

LTHS 40th Hotel Options

Option 1: La Quinta Downtown

One S. Franklin

Chicago, IL 60606

Ph 312.558.1020 Option 2

HOTEL INFORMATION

Hotel Contact

Carol Bader

Hotel Contact Title

Director of Sales

Contact Phone

312-558-1020 option 2

Contact Fax

312-558-1014

Email Address

Carol.Bader@Highgate.com

Guest Room Accommodations

We are presently holding the following block of rooms for your use:

DAYS OF WEEK	FRI	SAT	SUN	TOTAL
DATE	10/3/25	10/4/25	10/5/25	
Standard King	5	5	Check-Out	10
Standard Queen/Queen	5	5	Check-Out	10
TOTAL	10	10		20

Guest Room Rate:

The Hotel is pleased to offer the following special confirmed rates for your event:

One King Bed

Two Queen Beds

\$180.00

The above rates are subject to applicable tax, which is currently **17.4%** per room, per night, and is subject to change without notice.

Concessions:

Complimentary Breakfast

Rates available 2 days pre/post

30 day cutoff

Comp WiFi in guestrooms

All Rooms with refrigerators, microwaves and Keurig Coffee Makers

Discounted parking in public garage next to hotel @ \$64.00 with In and Out (price subject to change)

Billing Information: GUEST PAYS OWN

Individual guests will be responsible for ALL of their charges.

A Credit card will be required from each guest in order to check into the hotel.

*****PLEASE NOTE: Hotel is a cashless property. Any purchases made in the mini-mart will require a credit or debit card for payment.***

Please note, the hotel will be charging the credit card used to make the reservation on the morning of your guest's arrival for one night room and tax.

At check-in, the credit card presented will be pre-authorized for the remaining nights of stay and a \$150.00 deposit. The actual charge to the card will occur at check-out.

Reservations Method: GUEST MAKE OWN (Call-in; Email; On-line)

All reservations must be in place no later than 5pm CST by WEDNESDAY, SEPTEMBER 3, 2025

Once the signed contract is returned to the hotel, reservations can be made via the following:

If guests will be calling to make their own reservations, please advise them to call our group reservations department at **1-866-527-1498** or the hotel direct at **312-558-1020** OPTION 2 – SALES to secure their reservations. Please have them refer to:

GROUP BLOCK NAME: LANE TECHNICAL HIGH SCHOOL 40TH REUNION

On Line Method:

Making a Reservation:

In addition to your guests calling the hotel to make reservations, they can also make them online. Below is a link that will take your guests to the booking page to make a reservation. Please don't hesitate to contact me if you need assistance or clarification in the process.

[HYPERLINK "Lane%20Technical%20High%20School%2040th%20Reunion" \t "_parent" Lane Technical High School 40th Reunion](#)

[HYPERLINK](#)

[\t](https://www.wyndhamhotels.com/hotels/52843?checkInDate=10/03/2025&checkOutDate=10/05/2025&groupCode=100325LAN)

[_parent" https://www.wyndhamhotels.com/hotels/52843?checkInDate=10/03/2025&checkOutDate=10/05/2025&groupCode=100325LAN](#)

Enter arrival & departure dates

2. *using drop-down under Special Rates...select Group Code and then enter: **100325LAN**
3. Click on search rooms
4. They just have to decide which room type they want.... click on 'Book' and a page will open for them to enter guest info and credit card. Reservation is booked directly into group block in system.

Email;

Requests for reservations can also be emailed to: **HYPERLINK**

"mailto:STEPHANIE.LEVINE@HIGHGATESELECTSERVICE.COM"STEPHANIE.LEVINE@HIGHGATESELECTSERVICE.COM

Please note, the hotel will be pre authorizing credit cards the morning of your guest's arrival for one night room and tax. To avoid a hold up with funds, please avoid using debit cards as it takes longer for funds to go back to cards.

Reservation Cut-off Date

Upon receipt of a signed copy of this Contract, Hotel shall hold the block of sleeping rooms noted above until the Cutoff Date: **WEDNESDAY, SEPTEMBER 3, 2025**. After this date, all unreserved rooms held in your block will be released back into the hotel's general inventory to resell to other customers. Reservations by your attendees after the Cutoff Date will be accepted based on room and rate availability.

Hotel Policies

Check-In Time **3:00 PM** Check Out Time: **11 AM**

Minimum Age to Check-in: **21**

No Smoking Policy

Please be advised that our rooms are equipped with smoke-sensitive sensors which will pick up any smoke from Marijuana, Vape, Tobacco, or E-Cigarettes. Any policy violations, including unplugging the device, could result in penalties of up to \$400.00.

Luggage Storage

Luggage storage is available for early arrivals prior to check-in or after check-out at \$5.00 USD per bag. The hotel is a cashless property and will require payment to be made with a credit card. The Front Desk will assist with storage and is available to provide additional information.

Room Guarantee

All reservation requests will require a credit card guarantee or guarantee to the Company Master Account.

Individual Cancellation

A room reservation must be cancelled with the hotel direct by 4:00PM on the day prior to the reserved arrival date to avoid a late cancellation fee of one (1) night room and tax.

No Show

If a guest does not show on the expected reservation arrival date as supplied to the hotel and has not cancelled the reservation, one (1) night room and tax will be billed to the credit card used to guarantee the reservation or to the Company Master Account as a No Show charge.

No Walk

No guest in this group will be relocated due to lack of availability. However, in the event circumstances beyond the control of the hotel arise and any guest room reservation cannot be accommodated by Hotel, Hotel will provide: (1) accommodations at a comparable reasonably nearby at no charge for the first night; (2) one complimentary round trip ground transportation between Hotel and the alternate hotel for each day the guest is displaced; (3) an offer to relocate the displaced guest back to the first available guest room; and (4) credit to Room Block for any nights that guests are displaced.

Parking:

There's a parking garage next to the hotel. **Guests of the hotel are charged \$64.00* per night, includes in and out.** Guests need to let the front desk know at check-in they're parking so we can supply them with a QR code for parking and to have charges put on their hotel bill. The garage is, The Poetry Garage, located at 201 W. Madison. **Rate subject to change.* HYPERLINK "https://www.thepoetrygarage.com/" <https://www.thepoetrygarage.com/>

Option 2: Crowne Plaza Chicago West Loop

25 South Halsted Street
Chicago, IL 60661

PROPERTY CONTACT

Sales Manager: Annette Ross
Phone: 312-602-2105
Email: aross@cpwestop.com

GUEST ROOMS & RATES

	Fri Oct 3		Sat Oct 4		Sun Oct 5	
	Rooms	Rate	Rooms	Rate	Rooms	Rate
Standard King	10	\$209.00	10	\$209.00	10	\$209.00

INDIVIDUAL RESERVATIONS

The Crowne Plaza Chicago West Loop is pleased to offer the use of our group booking link. All reservations may be made, modified or canceled by individuals on-line at a URL to be established by Crowne Plaza Chicago West Loop and published by the group to potential attendees through the planner's meeting website or through email. By providing the group name, individuals will also be able to make reservations by calling 1-800-972-2494 between the hours of 9 a.m. to 8 p.m. Eastern, Monday through Friday. Reservations must be made on or before the cut-off date of September 17, 2025 in order to be eligible for the group rate. On-line reservations will close for your group on 9/17/2025. After this date, your attendees may call 1-800-972-2494 between the hours of 9 a.m. to 8 p.m. Eastern, Monday through Friday for reservation assistance.

All reservations must be accompanied by a first night room deposit, or guaranteed with a major credit card. Hotel will not hold any reservations unless secured by one of the above.

GUEST ROOMS:

All reservations must be guaranteed by either advance deposit or credit card. Failure to cancel a guaranteed reservation by 72 hours prior to scheduled arrival date of the reservation will result in forfeiture of the advance deposit or one night's room and tax billed to the credit card. All reservations made by rooming list must be held on a guaranteed basis. Room lists must be received by the hotel prior to the release date. After the release date all rooms remaining in the room block revert back to general inventory. Additional rooms for the Customer after this date will be accepted on an availability basis at the prevailing room rate of the hotel. The term "room block" is a computer system reference and does not guarantee that all of your rooms will be assigned to the same location in the hotel. Hotel check-in begins at 3:00 p.m. and checkout is any time before 12:00 noon.

RESERVATION CUT-OFF DATE:

The hotel agrees to hold the above room block until **September 17, 2025**. At that time, rooms not utilized will be released. The Crowne Plaza Chicago West Loop may continue to accept reservations from your attendees after that date, subject to availability at the prevailing rate.

PARKING:

The Hotel offers self-parking. All parking is on a first come first service basis for your attendees as well as overnight guests. Special arrangements for busses and other vehicles can be arranged. The Hotel is not responsible for any damages or lost or stolen articles while on Hotel property.

Please note that guests are required to pay parking rates as listed below PER PARKING SPACE, guests bringing large trailers or oversized vehicles will be required to pay per occupied space.

Parking is charged at the prevailing published rates. Rates are subject to change

\$20.00 per day for all attendees parking for up to 8 hours.

\$24.00 per day for all attendees parking 8-12 hours

\$54.00 per day for all overnight guests.

The hotel does not guarantee parking.

SMOKING AREAS:

All guest rooms and function rooms are non-smoking.