



# Reservation Form

**Event Name:** *Information Architecture Retreat*      **Dates:** \_\_\_\_\_

Reservations are limited and will be confirmed on a first come first serve basis. You can **fax to: (914) 945-8009** **or mail to** Edith Macy Conference Center, 550 Chappaqua Road, Briarcliff Manor, NY, 10510-1621.

**Name:** \_\_\_\_\_

**E-Mail address:** \_\_\_\_\_ *(Include to receive a registration confirmation)*

**Daytime Phone:** \_\_\_\_\_      **Evening Phone:** \_\_\_\_\_

**Accommodations Information (Notify conference center ASAP, if any changes occur.)**

***EMCC Request*** (check one)

***Complete Retreat Package (Arrive Friday, depart Sunday, all meals/lodging for two nights included)***

**Single \$590.00** (\$651.95 includes taxes)     **\*Double \$390.00** (\$429.98 includes taxes)

***One Night Package (Arrive Saturday, depart Sunday, all meals/lodging for one night included)***

**Single \$395.00** Per Person (\$433.48 includes taxes)     **\*Double \$295.00** Per Person (\$322.97 includes taxes)

***Day Guest – No overnight rooms included***

**\$100** per day (\$107.50 per day includes taxes)

***Day Guest Dinner for Friday or Saturday***

**\$35++** per person (\$43.93 per person includes taxes)

\* **NOTE:** Guest must provide name of roommate, otherwise Single Occupancy room will be assigned and billed

**Name of Roommate** \_\_\_\_\_

**NOTE: PAYMENT FOR ALL GUEST FOLIO CHARGES MUST BE "PAID IN FULL" TO THE FRONT DESK AT DEPARTURE.**

**Special Requests:** For your comfort, please indicate any special needs to which conference center staff or event facilitators should be alerted. *All requests will be kept confidential.* \_\_\_\_\_

**CANCELLATION POLICY:** Your reservation at Edith Macy Conference Center must be guaranteed by credit card or advance payment. Please provide your credit card information below or mail a check or money order, made out to Edith Macy Conference Center, directly to the address noted above. Credit Cards will be charged \$100 upon receipt of reservation form. The balance of the reservation will be billed at the conclusion of the program. Reservations are non-refundable and will be billed in their entirety regardless of attendance.

**LIABILITY:** I understand and agree I will be held responsible for any damage to property of EMCC and agree to indemnify, protect, defend and hold harmless the owners and operators of EMCC from claims or damage to persons or property arising out of its use of EMCC facilities or services.

\_\_\_\_\_  
Credit Card Name and Number

\_\_\_\_\_  
Exp. Date

\_\_\_\_\_  
Authorized Signature/Date

**Limited space is available. Reservations are on a first come first serve basis and should be submitted to Edith Macy Conference Center prior to May 31, 2005.**

550 Chappaqua Road, Briarcliff Manor, New York 10510  
914-945-8000 \* 914-945-8029

[www.edithmacy.com](http://www.edithmacy.com)

BENCHMARK  HOSPITALITY  
INTERNATIONAL



# Transportation Request

Event Name: *Information Architecture Retreat* Dates: \_\_\_\_\_

**Travel Information** (Please re-submit this form when all travel information is available) Notify conference center ASAP, if any changes occur.

**ARRIVAL Information**

**By Plane**

Airport: \_\_\_\_\_ Time: \_\_\_\_\_

Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_

Share-a-ride: \_\_\_ Individual Service: \_\_\_\_\_

**By Train**

Station: \_\_\_\_\_ Time: \_\_\_\_\_

**DEPARTURE Information**

**By Plane**

Airport: \_\_\_\_\_ Time: \_\_\_\_\_

Airline: \_\_\_\_\_ Flight #: \_\_\_\_\_

Share-a-ride: \_\_\_ Individual Service: \_\_\_\_\_

**By Train**

Station: \_\_\_\_\_ Time: \_\_\_\_\_

**By Car:** Yes \_\_\_\_\_

**NOTE:** Guests are not required to pay the driver. Charges will be placed on the guest bill (folio) for their stay. Payment for all charges to guest folio must be paid in full to the front desk at departure.

<b><u>Edith Macy Conference Center Transportation Charges</u></b>	
<b>LAGUARDIA AIRPORT</b>	
<b><u>50-60 Minutes</u></b>	
One Person	\$110.00
Two People	\$55.00
Three or more people	\$37.00
<b><u>JFK AIRPORT</u></b>	
<b><u>60-75 Minutes</u></b>	
One Person	\$125.00
Two People	\$63.00
Three or more people	\$45.00
<b><u>NEWARK</u></b>	
<b><u>80-90 Minutes</u></b>	
One Person	\$135.00
Two People	\$68.00
Three or more people	\$45.00
<b><u>WHITE PLAINS</u></b>	
<b><u>15-20 Minutes</u></b>	
One Person	\$60.00
Two People	\$30.00
Three or more people	\$20.00