



# GUEST TRANSPORTATION / ACCOMMODATIONS FORM



**Instructions:** Return completed form DIRECTLY TO THE CONFERENCE CENTER immediately.

- You may fax your completed form to (914) 945-8009.
- You may email to: [emcc@benchmarkmanagement.com](mailto:emcc@benchmarkmanagement.com)

Event Name:	Dates:
Arrival Date:	Departure Date:

## PARTICIPANT INFORMATION

Participant Name:		Council Name:	
E-Mail Address:	Daytime Phone:	Evening Phone:	Cell Phone:

**TRAVEL INFORMATION** (Notify conference center IMMEDIATELY, if any changes occur.)

### Arrival

By Plane:

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

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

Share-a-ride  Individual service

By Train:

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

By Car: Yes

### Departure

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.

## ACCOMMODATIONS INFORMATION

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

<b>EMCC Room Request</b> (check one)	<b>CEC Room Request</b>	<input type="checkbox"/> Day Guest
<input type="checkbox"/> Single* <input type="checkbox"/> Double	<input type="checkbox"/> Single* <input type="checkbox"/> Double	
<b>Roommate(s):</b>		
*Based on availability. <b>Note:</b> Payment for all guest folio charges must be paid in full to the front desk at departure.		
<b>Special Requests:</b> 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 deposit. Please provide your credit card information below or mail a check or money order, made payable to Edith Macy Conference Center, directly to the address noted above. SHOULD YOU NEED TO CANCEL YOUR RESERVATION, YOU MUST CONTACT EDITH MACY CONFERENCE CENTER AT (914) 945-8000 NO LATER THAN 5:00 pm EST, TWO (2) DAYS PRIOR TO YOUR SCHEDULED ARRIVAL.

**SMOKING POLICY:** Effective January 1, 2005, Edith Macy Conference Center became a SMOKE FREE environment. There will be no smoking permitted inside the buildings, including the guest rooms. Guests who violate this policy will be charged \$295.00 for the cost incurred to clean and restore a smoke-free environment.

Name of credit card holder	Credit card type	Authorized signature
Credit card number	Exp. date	Date

# **EDITH MACY CONFERENCE CENTER INFORMATION**

## **Lodging, Rates, and Payment Methods**

Every effort will be made to place guests in the accommodations of their choice. When this is not possible, the room rate charged will reflect the type of accommodation occupied.

All rates are based on the Benchmark Conference Plan and include dinner on the evening prior to your course, breakfast, lunch, and dinner on each full-course day, breakfast and lunch on the last day\*, snacks during breaks, use of the facility, and overnight accommodations. All guests who take part in a scheduled leisure time activity may substitute a box meal for a meal served at Macy. At times, when the participant count is very low, meals at a local restaurant will be suggested for those arriving early or departing late.

\*These meals will automatically be charged to your folio unless you notify the front desk that you will not be on-site. If the kitchen is closed, or few participants are in-house, a cold dinner may be provided at a charge of \$15.

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### **EDITH MACY CONFERENCE CENTER RATES**

Single Room:	\$275	per night (depending upon availability)
Double Room:	\$175	per night, per person
Day Visitor	\$99	per day (includes breakfast, snacks during breaks, lunch and dinner)

Guest rooms are normally ready for occupancy by 2:00 PM on the day of arrival. Check-out time is 11:00 AM on the day of departure. Each of our three residence buildings features an inviting commons area, complete with fireplace and television. Our 46 guest rooms are tastefully decorated and include television, clock radio, telephone with dataport, free high-speed Internet, individual coffee-maker, private bath and shower with hair dryer, iron and ironing board, and a large walk-in closet.

All meals are provided in the Hearthstone Restaurant. For the dinner meal, we encourage all guests to be seated at 6:00 PM. On the day of arrival, any guest who arrives late will receive a box dinner.

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### **JOHN J. CREEDON EDUCATION CENTER RATES**

Tree House:	\$275	per night per person single occupancy, \$175 per night per person double occupancy
Sun House:	\$150	per night per person
Day Visitor:	\$ 99	per day (includes breakfast, snacks during breaks, lunch, and dinner)

Guests attending courses at the John J. Creedon Education Center will be housed in one of the three fully air-conditioned Tree Houses or the Sun House. The Sun House is furnished with single beds, shared bathroom facilities, and communal-style sleeping accommodations with individual closets and lamps. The Tree Houses offer 2 double beds in each room, private bath and shower with hair dryer, in-room phones with dataports, television, clock radio, refrigerator, individual coffee-maker, and free high-speed Internet access. The Cave Recreation Building (a non-residence) and the Sun House have common lounge areas with a television and fireplace, and each building has a shared telephone.

All meals are served buffet style in the dining room of the Gathering Place. We encourage all guests to be seated at 6:00 PM. Guests who arrive late will be provided with a box dinner. Occasionally, dinners may be served in the dining room of the conference center.

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### **ACCESSIBILITY**

There are several walkways and stairs throughout the facility that connect all buildings to the main conference center. All buildings have access ramps, and some rooms are equipped with special amenities for persons with disabilities. Additionally, some rooms in the John J. Creedon Education Center are reached exclusively by stairs.

**Please make a note on your Guest Transportation and Accommodations Form (mailed in participant packet) if special accommodations are needed.**

### **CANCELLATION POLICY**

Guest reservations at Edith Macy Conference Center must be guaranteed by a major credit card or advance deposit. Should there be a need to cancel a reservation, it is the responsibility of the guest to notify Edith Macy Conference Center at (914)945-8000 no later than two (2) days prior to the scheduled arrival. **Failure to cancel the reservation as described above will result in a charge of one (1) full day's package price to the credit card or advance deposit.**

### **CONTACT INFORMATION**

Address: 550 Chappaqua Road  
Briarcliff Manor, NY 10510  
Phone: 914-945-8000  
Fax: 914-945-8009  
Email: [emcc@benchmarkmanagement.com](mailto:emcc@benchmarkmanagement.com)  
Web Site: [www.EdithMacy.com](http://www.EdithMacy.com)

### **EARLY ARRIVAL / LATE DEPARTURE RATES**

Edith Macy Conference Center: \$140 per room per night  
John J. Creedon Education Center \$140 per room per night

These room only rates are based on availability. Incidental charges for such items as meals, telephone calls, late-night snacks, alcoholic beverages, and transportation are additional.

### **MEALS REQUESTED BY GUESTS** (for B&B, early arrivals and/or late departures)

Breakfast: \$12.00\*  
Lunch: \$18.00\*  
Dinner: \$24.00\*

\* Prices do not include tax or service charge.

### **PAYMENT OPTIONS**

All room, board, and incidental charges must be paid upon checkout. No refunds are given for meals not eaten.

- **Cash.**
- **Council/personal check** made out to **Edith Macy Conference Center.**  
**Please note:** there are no cash refunds. Refunds will be sent to your council. Do not mail advance payments; all checks should be brought to the conference center by guests.
- **Council/personal credit card:** MasterCard, Visa, American Express, Optima, Discover Card, or Diners Club.

**Please note:** Guests making payment by credit card must present the actual credit card or an authorization letter at the front desk when charges are made.