SILVER BAY RESERVATION REQUEST FORM

NEW YORK STATE BAR ASSOCIATION Twenty-Third Annual Lawyer Assistance Program Spring Retreat May 17-19, 2013

Name:					
Address:					
Phone:		E-Mail:			
Number of Adults:		Numb	Number of Children:		
Names: (please specify	ages of children)				
Arrival Date:		Depart	Departure Date:		
(Silver Bay will offer the	same room rates for Thui	rsday evening sh	nould you wish to ext	tend your stay)	
Number of Rooms:					
Type of Credit Card	☐ American Express	☐ Discover	☐ MasterCard	□ Visa	
Card Number			Expiration		
Three Digit Security Co	de (located on back of	card)			

NOTE: CHECK-IN TIME IS 4:00 P.M. Return this completed form by mail or fax to:

Silver Bay Association | 87 Silver Bay Road | Silver Bay, NY 12874 518-543-6537 (fax) | 518-543-8833 (phone)

Hotel Cancellation Policy:

- Cancellations up to 31 days prior to arrival will receive full refund of deposit minus a \$100 processing fee.
- Cancellations 0-30 days prior to arrival; 50% of the deposit will be non-refundable;

50% of the deposit may be applied to another reservation during the current fiscal year or transferred to another guest.

Full deposit minus a \$100 processing fee may be refunded if space is resold. It is the guests' responsibility to contact Silver Bay to verify space was resold.

If balance is paid in full prior to arrival, 50% of the amount paid will be refunded, the second 50% paid will be subject to the above.

- No billing adjustments will be made to reservation changes, due to late arrival and/or early departure, 0-30 days prior to arrival.
- Guests who fail to cancel their reservation prior to arrival date will forfeit all deposits.