

# State Bar of Michigan – Upper Michigan Legal Institute

ARRIVE: Thursday, June 7, 2018 DEPART: Sunday, June 10, 2018

ACCOMMODATIONS MAY BE AVAILABLE PRIOR TO AND FOLLOWING THE ABOVE DATES

Return this form by: Tuesday, May 8, 2018

To: Reservations Department  
Grand Hotel  
PO Box 286  
Mackinac Island, Michigan 49757  
Telephone: (906) 847-3331  
Fax: (906) 847-0945  
Email: groupforms@grandhotel.com



(please print or type)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Business Telephone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Grand Hotel offers a variety of room types for conference attendees. Guests sometimes ask to arrive earlier or remain later than the conference's official dates. We welcome your request for a specific room, room type, or room dates either prior to or following the conference. While your request will receive careful attention, please understand that it cannot be guaranteed.

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_

## PLEASE RESERVE THE FOLLOWING ACCOMMODATIONS:

Rates are inclusive of tax, assessment and added charge\*

\_\_\_\_\_ \$508.50 daily, based on single occupancy. Indicate guest name to be assigned this rate (Primary Guest) \_\_\_\_\_

\_\_\_\_\_ \$109.70 daily, for second person sharing room. Indicate guest name to be assigned this rate \_\_\_\_\_

Grand Hotel operates on the **Full American Plan**. This means that your daily rate *includes* breakfast, lunch at our Grand Luncheon Buffet and dinner.

## RESERVATIONS FOR ADDITIONAL PERSONS

\_\_\_\_\_ 4 years of age and under, no charge, except for luggage charge \_\_\_\_\_ 10 through 17 years of age, \$83.89 daily, per person inclusive\*

\_\_\_\_\_ 5 through 9 years of age, no charge, except for luggage charge \_\_\_\_\_ 18 years of age and over, \$192.30 daily, per person inclusive\*

For an adult staying in a guest room with one or more children, the adult will pay the single convention rate, the children will be at the appropriate children's rates listed above. For any children staying in a guest room without an adult, the oldest child will be charged the single convention rate and the remaining children will be at the additional persons rates listed above.

**THE RATE UTILIZED FOR YOUR MEETING IS A FLAT, RUN-OF-THE-HOUSE PLAN, MEANING GUEST ROOMS WILL BE RESERVED IN PRIORITY ORDER ACCORDING TO DATE RESERVATION FORM IS RECEIVED BY GRAND HOTEL.**

**NO TIPPING:** Tipping to any employee anywhere within Grand Hotel is not required, expected or permitted. There is tipping at the following offsite restaurant locations: The Jockey Club at the Grand Stand, Woods, The Gate House, the Pool Grill, Sushi Grand and Fort Mackinac Tea Room.

**\*NOTE:** Above room rates are inclusive of Michigan 6% Sales Tax, a 19.5% added charge and a 2% Mackinac Island Assessment charge. NOT included in the rates is a one-time charge of \$8.50 per person for transfer of luggage from the dock to the Hotel and return. Taxi transportation to and from the boat docks and the Hotel is also not included in the daily rate.

The block of rooms being held for this meeting is based on estimated attendance. Please make your reservation as promptly as possible. Requests received after the block is filled will be contacted and given an option of being placed on a waitlist. The waitlist is not a guarantee of a room. All rooms in the block, which have not been reserved 30 days in advance of the meeting, will be released for other guests. Individual group reservations are subject to a 10-day cancellation policy. Reservation deposits will be refunded if cancelled 10 or more days prior to arrival, less a \$45.00 processing fee. Reservations cancelled less than 10 days prior will forfeit the room deposit.

Once a guest confirms a departure date upon check-in, should check-out occur earlier than agreed, there will be a \$400.00 charge.

**DEPOSIT POLICY:** A deposit of either one night's stay or the full stays room charge must accompany this form in order to hold your room. Deposit amounts will include ALL guests staying in the room AND \$8.50 per person baggage fees.

## METHOD OF DEPOSIT:

\_\_\_\_ Please charge one full night rate to my credit card

\_\_\_\_ Please charge my full stay to my credit card

CREDIT CARD NUMBER: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (Not valid without signature)

Grand Hotel accepts VISA, MasterCard, Discover, American Express, traveler's checks, personal checks, and cash payments for bills.

**CHECK-IN TIME:** After 4:00 p.m.

**CHECK-OUT TIME:** Before 11:00 a.m.

Visit our Web site at <http://www.grandhotel.com>

**Your hotel confirmation will be arriving to you via e-mail. Please check your confirmation to make sure it is correct and print it for your records. Please contact us with any questions or changes.**

**In accordance with Michigan Law, all Grand Hotel guests rooms, meeting rooms, restaurants and bars are non-smoking**