



2019 NYS SHERIFFS ASSOCIATION WINTER TRAINING CONFERENCE

January 21-24, 2019

Overnight Room Reservation Form

To make your conference reservation please mail or fax (not both) this form to the address below. No telephone reservations will be accepted. We will make every effort to honor specific room requests based on availability. **Please send reservation for shared rooms at the same time.**

**The Desmond Hotel
Attention: Reservations
660 Albany Shaker Road
Albany, New York 12211
FAX (518) 640-6068**

Method of Guarantee & Payment

Rooms may not be guaranteed by a purchase order or voucher. A credit card is required to guarantee your reservation. However, 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 method of payment. **Please bring your completed tax-exempt form and a municipal form of payment such as a municipal credit card or municipal check or purchase order.** Your personal credit card may not be used as a valid method of payment with the municipality tax-exempt form.

PLEASE PRINT CLEARLY

Name: _____
Roommate: _____
Address: _____
Phone: _____
Email for Confirmation: _____

Early Arrival or Late Departure rate will be \$157.00 single/double occupancy

Please select one of the following packages. There are no exemptions to the packages offered.

Package One: **Arrival Monday, January 21 departure Thursday, January 24, 2019**

This package includes overnight room for 3 nights, 3 luncheons and all service charges.

____ Single Occupancy \$628.00 per person ____ Double Occupancy \$393.00 per person

Package Two: **Arrival Monday, January 21 departure Wednesday, January 23, 2019 OR**
Arrival Tuesday, January 22 departure Thursday, January 24, 2019

This package includes an overnight room for 2 nights, 2 luncheons and all service charges.

____ Single Occupancy \$420.00 per person ____ Double Occupancy \$263.00 per person

Package Three: **Arrival Monday, January 21 departure on Tuesday, January 22, 2019 OR**
Arrival Tuesday, January 22 departure on Wednesday, January 23, 2019 OR
Arrival Wednesday, January 23 departure on Thursday, January 24, 2019

This package includes an overnight room for 1 night, 1 luncheon and all service charges.

____ Single Occupancy \$212.00 per person ____ Double Occupancy \$134.00 per person

Arrival Date: _____ **Departure Date:** _____

Guarantee my reservation to the Credit Card below:

Credit Card #: _____ **Expiration Date:** _____

CVV (Three digit security code on back of card): _____

Billing Address: _____

Print Name: _____

Signature: _____

Cancellation Policy:

You may cancel this reservation without charge no later than January 17, 2019. Should you fail to arrive or cancel after January 17, 2019 you will be charged the entire package. No refunds or early departures or late arrival will be offered after January 17, 2019.