



ASSOCIATION OF PROPRIETARY COLLEGES
TUESDAY, JUNE 15 – THURSDAY, JUNE 17, 2010

Reservation in the name of:
Mr./Mrs./Ms./Dr. _____
Company Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
E-Mail: _____
Roommate Name: _____
Arrival Date: _____ Departure Date: _____

Reservation Code:

#3472AB

Reservation Deadline:

Saturday, May 15, 2010

Check-In Time:

3:00 PM

Check-Out Time:

1:00 PM

FAP RATES PER DAY

() Single Occupancy (\$315.00 per person, per day) () Double Occupancy (\$200.00 per person, per day)
() Suite Single (\$450.00 per person, per day) () Suite Double (\$267.50 per person, per day)
() Check here if you would like to be guaranteed Lakeview accommodations for an additional \$25.00 per night, plus tax (based on availability)

Number of Adults _____ Children _____ Ages: (See below for Childrens' Rates) _____

FAP includes daily Breakfast, Lunch and Dinner

Jackets are required in the Main Dining Room for Dinner

DEPOSIT POLICY

A one-night deposit per room is required to secure the reservation.

Check (made payable to The Otesaga Hotel) # _____ Signature: _____
 AMEX MasterCard VISA Exp. Date: _____ Card Number: _____
Customer Card ID # _____ AMEX CID# _____ MC/VISA CVV2# _____

PLEASE NOTE THE FOLLOWING

- Reservations received after reservation deadline are subject to availability.
- The deposit is applicable to the fulfillment of your designated length of stay.
- Late arrival or early departure causes forfeiture of deposit.
- Cancellations or any changes to arrival or departure dates must be made 14 days prior to arrival to avoid deposit forfeiture.
- Cancellations at any time will incur a \$45.00 administrative fee
- The Otesaga Resort Hotel will confirm reservation via mail upon receipt of this form.
- The Otesaga Resort Hotel is 100% smoke free.

CHILDREN'S RATES

4- years & under (Children sharing parent's room): No Charge for food, \$10.00 per child, per day, service charge.

5-11 years (Children sharing parent's room): \$60.00 per child, per day for food, \$18.50 per child, per day, service charge.

12-18 years (Children sharing parent's room): \$75.00 per child, per day for food, \$18.50 per child, per day, service charge.

SERVICE CHARGE & TAX

A daily service charge of \$18.50 per person is added to your account for distribution to the bellman, room attendants and dining room personnel in lieu of gratuities.

8% NYS Sales Tax (on full rate), Plus 4% Otsego County Bed tax (on room portion only) are added to all rates, if applicable

TAX EXEMPT STATUS

One of the following Tax Exempt Certificates **must accompany** reservation request form to receive tax-exempt status:

- 1) **NYS TAX EXEMPTION** – Form AC946 – or ST-129 from each person claiming exemption if they are paying with cash, personal check or credit card (if state voucher is used no form is needed).
- 2) **TAX EXEMPT ORGANIZATION** – Form ST-119.1 – In order to receive exemption, payment must be made entirely by the organization. Any occupancy, food & beverage, incidentals, etc. paid for by a member of the tax-exempt organization with their own cash, check or credit cards are taxable.

PLEASE RETURN FORM (BY MAIL OR FAX OR E-MAIL) TO:
OTESAGA RESORT HOTEL, C/O THE RESERVATIONS DEPARTMENT
60 LAKE STREET, COOPERSTOWN, NY 13326

PHONE: 607/547/9931 OR 800/348/6222 FAX: 607/547/9675 E-MAIL: RESERVATION1@OTESAGA.COM

You may also make your reservations on-line at www.otesaga.com. Have your reservation code available