



NEW YORK STATE ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS 2010
SUNDAY, OCTOBER 17 – WEDNESDAY, OCTOBER 20, 2010

Reservation in the name of:

Mr./Mrs./Ms./Dr. _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

Roommate Name: _____

Arrival Date: _____ Departure Date: _____

Reservation Code:

#3469US

Reservation Deadline:

Thursday, September 2, 2010

Check-In Time:

3:00 PM

Check-Out Time:

1:00 PM

FAP RATES PER DAY*

- () 1 Adult EXEMPT (\$293.50 per day) () 2 Adults EXEMPT (\$387.00 per day)
() 1 Adult TAXABLE (\$324.98 per day) () 2 Adults TAXABLE (\$425.96 per day)
() Member & Spouse (\$293.50 member exempt/\$100.98 spouse taxable = \$394.48 per day)

*FAP includes daily Breakfast, Lunch and Dinner
Jackets are required in the Main Dining Room for Dinner*

DEPOSIT POLICY

A one-night deposit per room is required to secure the reservation.

- Check (made payable to The Otesaga Hotel) # _____ Signature: _____
 AMEX MasterCard VISA Exp. Date: _____ Card Number: _____
Customer Card ID # _____ AMEX CID# _____ MC/VISA CVV2# _____

PLEASE NOTE THE FOLLOWING

- Reservations received after reservation deadline are subject to availability.
- The deposit is applicable to the fulfillment of your designated length of stay.
- Late arrival or early departure causes forfeiture of deposit.
- Cancellations or any changes to arrival or departure dates must be made 14 days prior to arrival to avoid deposit forfeiture.
- Cancellations at any time will incur a \$45.00 administrative fee
- The Otesaga Resort Hotel will confirm reservation via mail upon receipt of this form.
- The Otesaga Resort Hotel is 100% smoke free.

SERVICE CHARGE & TAX

*A daily service charge of \$18.50 per person has been included in your rate for distribution to the bellman, room attendants and dining room personnel in lieu of gratuities.

8% NYS Sales Tax (on full rate), Plus 4% Otsego County Bed tax (on room portion only) are added to all rates, if applicable

TAX EXEMPT STATUS

One of the following Tax Exempt Certificates **must accompany** reservation request form to receive tax-exempt status:

- 1) **NYS TAX EXEMPTION** – Form AC946 – or ST-129 from each person claiming exemption if they are paying with cash, personal check or credit card (if state voucher is used no form is needed).
- 2) **TAX EXEMPT ORGANIZATION** – Form ST-119.1 – In order to receive exemption, payment must be made entirely by the organization. Any occupancy, food & beverage, incidentals, etc. paid for by a member of the tax-exempt organization with their own cash, check or credit cards are taxable.

**PLEASE RETURN FORM (BY MAIL OR FAX OR E-MAIL) TO:
OTESAGA RESORT HOTEL, C/O THE RESERVATIONS DEPARTMENT**

60 LAKE STREET, COOPERSTOWN, NY 13326

PHONE: 607/547/9931 OR 800/348/6222 FAX: 607/547/9675 E-MAIL: RESERVATION1@OTESAGA.COM

You may also make your reservations on-line at www.otesaga.com, Have your reservation code available