



# HOTEL POLICY

for the

## 2022 Eastern Synchronized Skating Sectional Championships Norwood, MA

### 2022 EASTERN SYNCHRONIZED SKATING SECTIONAL CHAMPIONSHIPS INFORMATION

- Competition and Official Practice Dates: Jan. 26-30, 2022
- Unofficial Practice Dates: Jan. 25-30, 2022
- Venue: [The Skating Club of Boston](#) located at [750 University Avenue, Norwood, MA 02062](#)

### OFFICIAL HOTELS AND HOTEL REQUIREMENTS

The Skating Club of Boston (“LOC”) has contracted with approximately 30 hotels for the Event, and additional hotels may be added. All of the official hotels are within approximately 17 miles from The Skating Club of Boston and offer a range of amenities.

Please visit [2022 Eastern Synchronized Skating Sectional Championships](#) website to review the official hotels, room rates and hotel amenities.

- All of the official hotels are non-smoking hotels.
- The Event’s special hotel rates are per room night, are in US Dollars and do not include taxes.
- Taxes as of July, 2021 are 11.7% (subject to change).
- Each hotel’s amenities (including complimentary breakfast if offered) are subject to change based on any COVID-19 restrictions in place during the Event dates.

The Hotel General Terms and Deadlines for finalized hotel room numbers per night, rooming lists, and payment requirements are listed below.

If you have any questions relating to housing, please contact the LOC at [housing@scboston.org](mailto:housing@scboston.org).

### Hotel General Terms

All Hotel rooms are required to be booked through the LOC in the official hotel room blocks by using the required forms by the deadlines listed below.

- Organizations/Teams that book hotel rooms through the LOC, at an official hotel, will be given priority for unofficial practice ice assignment(s).
- All Organizations/Teams that do not book hotel rooms through the LOC may be required to pay the LOC a fee for not booking rooms through the LOC and lose all benefits offered by the LOC to organizations/teams that book hotel rooms through the LOC for the Event.
- The LOC will be assigning each organization/team to a hotel as described in more detail below and will make good faith efforts to ensure that organizations/teams stay in hotels that meets their needs, based on availability.
- Hotels have been instructed NOT to take reservations from organizations/teams directly.

### Hotel Deadlines

- **August 15, 2021 through October 1, 2021** – The LOC will accept the Hotel Room Request Form for the Event. This form will ask for specific information about how many rooms (by room types) you need for each night, your top five to eight hotel choices based on the official hotel list and your priorities for hotel amenities and price.
  - If none of your top five to eight hotel choices are available, your organization/team will be assigned to an available official hotel that best fits your list of priorities for hotel amenities and price.
  - Hotel assignments will be made by the LOC for each organization/team based on a variety of items, including, without limitation, the number and type of rooms needed per night, hotel availability and preferences at time of



# HOTEL POLICY

for the

## 2022 Eastern Synchronized Skating Sectional Championships Norwood, MA

submission of the Hotel Room Request Form and date/time your organization/team officially registered for the Event.

\* Do not submit the Hotel Room Request Form until after your organization/team has officially registered for the Event. Only organizations/teams officially registered for the Event will receive hotel room assignments.

- Organizations/Teams may also submit room requests after October 1, 2021. However, placement for rooms requested after October 1, 2021 will be based solely on availability which may be limited and availability is not guaranteed.
- **After October 15, 2021** – If your organization/team has submitted the Hotel Room Request Form, the LOC will send your organization/team its hotel placement and assigned room block (“**Assigned Hotel/Room Block**”) along with a link to an Offer of Hotel Rooms and Guarantee form (“**Guarantee Form**”).
- **Within 5 days** of receiving your organization/team’s Assigned Hotel/Room Block and a link to the Guarantee Form (“**Guarantee Due Date**”), the organization/team will need to (i) accept the Assigned Hotel/Room Block by completing and submitting the Guarantee Form, or (ii) request a different hotel based on availability (which may be limited). Please note:
  - By completing and submitting the Guarantee Form, your organization/team is guaranteeing that it will use a minimum number of rooms listed thereon as more particularly described below, at the specific assigned hotel (“Hotel”).
  - The hotel rooms offered to organization/team on the Assigned Hotel/Room Block will be released and no longer available to organization/team if organization/team fails to complete and submit the Guarantee Form by the Guarantee Due Date.
  - The LOC cannot guarantee that any additional hotel rooms or room nights requested or any date changes to rooms listed on Assigned Hotel/Room Block will be available after organization/team submits the Guarantee Form.
- **No later than 5pm (eastern time) on December 8, 2021**, organization/team must submit the following:
  - To the LOC, a rooming list (“**Rooming List**”) for the Event in the form and manner requested by LOC. The Rooming List must include for each room the following: name(s) of all guests, arrival date, departure date, type of room requested and any special requests (room type and special requests are not guaranteed) and any additional information requested by the LOC or assigned Hotel, and
  - To the Hotel, any hotel credit card authorization or other hotel payment forms that have been sent to organization/team as of that date (“**Payment Forms**”). If organization/team has not received any Payment Forms by December 8, 2021, then all such forms are due within 2 business days of being sent via email to organization/team by either the LOC or the Hotel.
- **January 18, 2022** – Name changes on rooming lists will be accepted until January 18, 2022.
  - The LOC cannot guarantee that hotels will accept any name changes after 5pm (eastern time) on January 18, 2022.

### Offer of Hotel Rooms and Guarantee Form

The LOC may be required to fill a minimum number of rooms at the hotels. If the minimum is not met the LOC may incur penalties. To protect the LOC from incurring penalties due to organizations/teams dropping rooms and/or room nights and to ensure that each organization/team is holding only a realistic number of rooms that will be used, the LOC is requiring that each organization/team sign a Guarantee Form that guarantees each organization/team will use a minimum number of room nights listed thereon (as more particular described below).

- By signing and returning a Guarantee Form, your organization/team is guaranteeing to the LOC that it will use and pay for the number of room nights equal to (“**Guaranteed Room Nights**”):
  - (i) the greater of:
    - (a) if a Rooming List is submitted by 5pm (eastern time) on December 8, 2021, the greater of:



# HOTEL POLICY

for the

## 2022 Eastern Synchronized Skating Sectional Championships

Norwood, MA

- (1) eighty percent (80%) of the total room nights set forth on the Assigned Hotel/Room Block attached to the Guarantee Form at the Hotel plus 100% of any additional rooms and room nights requested by your organization/team and confirmed by the LOC between the date of any submitted Guarantee Form and 5pm (eastern time) on December 8, 2021; or
- (2) the total number of room nights listed on the organization/team's Rooming List; or
- (b) if no Rooming List is submitted by 5pm (eastern time) on December 8, 2021, then 100% of the total room nights set forth on the Assigned Hotel/Room Block attached to the Guarantee Form plus 100% of any additional rooms and room nights requested by your organization/team and confirmed by the LOC between the date of any submitted Guarantee Form and 5pm (eastern time) on December 8, 2021;

plus

(ii) 100% of any additional rooms or room nights requested after 5pm (eastern time) on December 8, 2021 by the organization/team and confirmed by the LOC and/or Hotel.

### Other Terms

- **Payment.** Notwithstanding the Guarantee Form, each organization/team is responsible for paying for the cost of its Guaranteed Room Nights directly to the Hotel pursuant to the Hotel's policy for such group payment.
- **Failure to Timely Submit Payment or Forms.** Failure of the organization/team to timely submit the Rooming List and/or Payment Forms and/or pay the Hotel directly for the Guaranteed Room Nights may result (i) in the rooms reserved by your organization/team on the Guarantee Form being released, (ii) in your organization/team being required to pay the LOC a fee for not booking rooms through the LOC and losing all benefits offered by the LOC to organizations/teams that book hotel rooms through the LOC for the Event, and/or (iii) the LOC charging the organization/team's credit card listed on the Guarantee Form for the Guaranteed Room Nights multiplied by the applicable room rate listed on the Assigned Hotel/Room Block multiplied by applicable taxes less any amount actually paid to the Hotel by organization/team.
- **Termination.** Notwithstanding anything to the contrary thereon, the Guarantee Form is subject to termination without your organization/team's liability for the Guaranteed Room Nights (i) if the Event is cancelled or moved by U.S. Figure Skating to a location other than Norwood, Massachusetts, or (ii) if the Hotel is not available during the Event due to any circumstance beyond the control of the Hotel or LOC – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities.

### TRANSPORTATION

- The LOC is not planning on providing transportation between the official hotels and The Skating Club of Boston. Organizations/Teams are solely responsible for organizing their own transportation between the official hotels and The Skating Club of Boston.
- The Skating Club of Boston recommends Academy Bus for transportation during your stay. If you are interested in booking their services, please reach out to Tony D'Arcangelo directly at [tdarcangelo@academybus.com](mailto:tdarcangelo@academybus.com).

### HOTEL QUESTIONS

Any questions relating to this Hotel Policy or any Hotel forms should be sent to [housing@scboston.org](mailto:housing@scboston.org).