



Group Name: Michigan Association of County Administrative Office
Dates: May 19, 2009-May 22, 2009

Group #: 4599B0
Issued: 4/15/09

Reservations may be made utilizing this form or by booking online. Reservations must be made by **May 4, 2009**. Reservations received after this date will be taken on a space-available basis. To make an online reservation, go to <http://www.crystalmountain.com/grouplodging>. Use **4599B0** for your group code.

Accommodations: Please indicate your 1st and 2nd lodging preference below. If room type requested is not available, the next available room type and rate will be confirmed. **We cannot guarantee specific rooms/units.** Additional unit types are available beyond those listed. Please inquire with reservation staff for additional options.

Check-in: 4:00pm **Check-out: 11:00am**

Room	Double Rate	Quad Rate	Indicate 1 st and 2 nd Choice
Guest Room	\$ 105		
Hotel Room	\$ 125		
Suite	\$ 136		
One Bedroom Condo	\$ 168		
Two Bedroom Condo		\$ 216	

Quoted rates are subject to 6% state tax, 2% local assessment and 8% service fee.

Package Includes: Lodging Only (per unit, per night)

- Up to 3 children ages 17 & under sleep free when occupying same room with 2 paying adults.
- **There is a \$20.00 per person, per night charge for additional adults above the quoted occupancy.**
- All units are non-smoking. Decks are available upon request, based on availability.
- Credit card imprint is required at check-in for all guests.
- **There are no refunds on unused portions of lodging or package stays.**

Deposits: A deposit equal to the first night's lodging is required with each reservation. Please make check or money order payable to Crystal Mountain or include a credit card number. Do not send cash.

Tax exempt individuals: Please include a state tax exempt form and indicate your method of deposit below. Personal funds are not exempt from state tax or local assessments.

_____ Agency check is enclosed with this registration form.

_____ Please use my personal credit card to guarantee the reservation. A check will be mailed from the agency or presented upon arrival.

_____ Agency credit card, or a copy of the card, **MUST** be presented at the Front Desk upon check in to qualify for tax exemption. The full balance due will be charged to the card at this time.

Cancellation Policy: Deposit is fully refundable if cancellation is made 14 days prior to your arrival date. If cancelled within 14 days of arrival, deposit is non-refundable. If changed within 14 days of arrival, you are responsible for your entire lodging or package stay.

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Please Print

Arrival Date: _____ Departure Date: _____ Number of: Adults in Party: _____ Children 17 & under: _____

Mr. Mrs. Ms. Dr. : _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone #: _____ **(Home)**

e-mail Address: _____ **(Work)**

Conference attendees sharing same room: _____

Special requests (handicap accessible, etc.): _____

* Crystal Mountain does its best to accommodate requests, but cannot guarantee them.

Signature: _____ Date: _____

Credit Card #: _____ Expiration Date: _____

Agency Name (Agency credit card or copy, **MUST** be presented upon check in): _____

Name as it appears on Card: _____

Please mail or fax to: **Crystal Mountain**
 12500 Crystal Mountain Drive
 Thompsonville, MI 49683

Fax: 231-378-4879
 Phone: 231-378-2000
 Reservations Only: 800-968-7686



TAX EXEMPTION CERTIFICATION
CERTIFICATE TO BE EXECUTED WHEN TAX EXEMPT SALE
IS MADE TO AN EXEMPT INSTITUTION OR AGENCY

The undersigned hereby certifies that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named in the space below, and that the consideration for this purchase moves from the funds of the designated institution or agency, and the institution or agency funds are not reimbursed with individual participants funds. In the event this claim is disallowed, the transferee promises to reimburse the seller for the amount of tax involved.

Please fill out this form *entirely* to qualify for exemption from the 6% MI state use tax and 2% local assessment. Per the State of Michigan, payment must be made with an institution or agency check or credit card; any payments made by cash, personal check or personal credit cards do not qualify for tax exempt status. Please check below which type entity and payment will be used.

List name of individual(s) on reservation: _____ Reservation # (if available): _____

Type of Entity (Check One):

- Church and House of Religious Worship**
 Educational Institution
 Federal and State Government
 Nonprofit Entity (Please attach a copy of the IRS letter 501c3, 501c4 or State of Michigan Department of Treasury letter stating Tax Exemption)

Name of exempt institution or agency _____ *Arrival Date* _____

Signature _____ *Date signed* _____

Title of person making certification

Payment Information (Check One):

Institution or Agency Check Name: _____
Name as it appears on check

Institution or Agency Credit Card #: _____ **Exp Date:** _____
If Agency credit card is being used for payment, the Agency card, or a copy of the card, MUST be presented at the Front Desk upon check in to qualify for tax exemption. _____
Name as it appears on credit card

For office use only: Acct _____ GroupRes _____



CRYSTAL MOUNTAIN ACCOMMODATIONS

All units are non-smoking and feature: Air conditioning, satellite television, microwave, coffee maker, toaster, video player, hairdryer, iron and ironing board.

Efficiency kitchens include: Small refrigerator, microwave, plates, bowls, utensils.

Full kitchens include: Full size appliances (refrigerator, oven, dishwasher, stove), standard cooking and serving utensils.

GUEST ROOM - PINEHURST units are located along the Betsie Valley Course across from Kinlochen Lodge & Clubhouse. • One queen bed • Private bath, some units have double whirlpools • Efficiency kitchen.

RESORT HOTEL ROOM

COLONY units are conveniently located next to Kinlochen Lodge & Clubhouse. Some feature full kitchens and fireplaces. • Two queen beds • Bathtub with whirlpool jets • Efficiency kitchen.

HAMLET units are located next to the Lodge and the Peak, Crystal's indoor pool & fitness center. Two barrier-free units are available. • One queen bed, plus either a second queen bed, queen Sico bed or queen sofa sleeper • Whirlpool for two • Efficiency kitchen.

1 BEDROOM SUITE – INN UNITS are located at the heart of the resort, base of the slopes, next to the Crystal Center and the Wild Tomato Restaurant. Ideal for the meeting attendee and social guest alike. • Private bedroom with queen bed • Double whirlpool tub • Efficiency kitchen • Electronic work station with integral voice & data ports • Living area with queen sized Sico bed • High quality task area with natural lighting and comfortable seating.

1 BEDROOM CONDOMINIUM

PINEHURST Condos are located along the Betsie Valley Course, across from Kinlochen Lodge & Clubhouse and Nordic Center. • Living room with fireplace and sofa sleeper • One bedroom with king bed • One bath including tub with whirlpool jets • Full kitchen • Dining area • Private outdoor deck overlooking the Betsie Valley Course.

WINTERGREEN Condos are located among the trees lining the Betsie Valley Course, adjacent to the tennis courts, and just steps away from the slopes. • Living room with fireplace & Sico bed • One bedroom with queen bed • One bath including tub with whirlpool jets • Full kitchen • Dining area • Private outdoor deck overlooking the Betsie Valley Course.

2 BEDROOM CONDOMINIUM

WINTERGREEN Condos are beautifully situated among the trees lining the Betsie Valley Course, just steps away from the slopes. • Living room with fireplace • Master bedroom with one queen bed and giant whirlpool for two with skylight • Guest bedroom with queen bed • Full kitchen • Dining area • Private outdoor deck overlooking the Course • Two full baths.