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

_____ $209.00 per night, **SINGLE/DOUBLE RATE**
(Room rates are subject to Massachusetts lodging tax of 5.7% and 6% Lenox Hospitality Tax plus $2.00 housekeeping grautity per room per night)

Arrival date: _____
Check-In Time 3:30 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 2-4, 2014

Cranwell Resort and Golf Club
Lenox, MA

Cut-Off Date: April 1, 2014
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 plus tax.

Cancellation Policy:
Individual cancellations made within 7 days of arrival and early departures will be charged for one night stay plus tax.

All early departures and no shows will be charged the full rate plus tax 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

NYSBA