



ACM
OCTOBER 18 – OCTOBER 22, 2003

RESERVATION INFORMATION (Please type or print legibly)
Accommodations will be occupied by:
Name(s): Mr./Ms./Dr.
Company
Address
City State Zip Code
Telephone () - Ext
Fax () -
Arrival Date Departure Date
of Adults
of Children Ages
LIST ROOMMATE (Sending Separate Reservation Forms)
1.
2.

CUTOFF DATE: September 18, 2003
Please reserve your room before the cutoff date indicated above, by mailing or faxing this completed form to the address listed at the bottom of this page.
Reservations will not be accepted over the telephone until after the cutoff date, and then are subject to general availability.
Check-in time: 4:00pm
Check-out time: 12:00 noon
ROOM RATES ARE PER ROOM PER DAY:
Room Type Single/ Double
Lodge Room \$157.00
Lodge Suite \$217.00
Hotel Room \$187.00
Hotel Suite \$227.00
* ALL HOTEL ACCOMMODATIONS ARE NON-SMOKING
Preference : Smoking Non Smoking
There are a limited number of accommodations available within each room type category. When one category fills you will be assigned to the next category at the corresponding rate. Please label your choices in order of preference, #1 and #2. See the back of this form for Room Type Descriptions.
RATES FOR CHILDREN AND/OR THIRD ADULT:
Ages 0-12: \$ 6.00 Service Charge
Ages 13-17: \$ 6.00 Service Charge
Ages 18 & Up: \$24.00 Service Charge
DAILY RATES:
European Plan Rate includes accommodation only. In addition you will be charged \$6.00 per person, per night service charge & 7.25% NYS Sales Tax, unless tax exempt status has been approved.
ADDITIONAL INFORMATION:
Please refer to the back of this form for additional information about The Sagamore and visit our web site at www.thesagamore.com

DEPOSIT POLICY:
All reservations must be secured with a deposit equal to one night's room charge, which must include the service charges listed. The total deposit will be applied to your designated length of stay.
Please send a check, money order or indicate your credit card, date of expiration and amount to be charged below. Your credit card will be charged upon receipt of the information below.
Credit Card Company Exp. Date
Account Number Amount
Name of Card Holder
Signature
CANCELLATION POLICY:
Should you cancel more than 14 days prior to your arrival date, your deposit will be refunded less a \$35.00 processing fee. Should you cancel within 14 days of your arrival, or shorten your stay, it will result in forfeiture of your deposit.
TAX EXEMPT INFORMATION:
If your exempt organization is paying for your stay the following information applies:
A completed ST 119.1 form as well as a copy of your form of payment (Company Check or Company Credit Card) must be received with this form.
If paying by personal check, credit card or cash, the following information applies:
NYS Employees or Employees of its political subdivisions:
A completed AC-946 form must be received with this form. Proper identification will need to be shown at check-in.
US Government Employees:
A completed ST-129 form must be received with this form. Proper identification will need to be shown at check-in.

Group Code: A-480866 Return this form with deposit to:
The Sagamore Reservations Department, P.O. Box 450, Bolton Landing, NY 12814-0450
518-644-9400 ext. 5300 or 1-800-358-3585 * Sagamore Reservations Fax Number: 518-743-6211

GENERAL RESERVATION INFORMATION

ACCOMMODATION DESCRIPTION

LODGE ROOM: A guest bedroom and bath in a contemporary Adirondack-style décor. The accommodations face inland and are located in one of seven lodge buildings around the perimeter of the island.

LODGE SUITE: A guest bedroom, bath, living room and dining/work area in a contemporary Adirondack-style décor. The suites feature a fireplace, pullout sofa bed, wet bar and either a balcony or patio. The accommodations face the lake and are located in one of seven lodge buildings around the perimeter of the island.

HOTEL ROOM: A guest bedroom and bath in Colonial Revival décor. Located in the historic Main Hotel.

HOTEL SUITE: A guest bedroom, bath and parlor/sitting area in Colonial Revival décor. Located in the historic Main Hotel.

HERMITAGE SUITE: Bi-level suite with a living room and dining/work area, small wet bar and a staircase to a lofted bedroom with a king bed and bath in a contemporary Adirondack-style décor. Located in a private building at the center of the island.

ADDITIONAL INFORMATION

PURCHASE ORDERS/VOUCHERS: The Sagamore does not accept Purchase Orders or Vouchers as a form of payment for a guest's stay. Rooms may be reserved with a Purchase Order or Voucher, however, full payment for the entire length of stay will be due no later than time of arrival.

GROUP MEAL PLAN INFORMATION: If your group has selected a group meal plan, all guests occupying your accommodation must be on the selected group meal plan.

BANQUET POLICY: Please note that your meal plan credit will be used toward any planned group banquet meals. Should you make alternate meal arrangements in place of a planned group meal function, there will be additional charges.

DINING ROOM RESERVATIONS: When your group is not having a private meal function you will be able to dine in any of our restaurants. Advanced dinner reservations are required, and may be made by calling the Dining Reservations Office at 518-743-6110 between the hours of 9:00am and 6:00pm. To allow us to accommodate all guests, should your plans change, please cancel or adjust your reservation by 4:00pm on that evening. This will avoid a \$30.00 per person no-show charge being applied to your room account.

(JUNE 1ST – OCTOBER 31ST)

DINING IN THE TRILLIUM: When dining in The Trillium, adults and children 13 years and older that are on a group meal plan will have a minimum surcharge of \$15.00 per person, plus tax and service charge when ordering from the ala carte menu. Chef's Tasting Menus are surcharged accordingly. Children ages 7-12 years of age on the Conference Meal Plan will have a \$24.00 surcharge per person plus tax and service charge when ordering from the ala carte menu.

BABYSITTING SERVICES/TEEPEE CLUB: Infants and children are welcome at The Sagamore. Please call Guest Services at 518-743-5105 for babysitting information and prices. Call 518-743-5078 to inquire about information and prices for the TeePee Club, our children's program.

TRANSPORTATION INFORMATION: Ground transportation is available from the Albany Airport, Amtrak station and local bus stations. For more information on schedules and rates call The Sagamore's Transportation Office at 518-743-6015. Transportation arrangements should be made no later than 48 hours prior to arrival.