

WILLOW VALLEY RESORT & CONFERENCE CENTER GROUP ROOM RESERVATION FORM

Group Name: PA APCO SPRING CONFERENCE

Dates: May 18-21, 2008

Contracted Room Rates

Per Room Per Night:
 Single: \$109.00
 Double: \$109.00
 Triple: \$124.00
 Quad: \$139.00

Plus 11% occupancy tax.

Forms received after 4/18/08 will be confirmed based upon availability.

A deposit of \$100 per room is required with each form.

Credit cards will be processed immediately.

Purchase order due with room registration form.

For those requesting transportation to or from Lancaster Amtrak or Lancaster Airport, please call to make arrangements at least 3 days prior to your arrival.

Please mail or fax

Attn: Heather Manley
 2416 Willow Street Pike
 Lancaster Pa 17602
Hmanley@willowval.com

Cancellations must be made 3 days or more prior to arrival date to avoid charge of one nights room and meals.

A credit card imprint is required at checkin - even if full payment

Phone 800-369-9877 ext. 2501

Check in: 4:00pm **Check out: 11:00am**
NO SHOWS WILL BE BILLED ACCORDINGLY

Please provide the following information and return it via fax or mail with appropriate deposit by date indicated above.

Please check Room Occupancy - (hotel not responsible for assigning roommates)

Single

Double

check here if you will be sharing a room with someone who will also be sending a separate form.

Arrival Date: _____

Group Name **PA APCO SPRING CONFERENCE**

Departure Date: _____

Guest Name _____

Credit Card # _____

Exp Date _____

Address _____

City, State, Zip _____

Signature: _____

Daytime Phone _____

Roommates (if any) Name _____

Credit Card # _____

Exp Date _____

Roommate # 1 _____

Roommate # 2 _____
