Silver Bay Reservation Request Form

NEW YORK STATE BAR ASSOCIATION
Twenty-Fourth Annual Lawyer Assistance Program
Spring Retreat
May 16-18, 2014

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Number of Adults: _____ Number of Children: _____

Names: (please specify ages of children)

_____ _____

_____ _____

Arrival Date: _____ Departure Date: _____

(Silver Bay will offer the same room rates for Thursday evening should you wish to extend your stay)

Number of Rooms: _____

Type of Credit Card o American Express o Discover o MasterCard o Visa

Card Number _____ Expiration _____

Three Digit Security Code *(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.