

The Desmond Hotel & Conference Center  
660 Albany-Shaker Road • Albany, NY 12211  
(518) 869-8100 • (800) 448-3500 • Fax (518) 869-7659

## ***NYS Association of Cemeteries***

May 4-5, 2009

Guaranteed Reservation Form (Group # 11F14S)

Please send reservations for shared rooms at the same time

Name \_\_\_\_\_

Cemetery or Firm \_\_\_\_\_

Roommate \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

### **Room Rates:**

Single \$129.00/night       Double \$140.00/night

### **Final Payment:**

Credit Card       Purchase Order

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name \_\_\_\_\_

A credit card is required to guarantee your reservation. Overnight room deposits may be made by credit card or check. Deposits by check must be for one (1) night's room rate plus 14% tax made payable to The Desmond Hotel. Rooms may not be guaranteed by purchase order or voucher. Personal checks will be accepted 14 days prior to check-in to guarantee a reservation and for payment. Personal checks may not be presented at the time of check out as a method of payment. Please be sure to include the additional 14% state and local taxes on the room rates above. Please bring your completed tax-exempt form and a corporate form of payment (i.e.: corporate credit card, corporate check or purchase orders). Your personal credit card may not be used as a valid method of payment with a corporate tax-exempt form. A separate tax exempt form must be supplied for each reservation.

**Check-in:** 4:00 pm

Early check-in is not guaranteed.

**Check-out:** 12:00 noon

Luggage storage is available if needed.

**Cancellation Policy:** *Guests may cancel up to 4:00 pm on the day of arrival without being charged. Should you fail to arrive or cancel after 4:00 pm on the day of arrival, you will be charged for one of the above rates plus the 14% state and local taxes.*

Fax: Attention Reservations Department (518-869-7659).

Telephone reservations will be accepted (800-448-3500).

### **Directions:**

**From South, East & West:** Take NYSThruway to Exit 24 (Albany). Get onto I-87 North to Montreal, get off at Exit 4 (Albany Airport). Take a left at the light (Wolf Road) off the exit, then left again at the next light (Albany-Shaker Road). The entrance to The Desmond will be on the left just past the overpass bridge, look for entrance sign, first building on left.

**From North:** Take I-87 South to Albany, get off at Exit 4 (Albany Airport) and take a left at the light (Old Wolf Road). At next light take a right (Albany-Shaker Road), The Desmond will be on the left, look for entrance sign, first building on left.

**Conference Rate Cut-off Date: Monday, April 13, 2009**

hotel registration