

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) _____

Firm _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____

Fax (_____) _____

Email for confirmation: _____

HOTEL INFORMATION

\$313.20 per night, Single _____

\$406.40 per night, Double _____

(Full American Plan (FAP) - starts with dinner Friday evening, Saturday breakfast, lunch, dinner, ends Sunday with morning breakfast at 7:00 a.m.)

There are a limited number of suites available at \$135.00 per day in addition to the daily rates above.

Please check here if you desire a suite _____

There are a limited number of lake view rooms available at an additional \$25.00 per day in addition to the daily rates above.

Please check here if you desire a lake view _____

Arrival date: _____ **Departure date:** _____

Check-In Time 4:00 p.m. Check-Out Time 1:00 p.m.

PAYMENT INFORMATION

☐ Check or money order enclosed in the amount of \$ _____
(Make checks payable to The Otesaga Hotel)

☐ Charge \$ _____ to ☐ American Express ☐ MasterCard

☐ Visa ☐ Discover **Exp.** _____ **CVV** _____

Card number: _____

Authorized Signature _____

Commercial & Federal Litigation Section

Spring Meeting

May 13–May 15, 2016

Cut-Off Date–April 13, 2016

Reservations will fill quickly. Availability of rooms is not guaranteed up to the cut-off date.

Deposit/Cancellation Policy

All reservations must be secured with a deposit equal to the first night's room rate plus tax. **Cancellations must be made 3 days prior to your arrival or forfeiture of deposit plus applicable tax will result. Cancellations at any time will incur a \$50 administrative fee.** Failure to arrive on the confirmed arrival date will result in the cancellation of your entire stay and the forfeiture of your deposit. For guest comfort, all rooms are non-smoking.

MAKE YOUR OWN HOTEL ACCOMMODATIONS

Book your own hotel room directly with the Otesaga by calling (607) 547-9931. Identify yourself at NYSBA member attending this program. Upon receipt and deposit of your reservation the Otesaga will email your confirmation.

Additional Per Person Rates

In addition, there is an 8% NYS tax and 4% Otsego County lodging tax.

Children's Rates Apply When Sharing a Room

Age 4 yrs & under no charge for food.
Ages 5-11 yrs—\$65.00 per child, per day for FAP meals. **Ages 12-18 yrs**—rate is \$80.00 per child per day for FAP meals.

Please return this form 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

