

# 2008 National Match Lodging Procedures

## Camp Perry Lodging and Conference Center

1000 Lawrence Road, Building 600

Port Clinton, Ohio 43452-9578

1-888-889-7010

Reservations can now also be made online by going to: [www.cplcc.com](http://www.cplcc.com)

### Types of Lodging:

Modules - 2 single beds	\$60.23 per night, Modules are rented by the room
Huts - 4 single beds	\$43.80 per night, Huts are rented by the hut
Barracks - 1 single bed	\$10.95 per bed, per night
RV Site - Full hook-up	\$30.89 per full hook-up site
Tent Camping - 1 site	\$19.17 per site, per night

### Lodging Priorities are as follows:

1 <sup>st</sup> Priority	Support Organizations (NRA, CMP, 88 <sup>th</sup> RSG, OHANG, Commercial Vendors)
2 <sup>nd</sup> Priority	Jr. Teams (Affiliated Clubs or State Association entering Junior Teams)
3 <sup>rd</sup> Priority	Adult Teams Sponsoring Jr. Teams (Affiliated Clubs or State Association)
4 <sup>th</sup> Priority	Adult Teams (Affiliated Clubs or State Association)
5 <sup>th</sup> Priority	Special Needs (Require Doctor's Statement for Competitor)
6 <sup>th</sup> Priority	Individual Competitors

### Online Reservations

Reservations can now be made online by going to [www.cplcc.com](http://www.cplcc.com) and clicking on the 2008 National Match link. Scroll through the page to find the correct reservation form. The reservation forms themselves can be printed and mailed in or the requests can be submitted online. Requesting a reservation online follows the same procedures as outlined below. For more information please feel free to call the Lodging Office at the phone number listed above.

### Support Personnel Reservations

Support Organizations must submit their reservation request in writing by October 31, 2007. Commercial Row Vendors are limited to no more than two modules or huts per contracted vendor.

### Junior Team/Team Reservations

Priority will be given to Teams which have entered Junior teams in 2007 National Matches and have committed to enter a Junior Team in the 2008 National Matches.

Teams must be able to provide proof of being a NRA/CMP Affiliated Club or State Association. This is critical, as this information will be verified through the NRA/CMP prior to processing your reservation request.

Each Organization or Club may only submit one junior and one adult team request for each of the National Match phases. *Duplicate adult or junior team request forms will cause elimination of all reservation requests submitted.*

Reservations will be processed on a first received, first serve basis.

Team Reservations will be coordinated by a single individual, this Point of Contact must be responsible for the following:

Completing a 2008 National Match Team Reservation Form, forms are available at the Camp Perry Lodging Office or on our website HYPERLINK <http://www.cplcc.com>

Requesting the total number of beds/lodging units with arrival and departure dates.

Submitting a team reservation request form. The request must be completed and postmarked between **March 1, 2008 and March 31, 2008**.

After receiving confirmation on reservations, the POC will be required to make a deposit payment on all reservations.

This deposit payment should not be submitted with the reservation request; payment will be requested after reservations have been confirmed by the Camp Perry Lodging Office. Deposits must be received within 14 days after the confirmation notification has been received to guarantee reservations. *Please refer to the deposit section below for more information.*

All changes and cancellations to reservations. *Please refer to the changes and cancellations section below for more information.*

Pick-up and sign for all reservations at the rental office on arrival date. *Please refer to the check-in and check-out section below for more information.*

Payment on all reservations in full and any additional costs incurred by any member of your team during their stay.

Ensure that all team members are aware of the National Match Lodging procedures.

Completing and returning liability release forms for all Hut and Barrack rentals

**\* Military Teams should continue to contact the Camp Perry Logistics Office and complete the necessary forms for military barracks for National Match 2008 Lodging.** Military Teams who wish to request module or hut lodging should submit a Team Reservation Request form based on the above Team Reservation criteria. Military Teams will be given a 3<sup>rd</sup> priority on quarters. Do not submit a Team Reservation Request if you have already submitted a request for barracks through the Camp Perry Logistics Office.

### **Special Needs Competitor Reservations**

Those competitors requiring specific accommodations due to medical conditions will be given 5th priority. A limited number of modules will be held for these competitors.

Competitors must obtain the Special Needs Reservation Request form from the Camp Perry Lodging Office or on our web site [www.cplcc.com](http://www.cplcc.com).

Reservations will be processed on a first received, first serve basis.

Reservation requests must be submitted and post marked between **March 1, 2008 and March 31, 2008**. *Please apply only once! Duplicate request forms will cause elimination of all reservation requests submitted.*

A current statement from the *competitor's* physician must be *attached* to the reservation request form. This doctor's statement *must* be on the physician's letterhead or prescription pad paper, be dated within the last 12 months, and describe the housing requirements needed. The exact medical condition is **not** required due to patient confidentiality.

After receiving confirmation on reservations, the Special Needs Competitor will be required to make a deposit payment on all reservations.

This deposit payment should not be submitted with the reservation request; payment will be requested after reservations have been confirmed by the Camp Perry Lodging Office. Deposits must be received within 14 days after the confirmation notification has been received to guarantee reservations. *Please refer to the deposit section below for more information.*

*Please refer to the check-in, check-out, changes, and cancellations sections below for more information on your reservation.*

### **Individual Competitors**

Reservations can be requested by telephone or by going to our website at [www.cplcc.com](http://www.cplcc.com), beginning on **April 29, 2008** and are assigned on a first come, first serve basis.

To request a reservation by telephone please call the Camp Perry Lodging Office at 1-888-889-7010 between the hours of 9:00 A.M. and 10:00 P.M. Tuesday through Friday.

To request a reservation using our website please go to [www.cplcc.com](http://www.cplcc.com). Click on the 2008 National Match link and look for the Individual Competitor Online Reservation link. Fill out the form completely before submitting. Please be sure your email is set to receive confirmation emails from our website.

No written requests will be accepted for Individual Competitors.

Information to know before calling or requesting a reservation online:

Know your arrival and departure dates. We will be unable to make a reservation without this information so please know your exact dates *BEFORE* calling or requesting a reservation online.

A credit card (Master Card, Visa, or American Express) will be required to make a reservation. A non-refundable deposit will be required when making your reservation. The deposit will be charged to your credit card account when making your reservation by telephone. A deposit will be requested by mail when making a reservation online. *Please refer to the deposit section below for more information.*

You will be given a confirmation number at the time of your call or after your reservation has been confirmed through email when requesting a reservation online. Please keep this number somewhere safe, you will need to have this number to make changes and at check-in.

You must be 18 years of age or older to request reservations. Proof of age may be requested upon check-in.

Please read the changes, cancellations, check-in, and check-out sections below for more information about your reservation.

## **General Information on all Reservations**

### Deposits

The deposit required for each unit's reservation is equal to the first night's rent on each unit and will be applied to that unit only. If that room is cancelled at any time the deposit is forfeited and can not be refunded for any reason. Deposits are transferable when upgrading types of accommodations only.

### Changes

All changes to reservations must be made prior to check-in. Once the reservation has been checked-in, the renter is obligated to pay the full rental amount. No refunds will be given for early departure.

### Cancellations

Cancellations should be accomplished 24 hours prior to the confirmed arrival date. Any deposit applied to the cancelled reservation will be forfeited by the competitor.

### Check-In

Check-In time for all reservations is between 2:00 P.M. and 10:00 P.M. Reservations that are not picked up by 10:00 P.M. on the arrival date will be considered cancelled and deposits forfeited, unless arrangements have been made with the Camp Perry Lodging Office prior to the confirmed date of check-in.

### Check-Out

Check-Out must be accomplished no later than 10:00 A.M. Please ensure that the rental unit is cleared and all keys are returned on the morning of departure. Additional charges will be incurred for late check-outs.

### Questions

If you have any questions please feel free to call us at 1-888-889-7010 or email us at [info@cplcc.com](mailto:info@cplcc.com).