



**NYSSRS 2007 ANNUAL CONFERENCE**  
**THURSDAY, NOVEMBER 1 – SUNDAY, NOVEMBER 4, 2007**

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:  
#34357I

Reservation Deadline:

**Monday, October 1, 2007**

Check-In Time:  
3:00 PM

Check-Out Time:  
1:00 PM

**FULL AMERICAN PLAN RATES PER DAY**

Single Occupancy (\$200.00 per person, per day) \_\_\_\_\_ Double Occupancy (\$135.00 per person, per day) \_\_\_\_\_  
Number of Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages:(See below for Childrens' Rates) \_\_\_\_\_

*ROOM RATES ARE BASED ON THE FULL AMERICAN PLAN (Breakfast, Lunch and Dinner\*)*

*Above rates are subject to tax and service charge*

*For the health and safety of all our guests, The Hotel is a smoke-free environment*

*Jackets are required in the Main Dining Room for Dinner\**

*There is a \$10.00 per person surcharge for dinner in the Hawkeye Grill.*

**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.

**SERVICE CHARGE & TAX**

A daily service charge of \$17.50 per person (\$9.00 for children 6 & under) is added to your account for distribution to the bellman, room attendants and dining room personnel in lieu of gratuities.

8.00% NYS Sales Tax (on full rate), Plus 2% Otsego County Bed tax (on room portion only) are added to all rates, if applicable.

**CHILDREN'S RATES**

**6 years & under** (Children sharing parent's room): No Charge for food, \$9.00 per child, per day gratuity charge.

**7-18 years** (Children sharing parent's room): \$55.00 per child, per day for food, \$17.50 per child, per day gratuity charges.

**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**