

***Your \$150.00 hotel room deposit will be credited to your room reservation upon check-in.**

Rooms will be assigned on a **first-come, first-served** space available basis by the Lake Placid Convention & Tourism Bureau after they are received at the MD-20 Office. **If your group would like to be assigned to the same hotel you MUST submit your requests all together at the same time in the same envelope to the MD-20 Office and you must fill out a separate form for each room requested.**

***You will receive a written or emailed acknowledgement of your assigned hotel directly from the Lake Placid CVB.**

Reservation requests must be received by March 15, 2017. Any requests received after that date will not be processed and will be returned.

Written cancellations via US Mail or e-mail (nyslionsclubs@verizon.net) will be accepted at the MD-20 office until March 31, 2017. Phone cancels will not be accepted.

For cancellations after March, 31, 2017 - you will need to contact the property you are assigned to directly to cancel and request a refund of your \$150.00 room deposit from them. **AFTER March 31, 2017 refunds will be made at the hotel's discretion.** Contact the hotel you are assigned to if you have questions regarding their cancellation policy.

***Please note, ALL changes to rooms or registrations including changing a room from a single occupancy to a double occupancy must be made in writing to the MD-20 Office at the email below. Also, any questions about how to complete this form or questions regarding the convention rooms/fees/changing room occupants, etc. contact
Maria Poulsen: nyslionsclubs@verizon.net**