



## NANS GROUP ROOM BLOCK REQUEST FORM – 10 OR MORE ROOMS

### Group Information

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Room Block Request

Room block requests are taken on a first-come, first-served basis and are subject to availability. Please indicate below the number of rooms your group requires each night:

#### Caesars Palace

Day	Tue	Wed	Thu	Fri	Sat	Sun
Date	1/16/24	1/17/24	1/18/24	1/19/24	1/20/24	1/21/24
Room Rate*	\$259.00 s/d	\$259.00 s/d	\$259.00 s/d	\$279.00 s/d	\$279.00 s/d	\$259.00 s/d
# of Rooms						

\*Room rates do not include a \$29.00 resort fee per night and 13.38% occupancy tax (subject to change).

#### Special Requests/Notes:

Once submitted to NANS your request will be forwarded to Caesars Palace for confirmation.

### Deposit/Billing Information

All sub-block master accounts will require a deposit placed on the master in the amount of **one-night room and tax deposit for each room held**. Once the room block has been confirmed, the hotel will provide your group with information on how to submit the deposit payment, which will be due by **November 15, 2023** (same date as the rooming list due date). One of the below billing options will need to be chosen for your sub-block:

1. *Guaranteed to the master for arrival, guest pays own*
2. *Room, tax, and resort fees to the master\**
3. *All charges to master, including incidentals, do not collect credit card at check in\**

\*If option 2 or 3 for billing is chosen then when submitting your rooming list, the hotel will charge the total amount of estimated billing charges instead of the deposit. The hotel will reconcile your sub-block final bill approx. 30-60 days after the group departs.

### Attrition

Group is required to pick up **80% of the total room block** based on the initial request of rooms submitted. Should the actual rooms utilized be less than 80% of the total room block, then NANS may charge the group the difference between what was utilized and what was initially requested (# of rooms x room rate). This will be determined by NANS after the meeting has concluded and final pick-up reports are received by the hotel.

### Rooming List

A complete rooming list including full name, address, phone number, email address and billing details for each room reservation must be submitted to the hotel by **November 15, 2023**. Any rooms not accounted for on this rooming list will be automatically released. Any additional nights requested will be based on availability.

### Changes/Cancellations

Name/date changes and cancellations must be made directly with the hotel. Cancellations made within **72 hours of arrival** will be assessed a one-night room and tax cancellation fee.

**Return the completed form to Jennifer Richards at [jrichards@neuromodulation.org](mailto:jrichards@neuromodulation.org) by November 1, 2023.**