

**HOTEL RESERVATION FORM**

**GIDEON PUTNAM RESORT — SARATOGA SPRINGS, NY**  
 Welcomes the New York Press Association  
 Thursday, March 29 - Sunday, April 1, 2012



**ROOM CUT OFF DATE — FRIDAY, MARCH 9, 2012**  
**CHECK-IN — 4:00 PM • CHECK-OUT — 11:00 AM**

Thank you for selecting the Gideon Putnam Resort. In order to make your reservation process more efficient, please complete this reservation form and return it to the hotel either by mail or fax. We will return a confirmation to your attention. Please note that reservations must be received prior to the cut-off date listed below in order to receive the discounted group rate. **Otherwise, reservations will be taken only on a space and published rate available basis.**

Complimentary self-parking is available at the hotel, for conference attendees, based on availability.

**Single or double occupancy — \$140.00 + applicable taxes.**

**PLEASE PRINT OR TYPE:** (CLEARLY)

**Arrival Date:** \_\_\_\_\_ **Departure Date:** \_\_\_\_\_

**Guest Name:** \_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email Address:** (You'll receive your confirmation via this email) \_\_\_\_\_

**Sharing Room with:** (Please be sure that only the main guest submits this form) \_\_\_\_\_

*We will do our best to accommodate your requests, however, at times this may not be possible. We will always select the best room available.*

**OCCUPANCY:** (Request Only)     **1 king bed**     **2 double beds**

**DEPOSIT:** All reservations require a guarantee in the form of a credit card number or one (1) night's deposit. Reservations must be cancelled 72 hours in advance of arrival. Guests who depart early will still be charged for their confirmed dates. Guests have up to 72 hours PRIOR to arrival to change reservations accordingly. Rates are subject to applicable NYS Sales Tax (currently 13%) unless an individual tax-exempt certificate is received by the hotel with this form.

**DEPOSIT METHOD OF PAYMENT:**

**Deposit Amount:** \_\_\_\_\_

**Credit Card #** \_\_\_\_\_

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

**Expiration Date:** \_\_\_\_\_

**Signature of card holder:** \_\_\_\_\_

**MAIL, FAX or EMAIL to DEANNA KIRK at:**

*DO NOT SEND CURRENCY — Make Checks or Money Orders Payable to:*

**GIDEON PUTNAM RESORT**  
**24 Gideon Putnam Rd., Saratoga Springs, NY 12866**  
**Phone: 518-226-4752 Fax: 518-583-2832 Email: dkirk@dncinc.com**

*All rooms feature a desk and chair, telephone with voicemail, TV with cable, personal coffee maker and complimentary coffee, iron and board, hair dryer, complimentary wi-fi internet access, and more.*

