

## ***Instructions for Housing Arrangements at the UBF Midwest/Missouri Valley Summer Bible Conference in Peoria, IL***

Due to the fact that we are utilizing hotels for housing rather than university dormitories, individuals registering for this conference need to make their own room arrangements outside of the UBF online registration system. Therefore, total fees for conference registration and housing will vary by choice of hotel and number of roommates.

UBF has contracted discounted room rates for conference attendees with two Peoria downtown hotels within walking distance of the Civic Center, where all the main meetings will be held.

### Holiday Inn City Centre

500 Hamilton Blvd

Peoria, IL 61602

\*2 blocks from Civic Center \*

### Hotel Pere Marquette

501 Main Street

Peoria, IL 61602

\* 1 block from Civic Center \*

At the Holiday Inn, the rate is \$83.00 per night plus tax, and at the Hotel Pere Marquette, the rate is \$79.00 per room plus tax. You will decide how much you will pay for housing costs **in addition to the conference registration fee**, based on the number of people you decide to share a room with.

The best way to keep rooming costs down is to have four people in a room, and there are a variety of options available. We strongly recommend that when you make your room reservation, you know the names of everyone who will be in your room and have already agreed with each of them to share the costs. At both hotels we have mainly reserved rooms that contain **two double beds**. A lesser number of rooms are available at each hotel that contain one **king-sized bed**, for couples who would prefer not to have four people in their room. In addition, some rooms have an additional **sofabed** that can sleep one or two more persons, and some rooms can add a **cot** that sleeps one more person. If you are interested in putting more than four persons in your room, when you contact the hotel, you can ask if there are any such rooms still available. The hotels will accommodate such requests on a first-come, first-served basis.

For those planning to room with multiple people other than family members, when you register, please provide the hotel with each person's full name **(including the middle initial!)** and email address. The hotel will then send a confirmation number to each person staying in one room, estimating the exact amount due for each person's housing fee. Conference attendants should present that confirmation number at check-in.

**Please note:** The cost will be calculated based on the number of people who actually stay in the room, but can only be billed to ONE credit card. Therefore,

payment arrangements for actual housing fees will need to be negotiated offline amongst roommates.

Everyone will be eating their meals at the hotel where they will be staying.

We plan to have approximately half of our conference attendees staying at each hotel. The first hotel to have half of our members staying in it will then no longer sell rooms to our group at the discounted rate. The cut-off date for discounted room reservations at both hotels is June 17, 2010. After that date, the discounted rate is not guaranteed, so book early.

### **Reservation Booking Instructions:**

#### **at the Holiday Inn City Centre**

If you would like to stay at the Holiday Inn you may either call the hotel directly, or you reserve your room via their website.

*To reserve by phone*, call: (309) 674-2500. Make sure to ask for 'In House' reservations, so as not to be directed to the national Holiday Inn reservations desk. To obtain the discounted room rate, mention the group name "Regional Summer Bible Conference" or the group code "UBF."

For the *website registration*, go to:

1. [www.holidayinn.com](http://www.holidayinn.com)
2. Search with the following criteria:
  1. Hotel Address, 500 Hamilton Blvd, Peoria, IL or
  2. Name "Holiday Inn City Centre"
  3. Dates, Room/Smoking Preference.....then click "Find Hotel"
3. Select the hotel, then on the right side of the page it asks "Do you have a group code?" Enter in "UBF".
4. The group name and rate will appear
5. Complete your reservation and provide credit card information for payment
6. In the 'Comments' box, please make sure to add the full names (including middle initial) and email addresses for each person planning to stay in the room.

#### **at the Hotel Pere Marquette**

If you would like to stay at the Hotel Pere Marquette no online reservation system is available.

*Make your room reservation by phone*, by calling Keri Boswell at the hotel reservation desk: (800) 447-1676 ext. 6220.