

# Episcopal Diocese AMEN Conference

Arrive: Tuesday, October 10, 2017 Depart: Thursday, October 12, 2017



ACCOMMODATIONS MAY BE AVAILABLE PRIOR TO AND FOLLOWING THE ABOVE DATES

Return this form by: Friday, September 1, 2017 to EDWM

Check one:  Mr.  Ms.  Rev.  Rev. and Mrs./Mr.

Name \_\_\_\_\_  
(Please print or type. This form has fillable form fields and can be handwritten or typed on a computer.)

535 S. Burdick, Suite 1  
Kalamzoo, MI 49007

Diocese of \_\_\_\_\_ Name on nametag \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Business Telephone (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

If sharing a room, name(s) of person(s) sharing with you: \_\_\_\_\_

Grand Hotel offers a variety of room types for conference attendees. Guests sometimes ask to arrive earlier or remain later than the conference's official dates. We welcome your request for a specific room, room type, or room dates either prior to or following the conference. While your request will receive careful attention, please understand that it cannot be guaranteed.

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

Please reserve the following accommodations:  \$140.00+++ daily, per adult, double or single occupancy

Grand Hotel operates on the Modified American Plan. This means that your daily rate includes breakfast and dinner. In addition to our Grand Luncheon Buffet, other facilities are available at Grand Hotel for lunch. The Grand Luncheon Buffet is included in your rate for Wednesday, October 11, 2017.

### Reservations for Additional Persons

- 9 years of age and under, no charge, except for luggage charge
- 10 – 17 years of age, \$59.00 daily, per person
- 18 years of age and over, \$139.00 daily, per person

The rate utilized for your meeting is a flat, run-of-the-house plan, meaning guest room will be reserved in priority order according to date reservation form is received by Grand Hotel.

**No Tipping:** Tipping to any employee anywhere within Grand Hotel is not required, expected or permitted. Tipping is suggested at the following offsite restaurant locations: The Jockey Club at the Grand Stand, Woods, The Gate House, the Pool Grill, Cawthorne's Village Inn, Sushi Grand and Fort Mackinac Tea Room.

**Note:** Michigan 6% Sales Tax applies to all

charges, including a 19.5% added charge on the per person daily room rate. There is also a 2% Mackinac Island Assessment charge on the per person daily room rate. There is a one-time charge of \$8.50 per person for transfer of luggage from the dock to the Hotel and return. Taxi transportation to and from the boat docks and the Hotel is not included in the daily rate.

The block of rooms being held for this meeting is based on estimated attendance. Please make your reservation as promptly as possible. Requests received after the block is filled will be contacted and given an option of being placed

on a waitlist. The waitlist is not a guarantee of a room. All rooms in the block, which have not been reserved 30 days in advance of the meeting, will be released for other guests. Individual group reservations are subject to a 10-day cancellation policy. Reservation deposits will be refunded if cancelled 10 or more days prior to arrival, less a \$45.00 processing fee. Reservations cancelled less than 10 days prior will forfeit the room deposit.

Once a guest confirms a departure date upon check-in, should check-out occur earlier than agreed, there will be a \$400.00 charge.

**Deposit Policy:** A deposit of either one night's stay or the full stays room charge must accompany this form in order to hold your room.

METHOD OF DEPOSIT:  Visa  MasterCard  Discover  AMEX  Check to **The Grand Hotel.**

Please charge one full night rate to my credit card.  Please charge my full stay to my credit card.

**Credit Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Signature :** \_\_\_\_\_  
(Not valid without signature)

Grand Hotel accepts VISA, MasterCard, Discover, American Express, traveler's checks, personal checks, and cash payments for bills. CHECK-IN TIME: After 4:00 p.m. CHECK-OUT TIME: Before 11:00 a.m. Visit our Web site at <http://www.grandhotel.com> Your hotel confirmation will be arriving to you via e-mail. Please check your confirmation to make sure it is correct and print it for your records. Please contact us with any questions or changes. In accordance with Michigan Law, all Grand Hotel guests' rooms, meeting rooms, restaurants and bars are non-smoking.