



## 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 State Bar April 3-5, 2016

Please print or type the following and mail form to: Reservations Department, The Greenbrier, 300 West Main Street, White Sulphur Springs, West Virginia 24986. Fax or e-mail form to: FAX: 304-536-7818 E-Mail: natasha\_paitzel@greenbrier.com Phone: 855-272-6438

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

Traditional Guest Rooms: \$179.00 per room, per night  
Superior Guest Rooms: \$199.00 per room, per night

*Note: Please inquire about hotel suites and guest houses.*

*Third person occupancy rates available upon request.*

**DEPOSIT POLICY:** A deposit in the amount of one night stay & 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 **March 3, 2016.** A dedicated 800 number (855-272-6438) has been established that will accommodate reservations and questions; room registration forms may also be faxed or emailed.

**RESORT FEE:** A resort fee of \$39.00 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, 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 tax, 3% county occupancy tax and 6.5% Historic Preservation Fund Fee.

**VALET PARKING:** \$25.00 per day; complimentary self-parking is available.

**CHECK-IN TIME:** 4:00 PM

**CHECK-OUT TIME:** 11:00 AM