

Hempfield Fall Classic

Penn Legacy is the travel side of Hempfield Soccer Club, a 501(c)3 nonprofit organization, which hosts the annual Hempfield Fall Classic as our key annual fundraiser. As a fundraiser, it funds HSC and Penn Legacy programs for Pre-K thru U-19 and provides quality year round training to all members.

Thank you for your support.

Tournament rules state: All teams requiring hotel/motel accommodations are required to book rooms through the service listed on the lodging page. Using this service ensures that room demands can be met from year to year and allows HFC to offer the added protection of "no hotel cancellation fees" in the event that the tournament is cancelled, by tournament officials, due to severe weather. Please request the cancellation policy of the hotel to understand your financial obligations otherwise. Please do not contact Hotels directly. Any teams that reserve directly with hotel will not be accepted to the Tournament.

ROOMING LIST INSTRUCTIONS

Discounts or promotional rates procured by any method are not applicable.

Failure to comply and/or attempts to circumvent procedures and obligations will result in expulsion from the tournament.

No monies will be refunded. After acceptance into the Tournament all payments are non-refundable.

- 1 **COMPLETE "TEAM CONTRACT". A HOTEL CANNOT BE ASSIGNED UNLESS THE "TEAM CONTRACT", COMPLETED IN ITS ENTIRETY, ACCOMPANIES THE TEAM'S ROOMING LIST FORM.**
- 2 **COMPLETE ALL SECTIONS OF THE "ROOMING LIST" FORM. SUBSTITUTE FORMS WILL NOT BE ACCEPTED.**
- 3 AFTER COMPLETING "ROOMING LIST FORMS" INCLUDING THE "TEAM CONTRACT" YOUR LIST WILL THEN BE FORWARDED TO THE 1ST AVAILABLE TOURNAMENT HOTEL BASED ON YOUR PREFERENCES.
- 4 ROOMS MUST BE RESERVED WITH A VALID CREDIT CARD NUMBER. PLEASE HAVE ALL CREDIT CARD INFORMATION ON THE LISTS PRIOR TO SUBMITTING. **Credit cards are handled by a bonded and licensed Travel Agent and will be used only for room reservation with intended hotel.**
- 5 NOTIFICATION OF YOUR TEAMS HOTEL & HOTEL CONTACT PERSON WILL BE SENT BY FAX OR E-MAIL, IN MOST CASES AFTER LIST IS RECEIVED BY Hempfield Fall Classic Hotel planner.
- 6 TEAMS REQUESTING LODGING AT THE SAME HOTEL WITH OTHER TEAMS SHOULD INDICATE THIS IN THE SPACE PROVIDED ON THE HOTEL SELECTION BOX THAT ACCOMPANIES THE Hempfield Fall CLASSIC ROOMING LIST FORM. FURTHERMORE, LISTS SHOULD BE SUBMITTED TOGETHER WHENEVER POSSIBLE.
- 7 CHANGES TO ROOMING LISTS AND SPECIAL REQUESTS REGARDING YOUR TEAM S ROOM BLOCK SHOULD BE COORDINATED THROUGH YOUR HOTEL CONTACT PERSON ONLY. PLEASE NOTE: IN ORDER TO ACCOMMODATE YOUR GROUP AS COMFORTABLY AS POSSIBLE, IF ADDITIONAL PEOPLE HAVE DECIDED TO ATTEND THUS INCREASING THE NUMBER OF INDIVIDUALS IN A PARTICULAR ROOM, IT IS VERY IMPORTANT TO NOTIFY YOUR HOTEL REPRESENTATIVE OF THE CHANGE.
- 8 ALL HOTELS DO ATTEMPT TO CONFIGURE EACH TEAM'S BLOCK OF ROOMS AS CLOSE TO ONE ANOTHER WHENEVER POSSIBLE. HOWEVER, DO KEEP IN MIND THAT MANY VARIABLES SUCH AS BUT NOT LIMITED TO, SPECIAL REQUESTS, ROOMING LIST ADDITIONS, HOTEL CONFIGURATION, ETC., MAY TEND TO FRAGMENT YOUR TEAMS ROOM BLOCK.
- 9 CANCELLATIONS for one or two rooms per team, WILL BE ACCEPTED BY THE HOTEL UP UNTIL 72 HOURS PRIOR TO THE LISTED ARRIVAL DATE.. INDIVIDUALS NOT CANCELLING PREVIOUSLY RESERVED ROOMS WILL BE CONSIDERED A NO SHOW AND WILL BE CHARGED FOR 1 ROOM NIGHT PLUS TAX. And their reservatoin will be cancelled for the remaining night.
- 10 **EARLY DEPARTURES WILL NOT BE ALLOWED**
A MANDATORY REQUIREMENT IS THAT TEAMS WILL BOOK AND STAY TWO NIGHTS PER ROOM.
- 11 AT CHECK-IN (REGARDLESS OF THE METHOD OF PAYMENT) A REPRESENTATIVE FROM EACH ROOM SHOULD LEAVE A CREDIT CARD IMPRINT TO COVER ANY INCIDENTAL CHARGES (I.E.-PHONE CALLS, ROOM SERVICE, MOVIES, ETC.) INCURRED THROUGHOUT THE WEEKEND.
- 12 TEAMS & INDIVIDUALS CAN CHECK-IN THROUGHOUT THE DAY OR EVENING. LISTED CHECK-IN TIME IS 4:00 P.M.. HOWEVER, DURING PERIODS OF HIGH OCCUPANCY, ROOMS MAY NOT BE AVAILABLE UPON ARRIVAL. ALL ROOMS ARE GUARANTEED FOR LATE ARRIVAL IF COMPLETE CREDIT CARD INFORMATION HAS BEEN PROVIDED ON THE ROOMING LIST FORM.
- 13 ROOMS ARE EQUIPPED WITH EITHER TWO STANDARD BEDS OR A KING SIZE BED WITH A PULL-OUT SOFA. HOWEVER, IN AN EFFORT TO ACCOMMODATE AS MANY TEAMS AS POSSIBLE WITH THEIR HOTEL OF CHOICE, OCCASIONALLY ROOMS MAY BE ASSIGNED THAT ARE EQUIPPED WITH A KING SIZE BED TO PARTIES LISTING A PARENT AND child ONLY.
NON SMOKING IS ONLY A REQUEST AND CANNOT BE GUARANTEED DUE TO THIS EVENT SELLING OUT MOST HOTEL ROOMS IN AREA.

Hempfield Fall Classic Tournament Hotel Booking

TEAM CONTRACT

(please complete and submit to Travel By Design)

Tourn. Date _____	Last Years Hotel Stay _____
Team Name: _____	Home Phone _____
Team Contact: _____	Work Phone _____
Age Group/Div. _____	Cell Phone _____
Boys/Girls _____	Email Address _____
Tournament Registration Number _____	

Hotel Selection

List hotel brands in order of preference. We will try to honor request, but we cannot guarantee your brand preference based on availability. Preferences are granted on availability in the Hempfield Fall Classic room block at the time your list is received.

Also, when reviewing preferences and placing teams at hotels, drive time will be taken into consideration when scheduling game times & locations.

1 _____	2 _____
3 _____	4 _____

Our team would like to stay at the same hotel as _____

IMPORTANT Total number of rooms expected for this team: _____

ROOM NIGHT REQUIREMENT POLICY

Some Hotels require a minimum of 2 nights stay per room and this is clearly listed on the hotel info website for each hotel! The hotels also require a 72 hour cancellation for individual rooms prior to arrival, not to exceed 1 or two rooms per team group.

All out of town teams over 1 hour must fulfill their hotel requirements through TRAVEL BY DESIGN.

All rooms needed for each team, even if only one family wants a room, must be booked through Travel By Design.

Any individual or team hotel bookings not made through this service as required by HFC will disqualify the team

As team contact, I, _____

acknowledge and understand the above Room Night Requirement Policy

statement and have passed this information onto my team. I hereby accept responsibility for any

charges as a result of non-compliance to said Team Contract and Hotel requirements made by my team.

Signed _____
(Electronic typed signature accepted)

Date _____

Print Address _____

City, State, Zip _____

Please fax, mail or email this form and attached rooming list to

Travel By Design-Tracy Connors

1357 Laudermilch Road

Palmyra, PA 17078

717-489-0268 office number

888-481-4738 fax number

tconnors@tbd.travel or website www.tbd.travel



Hempfield Fall Classic Tournament Team Rooming List



Fill out one line for each room needed.

Team Name:		Division/Level:			Tournament Date:					
Contact:	Phone (H)	Cell #	Phone (W)	Email :						
#	Reservation Name	Email Address	Number Adults	Number Children	Smoking Pref (S/NS)	Arriv. Date	Depart. Date	CC Type	Credit Card Number	CC Exp.
	John Sample	John@sample.com	2	2	NS	7/4/09	7/6/09	Visa	1234 5678 9012 3456	4/10
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Individual cancellations must be confirmed, by the Team Contact calling the hotel directly, before 6:00 pm Three days (72 Hrs.) prior to arrival date. Late cancellations and "no shows" will be charged two room nights plus tax. Early Departures are also subject to hotel charges. All hotels require a two night, minimum stay. Room types will be either 2 double beds or a King bed with a pullout sofa. There is no guarantee of room type, only that you will have one of these two types.