



HOTEL RESERVATION REQUEST

79th Judicial Conference of the Fourth Circuit
May 23-25, 2016

Deadline:

April 22, 2016
subject to availability.

Waiting List Available.

Arrive anytime and enjoy The Greenbrier all day!

Complimentary early check-in or luggage storage and cell phone notification as soon as your room is ready.

To make your reservation, visit the conference website and click on the reservation link provided in your registration confirmation,
OR fax this form to: 304-536-7818 attention: Jessica Dowdy, Reservations Department.

Name (please print): _____
Firm Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Daytime Phone: _____ Fax Number: _____
Evening Phone: _____ Cell / Other Phone: _____
Email Address for Confirmation: _____
Accompanying Guest(s): _____
Children/Ages: _____
Arrival Date _____ Estimated Time _____ Departure Date _____

ACCOMMODATIONS

The following daily rates are per night based on the Modified American Plan (includes breakfast and dinner with gratuities, in designated outlets).

Best Available Room: (per night)

- ☐ Single Occupancy \$454
- ☐ Double Occupancy \$604
- ☐ Third Adult (18+) \$125+
- ☐ Fourth Adult (18+) \$125+

To Guarantee Suite or Guest House Accommodations: (per night, based on availability)

- | | | |
|-------------------------------|---|---|
| Paradise/Spring Row: | ☐ Single Occupancy \$753 | ☐ Double Occupancy \$824 |
| One Bedroom Suite: | ☐ Single Occupancy \$823 | ☐ Double Occupancy \$902 |
| Deluxe Suites & Guest Houses: | ☐ Single Occupancy \$848 | ☐ Double Occupancy \$1,202 |

Children / Adults Sharing a Room With Registrant:

Please be aware that if children occupy a separate room (subject to availability), the full room charge will apply.

- Age 3 and under: No Charge
- Children (4-12 years) occupying same room with parents: \$75.62 (includes all taxes and gratuities), no resort fee
- Teens (13-17 years) in room: \$125.00 (includes all taxes and gratuities), no resort fee
- Adults (18+ years) 3rd or 4th in room: \$125.00 per person per night, plus resort fee

Fee Disclosure: Please be aware that a resort fee of \$20.00 per adult (18+ years), per night, is added to your account for service provided under the Modified American Plan. The Greenbrier pays certain employees service fees in lieu of normal gratuities; this includes room attendants, waitresses, waiters, bus boys, roll girls, and dining room captains. Bellmen, doormen and others who render intermittent personal services are not included in the resort fee. All room rates and service charges are subject to 6.5% Historic Preservation Fee, 6% state sales tax and rooms are subject to 3% local occupancy tax.

Extended Stays: Conference rate will be honored for extended stays three days prior and three days following the conference, subject to availability.

DEPOSIT AUTHORIZATION

A \$600.00 deposit per room is required to secure your reservation and will be applied to your stay. Please charge my deposit on my credit card in the amount of **\$600.00** to: ☐ AmEx ☐ Visa ☐ MC ☐ Discover ☐ Diner's Club.

Card #: _____ exp. date _____ Signature: _____

CANCELLATION and REFUNDS

Your deposit will be refunded if notice of cancellation is received by The Greenbrier at least 15 days prior to your arrival date. Cancellations, late arrival and early departure made with less than 15 days notice may be subject to forfeiture of deposit.