NEW YORK STATE BAR ASSOCIATION

ACCOMMODATIONS REQUEST FORM

PERSONAL INFORMATION

Please print or type names of all persons who will occupy the room

Name (s) _____

Names/Ages of Children _____

Firm _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Email _____

HOTEL INFORMATION

_____ $155.00 per night, **SINGLE/DOUBLE RATE**

Arrival date: _____
Check-In Time 4:00 p.m.

Departure date: _____
Check-Out Time 11:00 a.m.

Special Requests _____

_____

PAYMENT INFORMATION

Only credit cards are acceptable for deposits.

❑ Charge $ _____ to ❑ American Express ❑ MasterCard

❑ Visa ❑ Discover Expiration date _____

Card number: _____

Authorized Signature _____

Commercial & Federal Litigation Section

Spring Meeting
May 3-5, 2013

Gideon Putnam Resort
Saratoga Springs, New York

Cut-Off Date: March 25, 2013
Reservations received after the above date will be accepted on a space and rate availability basis. Availability of rooms are not guaranteed up to the cut-off date.

Deposit:
All reservations must be secured with a deposit equal to the first night's room rate.

Cancellation Policy:
Notice of cancellation is required 72 hours or more prior to arrival to receive the deposit refund.

All reductions to a guest's reserved length of stay must be received 72 hours or more prior to arrival. If a reduction in room nights is made within 72 hours of arrival, the guest will be required to pay for the full original reserved length of stay.

All early departures, no shows & late arrivals will be charged the full rate for each night the reserved room is not occupied by the individual.

Return this form with deposit information to:
Lori Nicoll, Meetings Representative
New York State Bar Association
One Elk Street
Albany, New York 12207
Phone: 518.487.5563
Fax: 518.463.5993
Email: lnicoll@nysba.org