

Reservations Request



Virginia Associations of Counties

November 14-16, 2021

The following daily rates are **per room, per day**:

VACo Room Rates

Single: \$169 Double: \$169

Children sharing room with parents:

0 to 17 years - Complimentary Additional Adult - \$20.00

All guestroom rates are subject to state and local taxes, **(currently 16.5%) and a \$3.00 per room night occupancy tax.**

****The following room rates are European Plan (no meals included), based on single or double occupancy and are per room per day****

Check in time is after 4:00 p.m. Check out time is before 11:00 a.m.

Mail to: Hilton Norfolk The Main, Attn Reservations Department, 100 East Main Street, Norfolk, VA 23510

Requests may be sent via fax to 757-763-6299 or emailed to reservations@themainnorfolk.com

Reservation requests may be made by email, fax or mail only, no phone calls please.

All reservations will be confirmed by e-mail within 5 business days upon receipt of form. If you do not receive your confirmation within 5 business days, please email reservations@themainnorfolk.com and Lorreine.kokolis@themainnorfolk.com.

Note: Each county will be allowed up to three (3) rooms for its elected officials and/or staff members, EXCLUDING any supervisor that is on the VACo Board of Directors (please indicate on the form below).

Arrival date: _____/Time: _____ Departure date: _____/Time: _____

Name (please print) _____ No. of adults _____

Roommate (if applicable) _____

Name of County or Name _____

Split Billing Required: Yes ___ No ___ (please check the line)

Address _____

City _____ State _____ Zip Code _____

Daytime Telephone _____ FAX _____

Email Address: _____

Children's names and ages: _____

An advance deposit equal to one night's room rate plus tax is required to guarantee your reservation. **Early mailing of reservations is highly recommended.** Confirmed reservations are based on room availability. Reservations must be received by **Friday, October 22, 2021** or until the room block has been filled. Deposit may be made with Visa, MasterCard, American Express, and Discover, **which will be charged when reservation request is received. Changes or cancellations may be made to your reservation without any penalty until 3 days prior to your arrival. Changes or cancellations within 3 days of arrival will result in forfeiture of the deposit.** Failure to show on the first night of stay will cause cancellation of all dining reservations for the entire stay.

Reservations request made by: _____ Date: _____

Credit Card No. _____ Expiration date _____

Use for: Deposit Only _____ Room and Tax _____ Parking _____ All Charges _____ Other: _____ Visa _____
MasterCard _____ American Express _____ Discover _____



100 East Main Street

Norfolk, VA 23510

757.763.6200

www.themainnorfolk.com