

**TO:** Canonically resident clergy, clergy of denominations in full communion with TEC and installed as Rector, Vicar, etc as per Diocesan Canon 1.1, Wardens, Treasurers, Church Administrators

**CC:** Diocesan Council and Standing Committee

Date: February 2, 2018

Re: Accommodations and Ground Transportation for Annual Meeting 2018

NOTE: If you received this e-mail and are no longer a Warden, Treasurer or Church Administrator, be sure to have someone at your church submit your Certificate of Election 2018 and Church Officials List 2018 as soon as possible. Our e-mail distribution lists are not updated until these forms are received by our office.

The 50<sup>th</sup> Annual Meeting of the Convention will be held at the Courtyard King Kamehameha's Kona Beach Hotel in Kailua-Kona on the Big Island. I'm writing with information regarding accommodations and ground transportation.

As a reminder, the Diocese does not pay for hotel accommodations or ground transportation. When you make your reservation, you will need to provide them with a credit card number to confirm the reservation.

#### ACCOMMODATIONS

We have arranged for a block of hotel rooms at a discounted group rate for those who plan to stay overnight. The number of rooms is very limited.

If you would like to make hotel reservations at the Courtyard, the reservation system is now open. For now, there are two (2) ways you can secure your reservation, either by phone or email. Instructions are as follows:

1. Call toll free (800) 367-2111 or Hotel Reservations (808) 329-2911, advise the reservation team that you are securing a room with the Episcopal Church Hawaii Group code **ESCR** (giving the code makes it easier for you and the reservation team to know exactly which group you are coming in with).
2. Attached is a reservation form, please complete it and return it by fax or email as stated on the bottom of the form.

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Other accommodation options may be found here:

[https://www.gohawaii.com/islands/hawaii-big-island/accommodations?search\\_api\\_views\\_fulltext=kailua-kona&items\\_per\\_page=10#listings](https://www.gohawaii.com/islands/hawaii-big-island/accommodations?search_api_views_fulltext=kailua-kona&items_per_page=10#listings)

#### GROUND TRANSPORTATION

Here is the hotel's response to ground transportation to and from the hotel.

“We do not have airport shuttles, however, there is an airport shuttle available through Speedi Shuttle. You may view information and rates for Speedi Shuttle at [www.speedishuttle.com](http://www.speedishuttle.com) or by phone at [\(877\) 242-5777](tel:8772425777). For Taxi services, you’re welcome to contact Mel’s Taxi for rates at [\(808\) 329-6388](tel:8083296388). We have the Hertz rental car here on property and you can view rates and availability online at [www.hertz.com](http://www.hertz.com) or contact [\(808\) 329-3428](tel:8083293428).”

#### INTER-ISLAND AIR TRAVEL

Instructions for making inter-island air travel reservations for authorized travelers will be sent in June of this year. Covered air travel reservations will be made by the Diocesan Air Travel Coordinator. Flights that you purchase will not be reimbursed. Also, friends and family traveling with authorized travelers will not be able to book their flights through the Diocesan Air Travel Coordinator.

Mahalo,  
Rae Costa  
Business Manager  
THE EPISCOPAL DIOCESE OF HAWAI‘I  
229 Queen Emma Square  
Honolulu, HI 96813  
[episcopalhawaii.org](http://episcopalhawaii.org) / 808-536-7776 x326

**COURTYARD<sup>®</sup>**  
**Marriott**  
**KING KAMEHAMEHA'S**  
**KONA BEACH HOTEL**

**CREDIT CARD AUTHORIZATION**

**Episcopal Church Hawaii (ESCR/G4805)**

**GUEST RESERVATION INFORMATION**

Last Name:

Arrival Date:

First Name:

Departure Date:

I hereby authorize the Courtyard King Kamehameha's Kona Beach Hotel to charge the following credit card as follows:

**CREDIT CARD TYPE**

Visa

American Express

Other

Mastercard

Diners

**PLEASE PRINT**

<b>Credit Card Number:</b>				
<b>Card Expiration Date:</b>				
<b>Cardholder Name:</b>				
<b>Cardholder Billing Information:</b>	<b>Street Address:</b>			
	<b>City / State / Zip Code:</b>			
	<b>Phone Contact (Day):</b>		<b>(Evening):</b>	
	<b>Email Address:</b>			

**TYPE OF CHARGE**

Room / Tax

Room / Tax / Parking

All Charges

Cardholder must sign and date below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please fax or email completed form to:

E-mail: reservations@konabeachhotel.com

Fax: (808) 329-4602

Phone: (808) 329-2911