

## Silver Bay Reservation Request Form

NEW YORK STATE BAR ASSOCIATION  
Twenty-Ninth Annual Lawyer Assistance Program  
Spring Retreat  
May 17-19, 2019

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     American Express     Discover     MasterCard     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)

### Silver Bay Cancellation Policy

- Reservations cancelled after 3/16/19 or before 4/16/19 will forfeit 50% of deposit.
- Reservations cancelled after 4/16/19 will forfeit 100% of deposit.
- Individuals who fail to cancel their reservation prior to the arrival date will be required to pay the full value of the stay.
- Please note that there is no refund for early departures or late arrivals.