



BOYNE HIGHLANDS RESERVATION FORM

Group Name: Law Enforcement Records Management Association

Dates: September 15-17, 2010

Reservations must be made utilizing this form and be received by **August 16, 2010**. Reservation requests received after this date will be taken on a space available basis at current room rates.

When making travel arrangements, please note the check-in and check-out times are on the second page with the room descriptions.

Accommodations: Please indicate your 1st and 2nd lodging preference below. If room type requested is not available, the next available room type and rate will be confirmed. **We cannot guarantee specific rooms/units.**

To better serve all of our guests, reservations cannot be accepted by phone or on-line.

ACCOMMODATIONS		
ROOM TYPE	ROOM RATES	INDICATE 1ST & 2ND CHOICE
Main Lodge - Deluxe	\$65.00	
Main Lodge - Suite	\$75.00	
Heather Highlands Inn - Pleasant View Suite	\$137.00	

Rates are based on the European Plan which includes lodging only. Rates are per room per night.

Rates and a 7% Resort Services Fee are subject to a 6% Michigan State Sales and Use Tax. Rates are also subject to a 2% Local Lodging Assessment.

Boyne Highlands Resort has a two-night minimum on weekends (Friday and Saturday night).

Boyne Highlands is a smoke free facility.

Tax exempt individuals: Please present the state tax exempt form 3372 at check out. Indicate your method of deposit below. Personal funds are not exempt from state tax or local assessments.

- Company check is enclosed with this registration form.
- Please use my personal credit card to guarantee the reservation. A check will be mailed from the company or presented upon arrival.

Deposits: A deposit equal to the first night's lodging is required with each reservation. Please make check or money order payable to Boyne USA Resorts or include a credit card number. The card will be charged upon receipt of form. Do not send cash.

Cancellation Policy: Cancellation and changes affecting arrival/ departure dates must be made 7 days prior to arrival date in order to receive refund of deposit, less a \$10.00 administrative fee.

Please mail or fax to:
 BOYNE
 Central Reservations Department
 P.O. Box 19
 Boyne Falls, MI 49713
 Fax: (231)549-6844
 Phone: 1-800-GO-BOYNE

GROUP RESERVATIONS CANNOT BE ACCEPTED OVER THE PHONE

PLEASE PRINT

ARRIVAL DAY/DATE: _____

DEPARTURE DAY/DATE: _____

SHARE WITH: _____

NUMBER IN PARTY: _____

NUMBER OF ADULTS IN PARTY: _____

AGES OF CHILDREN 18 & UNDER: _____

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE / BUSINESS: _____

PHONE / HOME: _____

E-MAIL ADDRESS: _____

BOYNE REWARDS #: _____

SPECIAL REQUESTS *: _____

**BOYNE does its best to accommodate requests, but cannot guarantee them.*

PAYMENT METHOD

CHECK ENCLOSED \$ _____

American Express Visa MasterCard Diners Club Discover

CREDIT CARD # _____ Expiration Date _____

SIGNATURE: _____

All reservations must be guaranteed by check or credit card deposit.

Checks/money orders should be equivalent to one nights' stay, payable to Boyne USA Resorts

Credit card imprint is required at check-in for all guests.

Please provide tax exempt form at check out.



600 Highlands Drive, Harbor Springs, MI 49740

BOYNE HIGHLANDS ROOM DESCRIPTIONS

Main Lodge

King, Queen/Twin or Double/double rooms. The Main Lodge observe a 5:00pm check-in and 1:00pm check-out.

Main Lodge - European Suite

One king bed, sofa sleeper or two twins, table/chairs and mini-fridge. The Main Lodge observe a 5:00pm check-in and 1:00pm check-out.

Pleasant View Suite

One bedroom condo with one queen bed in the bedroom, one murphy bed and one queen sleeper sofa in the living area, gas fireplace, kitchenette and one bathroom. The Heather Highlands Inn observe a 6:00pm check-in and 1:00pm check-out.