

# EDITH MACY CONFERENCE CENTER OVERNIGHT ACCOMMODATION FORM



**Instructions:** Return completed form DIRECTLY TO THE CONFERENCE CENTER *immediately*.  
 You may **fax** your completed form to (914) 945-8009 or **email** to: [EMCC@EdithMacy.com](mailto:EMCC@EdithMacy.com)  
 You may **mail** to: Edith Macy Conference Center, 550 Chappaqua Road, Briarcliff Manor, NY 10510-1621

<b>Event Name:</b>	<b>Dates:</b>
<b>Arrival Date:</b>	<b>Departure Date:</b>

## PARTICIPANT INFORMATION

Participant Name:		Council Name:	
E-Mail Address:	Daytime Phone:	Evening Phone:	Cell Phone:
Emergency Contact/Relationship:	Daytime Phone:	Evening Phone:	Cell Phone:

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

<p><b>Benchmark Conference Plan Pricing:</b></p> <p><input type="checkbox"/> <b>*Single Occupancy Benchmark Conference Plan:</b> @ \$275.00 per person, per night  <i>*Accommodated based on availability.</i></p> <p><input type="checkbox"/> <b>Double Occupancy Benchmark Conference Plan</b> @ \$175 per person, per night</p> <p><b>Requested Roommate(s):</b></p> <p><i><b>BENCHMARK CONFERENCE PLANS (BCP)</b> include dinner, overnight accommodations, hot breakfast, lunch and two refreshment breaks with snacks.</i></p>
<p><b>Payment for all guest folio charges must be paid in full upon departure.</b></p> <p><b>SCHOLARSHIP NOTE:</b> For your convenience, Edith Macy Conference Center is now adjusting the costs of room &amp; board and ground transportation for the amount of the travel scholarship at the time of your stay. The bill you receive, as you check out, will already have the travel scholarship amounts deducted so there is no need to fill out a travel reimbursement form for anything <i>except</i> your travel expenses to and from New York. We hope this new enhancement makes your visit to Edith Macy Conference Center just that much more pleasant. If you have any questions, please contact the staff at Edith Macy Conference Center for assistance.</p>
<p><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.</p>

**Please note:** All room, board and incidental charges must be paid upon check out. No refunds are given for meals not eaten. There are no cash refunds. Refunds will be sent to your council. **Guests making payment by credit card, must present the actual credit card or an authorization letter at the front desk when charges are made.**

## CANCELLATION POLICY

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, three (3) days prior to your scheduled arrival to avoid being charged for your full reservation.

# EDITH MACY CONFERENCE CENTER DAY GUEST RESERVATION FORM



*This form should be completed by anyone attending any part of a GSUSA meeting or event and NOT staying overnight at Macy.*

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You may **mail** to: Edith Macy Conference Center, 550 Chappaqua Road, Briarcliff Manor, NY 10510-1621

<b>Event Name:</b>	<b>Event Dates:</b>
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## PARTICIPANT INFORMATION

Participant Name:		Council Name:	
E-Mail Address:	Daytime Phone:	Evening Phone:	Cell Phone:
Emergency Contact/Relationship:	Daytime Phone:	Evening Phone:	Cell Phone:

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

### Day Conference Plan Pricing for Day Guests:

Day Conference Plan Guest @ \$75 per day

**Dates you will be attending as a day guest:**

Day/Dinner Conference Plan Guest @ \$105 per day

**Dates you will be attending as a day guest and staying for dinner:**

*DAY CONFERENCE PLANS include, breakfast, lunch and two refreshment breaks with snacks.*

*DAY/DINNER CONFERENCE PLANS include, breakfast, lunch, two refreshment breaks with snacks and dinner*

**Note:** Payment for all guest folio charges must be paid in full upon departure.

**SCHOLARSHIP NOTE:** For your convenience, Edith Macy Conference Center is now adjusting the costs of room & board and ground transportation for the amount of the travel scholarship at the time of your stay. The bill you receive, as you check out, will already have the travel scholarship amounts deducted so there is no need to fill out a travel reimbursement form for anything *except* your travel expenses to and from New York. We hope this new enhancement makes your visit to Edith Macy Conference Center just that much more pleasant. If you have any questions, please contact the staff at Edith Macy Conference Center for assistance.

**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.

**Please note:** No refunds are given for meals not eaten. There are no cash refunds. Refunds will be sent to your council. **Guests making payment by credit card, must present the actual credit card or an authorization letter at the front desk when charges are made.**

## CANCELLATION POLICY

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, three (3) days prior to your scheduled arrival to avoid being charged for your full reservation.

# EDITH MACY CONFERENCE CENTER TRANSPORTATION FORM



**Instructions:** Return completed form DIRECTLY TO THE CONFERENCE CENTER once your travel arrangements have been confirmed.

You may **fax** your completed form to **(914) 945-8009** or **email** to: [EMCC@EdithMacy.com](mailto:EMCC@EdithMacy.com)

<b>Event Name:</b>	<b>Dates:</b>
<b>Arrival Date:</b>	<b>Departure Date:</b>
<b>Participant Name:</b>	<b>Mobile Number:</b>

## TRAVEL INFORMATION

**ARRIVAL BY PLANE**

Date:

Airport:

Airline and Flight #:

Time Flight is Scheduled to Land:

\*Share a ride  or Individual Service

**DEPARTURE BY PLANE**

Date:

Airport:

Airline and Flight #:

Time Flight is Scheduled to Depart:

\*Share a ride  or Individual Service

*\* Share a ride requests will be accommodated whenever possible, however are not guaranteed*

	<u>LaGuardia</u>	<u>JFK and GSUSA Headquarters</u>	<u>Newark Liberty</u>	<u>White Plains</u>
<i>One Rider</i>	\$150.00	\$155.00	\$190.00	\$80.00
<i>Two Riders</i>	\$75.00 per person	\$78.00 per person	\$95.00 per person	\$40.00 per person
<i>Three Riders</i>	\$50.00 per person	\$52.00 per person	\$64.00 per person	\$27.00 per person
<i>4 or More Riders</i>	\$38.00 per person	\$39.00 per person	\$48.00 per person	\$45.00 per person

*Prices include tolls and gratuities*

<b>ARRIVAL BY TRAIN</b>	Station:	Time:
<b>DEPARTURE BY TRAIN</b>	Station:	Time:

Chappaqua Station	Croton Harmon Station
\$8 per person	\$35 per person

**A car service office is located at the Chappaqua train station and is open from:**

Monday- Friday: 6am – 10pm / Saturday: 7am – 7pm / Sunday: 6am – 9pm

Depending on availability, Edith Macy staff may pick up guests at the Chappaqua station. \*additional fees apply

Please call (800) 442-MACY (6229) or 945-945-8000, upon arrival at Chappaqua train station for availability.

<b>ARRIVAL BY CAR</b> Yes <input type="checkbox"/>	AM Arrival (before 11am) <input type="checkbox"/>	Noon Arrival <input type="checkbox"/>	PM Arrival (after 2pm) <input type="checkbox"/>
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**PAYMENT OPTIONS:** CASH / Council Check made out to Edith Macy Conference Center

Council Credit Card: *MasterCard, Visa, American Express, Optima, Discover Card or Diners Card*

**Please note:** All transportation charges must be paid upon check out. **Guests making payment by credit card, must present the actual credit card or an authorization letter at the front desk when charges are made.**

## CANCELLATION POLICY

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## CHANGES AND DELAYS

To avoid wait time or unused trip fees, it is the responsibility of the guest to notify Edith Macy staff of delays, changes and/or cancelled flights. Guests are asked to notify Edith Macy as soon as possible when travel plans have changed. If we are notified after the driver has left for the airport you will be responsible for the fees charged.