



RESERVATION FORM

We are delighted your group has selected The Greenbrier and look forward to welcoming you. Many times rooms become available prior to and following the official dates listed below. If you would like to enjoy a longer stay, please indicate below.

West Virginia Academy of Otolaryngology October 31-November 2, 2014

Please print or type the following and mail form with deposit check to: Reservations Department, The Greenbrier, 300 West Main Street, White Sulphur Springs, West Virginia 24986. FAX: 304-536-7818 E-Mail: warren.ketterman@greenbrier.com Phone: 877-735-5059

Name(s) _____

Firm Name _____ Phone Number _____

Address _____

City/State/Zip _____

E-Mail Address _____

Arrival Date _____ Departure Date _____ Transportation: Auto Plane Train

Accommodations shared with _____ Arrival Date _____ Departure Date _____

Please indicate preference of king bed or two beds. Guest room assignments are based on availability and will be honored in the order in which the registration form is received. All rates are based on the European Plan; meals are billed a la carte. *All Greenbrier accommodations are non-smoking.*

HOTEL GUEST ROOMS

Standard/Intermediate Guest Rooms	\$295.00 per room, per night
Superior Guest Rooms	\$325.00 per room, per night
Deluxe Guest Rooms	\$350.00 per room, per night
Junior Suites	\$350.00 per room, per night
Paradise/Spring Row Cottages	\$400.00 per room, per night

NOTE: Rates are available based on contracted block. After block is filled; additional rooms will be subject to availability at the prevailing rate.

Third person occupancy rate available upon request.

Please inquire about hotel suites and guest houses.

DEPOSIT POLICY: A deposit in the amount of first nights stay and tax is required. The Greenbrier will accept deposits by check or major credit card. Rooms will be available only to those requests secured by deposits. Please indicate method of payment: Charge my deposit in the amount of \$_____ to AmEx Visa M/C Discover Card Diner's Card. Card # _____ exp.date _____ Your deposit is applicable to the fulfillment of your designated length of stay. When requesting reservations; **please note arrival and departure dates carefully. LATE ARRIVAL or EARLY DEPARTURE causes forfeiture of deposit, unless cancellation or changes are made 14 days in advance of your scheduled arrival date.** Please make checks payable to The Greenbrier. Your deposit will be returned if cancellation is received by The Greenbrier at least 14 days prior to your arrival date. Reservations will be filled in the order in which they are received, and must be received by **September 15, 2014**. A dedicated 800 number (877-735-5059) has been established that will accommodate reservations and questions.

RESORT FEE: A resort fee of \$35.00 per room, per day is added to your account for service provided under the European Plan. This includes local and toll free phone calls, wireless internet access, daily newspaper delivery Monday through Saturday, on property ground transportation, use of the swimming pool, fitness center, historical tours and slide presentations. Bellmen, doormen and others who render intermittent personal services are not included in the service charge.

Subject to 6% West Virginia state sales and 3% county occupancy tax.

VALET PARKING: \$20.00 per day; complimentary self-parking is available.

CHECK-IN TIME: 4:00 PM

CHECK-OUT TIME: 12:00 Noon