

Estes Park Institute Monterey, California 2013 Conference Hotel Form

Portola Hotel & Spa

Two Portola Plaza, Monterey, California 93940

PHONE: (831) 649-4511

FAX: (831) 649-3109

Take a step away from the ordinary at a relaxing waterfront retreat surrounded by spectacular coastal trails, beaches, and the rich historical setting of Old Monterey – just a short distance from many of Monterey’s world-famous attractions.

CONFERENCE DATES: Sunday, October 20 through Wednesday, October 23, 2013

GROUP ROOM RATES: *Portola Rooms: \$229 Harbor View Rooms: \$329*

Rooms purchased for 5 or more nights within the Estes Park room block will receive an additional \$20.00 off the nightly rate. Discount will be applied after the reservation deadline and prior to arrival.

These group room rates will be honored three days before and after the conference dates based on availability. The room rate is for single or double occupancy and is subject to applicable taxes (10.065% state tax and \$2 per day county assessment fee). There is no charge for children under 18 sharing a room with their parents and using existing beds.

RESERVATION DEADLINE: To try to accommodate all conference participants, Estes Park Institute has reserved a large block of rooms. However, we strongly suggest making reservations as early as possible since the reserved room block may sell out. Reservations received after the room block is sold out are subject to availability. For rooms reserved after **September 18, 2013**, payment for entire length of stay will be required at the time of reservation. **ALL ROOM RESERVATIONS AT THE CONFERENCE HOTEL MUST BE MADE WITHIN THE ESTES PARK ROOM BLOCK USING THIS FORM.**

GUARANTEE, PAYMENT AND CANCELLATION POLICY: A credit card is required to secure your reservation(s). Full payment for the entire length of stay for each room reserved will be required by **September 18, 2013**. If you choose to pay by check, a check to cover the entire length of stay for each room reserved must be received by the hotel by **September 18, 2013**. If a check is not received, the entire length of stay for each room reserved will be charged to the guaranteeing credit card on **September 18, 2013**. If Estes Park room block becomes full, groups holding 10 or more rooms will be contacted for full payment to be made within 10 days or the rooms will be released for sale.

All reservation changes must be received by the hotel in writing. There will be no refunds for cancellations made after **September 18, 2013** and no refunds for early departures or no-shows. Name substitutions will be accepted. **Always** obtain a cancellation number. Estes Park Institute is responsible to the hotel for any unsold rooms and must enforce this cancellation policy.

I have read and agree to the above cancellation policy. _____

(sign)

TO MAKE RESERVATIONS: Please read Guarantee, Payment and Cancellation Policy above and **be sure all registrants are aware of this policy**. Complete this form and fax it to (831) 649-3109 or mail to Portola Hotel & Spa at address shown above. Confirmation will be e-mailed from the hotel to the contact listed within 10 days of receipt of this form. *For reservation questions, please e-mail Reservations@PortolaHotel.com*. **PLEASE FILL IN ON SCREEN, TYPE OR PRINT CLEARLY.**

Contact Person:Title:Hospital:Address:City/State/ZIP:Phone:Fax:E-mail Address:Credit Card Type:Account #:Exp. Date:Name on Card:Signature:

Full stay to be paid by: Guaranteeing Credit Card Check (must be received by **September 18, 2013**)

No. of rooms needed:

 Actual names and room preferences provided on attached page(s) Hold rooms in name of contact person. Complete one section on next page to provide arrival and departure, room choice and preferences. (Provide all names and changes by September 18, 2013.)

To contact Estes Park Institute, please call 1-800-727-8225.

Please copy this page if more than five rooms are needed.

Contact Person:

Hospital:

Estes Park Institute Monterey 2013 Conference – Monterey Reservation Form (continued)

CHECK IN: 4:00 PM – CHECK OUT: NOON

Room Choice: Portola Rooms: \$229 Harbor View Rooms: \$329
Reserve Room For: E-mail address:
of Adults in Room: # of Children in Room:
Arrival Date: Time: Departure Date: Time:
Preferences: King Two Beds
 Accommodations with disabled access Other:

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Arrival Date: Time: Departure Date: Time:
Preferences: King Two Beds
 Accommodations with disabled access Other:

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Arrival Date: Time: Departure Date: Time:
Preferences: King Two Beds
 Accommodations with disabled access Other:

If your room preferences are not available, confirmation will be made for the next available category.