ROOM RESERVATION FORM

MAINE ASSOCIATION OF COMMUNITY BANKS

September 11-14, 2008

Before making a definite request for accommodations (# of rooms, # of people, arrival and departure dates), carefully read The BALSAMS 2008 deposit policy. Call toll-free if you have any questions or concerns.

RESERVATIONS DEADLINE: **August 11, 2008**
(Reservations will still be taken after reservation deadline, on space available basis only.)

PLEASE RESERVE:

#_____ Double Rooms @ $185.00 per person, per night
#_____ Single Room @ $241.00 per night
#_____ Hospitality Suite @ $207.00 per night, in addition to the full double room rate.

RATES: Full American plan (Dinner, Breakfast & Lunch) with all accommodations, complete use of all facilities, and Hotel services. These rates do not include rental of equipment, including golf carts, mountain bikes or incidentals.

SERVICE CHARGE: A 15% service charge is added to all room rates. This provides a minimum gratuity for dining room and housekeeping personnel. In addition, various other staff do receive portions of the service charge through several incentive programs. Additional tipping for particularly friendly and outstanding service is at the guest's discretion. Service charges do not cover the bell staff, doormen, or cocktail staff. It is customary to reward their superior service as it is rendered.

TAX: 8% added to both room rates and the service charge to cover NH Room and Meals tax.

DEPOSIT POLICY: A deposit of one night's stay per room made payable to The BALSAMS and this completed reservation form are required on all reservations. The deposit will be credited only to the last night of your reservation. Please note, the deposit will be forfeited and will not be credited to your account should you arrive a day or more late or depart a day or more early from your scheduled reservation. For deposit refund, a written cancellation notice is required 7 days prior to scheduled arrival.

PAYMENT POLICY: Cash, personal check, Discover, MasterCard, American Express, Visa.

CHECK-IN/CHECK-OUT: On the day of arrival, room availability cannot be guaranteed until after 4:00 PM. On the day of departure, check-out time is Noon. Guests staying at least two nights are invited to use all facilities all day on the days of arrival and departure.

ROOMS TO BE OCCUPIED BY:

First Name: _____ Last Name: _____ Arrival: ____/____ Departure: ____/___

First Name: _____ Last Name: _____ Arrival: ____/____ Departure: ____/___

First Name: _____ Last Name: _____ Arrival: ____/____ Departure: ____/___

PLEASE CHARGE THE DEPOSIT TO:

Name on card: _____ Expires: ____/____

CW2 #: _____

☐ MC ☐ VISA ☐ DISC ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

or ☐ AE ☐☐☐☐ ☐☐☐ ☐☐☐ ☐☐☐☐☐

Address and telephone number: _____

_____

SEND E-MAIL CONFIRMATION: ☐ **YES** ☐ **NO** _____

MAIL or FAX TO: Reservations Department

The BALSAMS

Route 26, 1000 Cold Spring Road, Dixville Notch, New Hampshire 03576
Hotel Telephone: 603-255-3400 • Continental US: 800-255-0600 • FAX: 603-255-4221