

**NYS Association of Personnel & Civil Service Officers Reservation Form for Non-Municipal Guests, Vendors, Sponsors**

**June 2 –5, 2019**

To make your conference reservation please mail or fax (not both) this form to the address below:

**ONE FORM PER PERSON**

**The Desmond Hotel and Conference Center**

**Attention: Reservations**

**660 Albany Shaker Road, Albany, New York 12211**

**FAX: (518) 640-6068**

**FORMS MUST BE RECEIVED NO LATER THEN May 17, 2019**

**Check In Time: 4:00PM**

**Check Out Time: 12:00PM**

<b>THREE NIGHT PACKAGE 6/2/19:</b>	<b>TWO NIGHT PACKAGE – 6/3/19:</b>	<b>ONE NIGHT PACKAGE – 6/3/19 OR 6/4/19:</b>
Sunday 6/2/19 – Wednesday 6/5/19	Monday 6/ 3/19 – Wednesday 6/5/19	Monday 6/3/19 – Tuesday 6/4/19
Includes Deluxe Overnight Accommodations for (3) nights and 3 Breakfasts, All Day Coffee Service, 2 Lunches & 1 Reception and 2 Dinners Package <u>includes</u> Service Charge and Taxes	Includes Deluxe Overnight Accommodations for (2) nights and 2 Breakfasts, All Day Coffee Service 2 Lunches & 1 Reception and 1 Dinner Package <u>includes</u> Service Charge and Taxes	Includes Deluxe Overnight Accommodations for (1) night (Monday or Tuesday) and 1 Breakfast, All Day Coffee Service, 2 Lunches Package <u>includes</u> Service Charge and Taxes
<input type="checkbox"/> \$767.00 per person Single Occupancy	<input type="checkbox"/> \$542.00 per person Single Occupancy	<input type="checkbox"/> \$306.00 per person Single Occupancy
<input type="checkbox"/> \$546.00 per person Double Occupancy	<input type="checkbox"/> \$395.00 per person Double Occupancy	<input type="checkbox"/> \$232.00 per person Double Occupancy
<input type="checkbox"/> \$484.00 per person Triple Occupancy	<input type="checkbox"/> \$354.00 per person Triple Occupancy	<input type="checkbox"/> \$212.00 per person Triple Occupancy
<input type="checkbox"/> \$453.00 per person Quad Occupancy	<input type="checkbox"/> \$333.00 per person Quad Occupancy	<input type="checkbox"/> \$201.00 per person Quad Occupancy

**TUESDAY NIGHT BANQUET DINNER – PLEASE CHOOSE ONE ENTRÉE CHOICE**

Beef

Chicken

Fish

Vegetarian

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ROOMMATES NAME: \_\_\_\_\_

ROOMMATES NAME: \_\_\_\_\_

**Method of Guarantee & Payment**

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 will not be accepted at check-in.

CREIDT CARD# \_\_\_\_\_ EXP: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



**You may cancel this reservation without charge no later than Friday, May 17, 2019. Should you fail to arrive or cancel after May 17, 2019 you will be charged for the entire package.**