

Youth for Christ- Break Out Conference 2017 March 17, 2017-March 19, 2017

Room Block Cutoff Date:

Wednesday, February 15, 2017

Please reserve your room before this date to secure the group rate.

Reservation Guarantee:

All reservations must be guaranteed using a credit card or advance deposit.

Please indicate the appropriate credit card information below. We accept all major credit cards. You may also mail this form with a check for full payment to guarantee your reservations.

Full Payment Policy: Rooms must be paid in full no later than March 10, 2017. Any rooms unpaid after this date may be released for resale.

Tax Exempt Procedures:

If your Exempt Organization is paying for your stay, the following procedures apply: If payment is by the Organization's Check, a completed **ST-119.1** and the Organization's Check must be received no later than March 10, 2017. When paying with a Credit Card authorization form, **ST-119.1** and **Hilton Attestation Form**, (which declares that the organization is the final and direct payer of hotel charges) must be submitted. Please provide a valid email address and we will send you the appropriate payment information based on your selected Final and Direct Method of Payment.

Cancellation Policy:

Cancellation less than seven (7) days prior to the scheduled arrival (no later than March 10, 2017) will result in forfeiture of your deposit. Guests will be penalized for early departure. All reservations must be guaranteed for the entire stay. **Unless the reservation is changed prior to check-in**, guests having an early departure will be charged the full room rate for their entire scheduled stay.

Complete this form and return by fax or mail to the address listed at the bottom of this page. Reservations cannot be made over the phone.

ROOM RATES:

# Rooms	Room Type	Rate per night
_____	Standard Hotel Room	\$110.00

Maximum occupancy of 4 people per room.

Room rates are subject to combined taxes of 13% unless tax-exempt status has been approved – see tax-exempt information. Such tax is subject to change without notice.

Self-Parking is complimentary.

Reservation Information:

Arrival: _____ Departure: _____ # Nights _____ # People _____

Your Name: _____

Church/Organization: _____

Address: _____

City/State/Zip: _____

Phone: _____ Fax: _____

Email: _____ (if you do not provide an email, hard copies of payment information will be sent to the address you provide.)

Guarantee: Credit Card (will not be charged, only used to initiate reservation process until full payment is received)

Deposit Check Attached (if mailing form)

Card #: _____ Exp Date: _____

Name on Card: _____

Signature: _____

***** Please circle a Final Payment Method below: *****

We will send you the appropriate payment information/documentation based on your Final and Direct Payment Method Selection.

Payment in full must be received before March 10, 2017.

- Tax Exempt Organization or Church Credit Card (credit card authorization, attestation form and tax exempt form required)
- Tax Exempt Organization or Church Check (tax exempt form required)
- Personal Credit Card (Not tax exempt)
- Personal Check (Not tax Exempt)

As with all youth conferences, our main goal is to keep your rooms together. Room assignments depend largely on hotel layout. A standard room can have no more than 2 beds which may be in the form of 2 double beds or a king with a sofa bed, or a king with a rollaway bed.

Return this form to:

The Saratoga Hilton Reservations Department, 534 Broadway, Saratoga Springs, NY 12866

Reservations Fax Number: 518-584-7430 • Questions or General Information: 518-584-4000.