nights booked or complete room cancellations will result in forfeiture of pre-payment.

### 5 MARCH 2010

Last day to provide names for all rooms reserved. Any rooms held which are left unassigned will be canceled and the full pre-payment will be forfeited as a cancellation fee. Groups may continue to make name changes to reservations through 13 May 2010, but all rooms must have an assigned name by the 5 March 2010 deadline.

### 15 MAY 2010

Group representatives should begin working directly with the hotel for any changes or requests.

Please direct all housing related inquiries to:

**Tourisme Montréal Housing Bureau**  
**1555 rue Peel, Bureau 600**  
**Montréal, Québec**  
**H3A 3L8 Canada**  
**Fax: +514-844-6771**  
**E-mail: [reservation@tourisme-montreal.org](mailto:reservation@tourisme-montreal.org)**





~ 2010 MONTRÉAL ROTARY INTERNATIONAL CONVENTION GROUP HOUSING HOTEL LIST ~



<b>Hotel Name</b>	<b>Rate (Single/Double occupancy) in Canadian Dollars</b>
L'Appartement Hôtel	\$135/\$135 Standard
Best Western Europa Hotel	\$139/\$139 Standard
Days Inn & Conference Centre Montréal	\$197/\$197 Standard
Delta Centre-Ville	\$220/\$220 Standard - \$270/\$270 Club
Delta Montréal	\$209/\$209 Standard - \$259/\$259 Club
Embassy Suites Montréal	\$239/\$239 Standard
Fairmont Le Reine Elizabeth	\$239/\$239 Standard - \$319.00/\$319 Club
Grand Plaza Montréal Centre-Ville	\$165/\$165 Standard
Hilton Montréal Bonaventure	\$239/\$239 Standard - \$269/\$269 Club
Holiday Inn Express Hotel & Suites	\$159/\$159 Standard
Holiday Inn Montréal Midtown	\$185/\$185 Standard
Holiday Inn Select Montréal Centre-Ville	\$219/\$219 Standard - \$249/\$259 Club
Hôtel 262	\$190/\$195 Standard
Hôtel du Fort	\$150/\$150 Standard
Hôtel Gouverneur Place Dupuis	\$189/\$189 Standard - \$229/\$229 Club
Hôtel Le Dauphin Montréal Centre-Ville	\$129/\$129 Standard
Hôtel Lord Berri	\$109/\$109 Standard - \$124/\$124 Club
Hôtel Maritime Plaza	\$179/\$179 Standard
Hotel Omni Mont-Royal	\$228/\$228 Standard
Hôtel Place d'Armes	\$255/\$255 Standard
Hôtel St. Paul	\$265/\$265 Standard - \$300/\$300 Club
Hôtel Travelodge Montréal Centre	\$115/\$115 Standard
La Tour Centre-Ville	\$145/\$145 Standard
Le Centre Sheraton	\$246/\$246 Standard - \$303/\$303 Club
Le Saint-Sulpice Hôtel Montréal	\$259/\$259 Standard
Marriott Château Champlain	\$240/\$240 Standard - \$305/\$305 Club
Novotel Montréal Centre	\$190/\$190 Standard
Quality Hotel Downtown Montréal	\$152/\$152 Standard - \$162/\$162 Club
Residence Inn Montréal-Westmount	\$164/\$164 Standard
Springhill Suites Old Montréal	\$195/\$195 Standard