



## BUSINESS COUNCIL

TUESDAY, JULY 20 – WEDNESDAY, JULY 21, 2021

Reservation Deadline: Sunday, June 20, 2021

Reservation in the name of:

Mr./Mrs./Ms./Dr. \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ (please note we can only send to one email)

Roommate Name (if separate billing is required) : \_\_\_\_\_

Check-In Time: 3:00 Pm      Check-Out Time: 12:00 Pm

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

### RATES PER DAY

( ) One Adult in a room (\$426.54\* per night)    ( ) Two Adults sharing a room (\$548.08\* per night)

\*Does not include tax. Additional guest sharing the room \$121.54 per person per night

( ) Lakeview accommodations for an additional \$25.00 per night, plus tax (based on availability)

Number of Adults \_\_\_\_      Number of Children \_\_\_\_ Ages \_\_\_\_

*FAP includes daily Dinner, Breakfast and Lunch*

### DEPOSIT POLICY

A one-night deposit per room is charged to secure the reservation.

**An e-authorization form will be sent to your email after your form has been processed**

**DO NOT PUT CREDIT CARD INFORMATION ON THIS FORM**

### 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 made within 3 days of your arrival will result in deposit forfeiture.
- Cancellations from booking until 3 days prior to arrival will incur a \$55.00 administrative fee
- The Otesaga Resort Hotel will confirm reservation via email after your form has been processed.
- The Otesaga Resort is 100% Smoke Free

### TAX

8% NYS Sales Tax (on full rate), Plus 4% Otsego County Bed tax (on room portion only) are added to all rates, if applicable

### 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 E-MAIL OR FAX TO:  
RESERVATION1@OTESAGA.COM //FAX607-547-9675  
PHONE 607-353-6906