

**EAGLE RIDGE RESORT & SPA
RESERVATIONS OFFICE
PO BOX 777
GALENA, IL 61036
PHONE 800-892-2269 (Option #1) FAX 815-777-5609 or E-mail: res@eagleridge.com**

INDIVIDUAL RESERVATION REQUEST

GROUP NAME: **Illinois Occupational Therapy Association**
 GROUP DATES: **Wednesday, November 9, 2011 - Sunday, November 13, 2011**
 GROUP NUMBER: **68K0Z9**

**PLEASE COMPLETE & RETURN THIS FORM TO THE ABOVE ADDRESS
 OR CALL PHONE 800-892-2269 (Option #1) BY: Monday, October 17, 2011**

Reservations received after this date will be accepted based on availability.

GUEST NAME: _____
 ADDRESS: _____ CITY, STATE, ZIP: _____
 DAY TELEPHONE: _____ EMAIL ADDRESS: _____
 ARRIVAL DAY/DATE: _____ DEPARTURE DAY/DATE: _____ NUMBER OF NIGHTS: _____

TYPE OF ROOMS/UNITS	NUMBER OF ROOMS/UNITS	NUMBER OF GUESTS	NIGHTLY RATES	RESORT AMENITY FEE
INN ROOMS - SINGLE OCCUPANCY			\$109.00	\$18.00
INN ROOMS - DOUBLE OCCUPANCY			\$119.00	\$18.00
1 BEDROOM VILLA			\$129.00	\$18.00
2 BEDROOM VILLA			\$200.00	\$25.00
3 BEDROOM VILLA			\$300.00	\$30.00
4 BEDROOM DISTINCTIVE HOME			\$400.00	\$35.00
5 BEDROOM DISTINCTIVE HOME			\$500.00	\$40.00

Units are assigned based upon availability. You will be notified if we cannot accommodate your reservation. You will receive a written confirmation of your reservation. Rates do not include current 11% lodging tax or above mentioned Resort Amenity Fee. Pets are allowed in a limited number of Inn rooms and resort homes - \$75.00 per stay fee. The maximum weight is 20 pounds for pets in the Inn. Holidays require two night minimum stay. Weekend rates apply on Sundays of holiday weekends. We reserve the right to request a two or three night minimum stay. Check-in time is 4 p.m. Check-out time is 12 noon.

Villas and Distinctive Homes with nearby access to a shared, semi-private outdoor pool are available Memorial Day to Labor Day for a \$35 per night surcharge. Accommodations with a hot tub are available for a \$95.00 per night surcharge.

RESORT AMENITY FEE: A resort amenity fee per the schedule shown above will be added to all Inn rooms/units per night. The services fee includes complimentary wireless high speed internet access in hotel rooms, and most units throughout the resort; local calls at no additional charge; in-room coffee; daily newspaper available in the lobby (delivered to all inn rooms); complimentary long distance call access for 800 numbers and credit card calls; guest services available to assist with dining reservations and recommendations, flower orders, etc.; unlimited incoming/outgoing faxes; unlimited use of Business/Computer center; daily Galena Shopping Shuttle; unlimited use of indoor pool and towels, sauna and steam room; unlimited use of fitness center; unlimited use of cross country skis and trails; unlimited use of skates and ice skating pond; unlimited use of sleds and sledding hill; preferred access to restaurants; preferred access to golf course rates; preferred tee times; preferred access to The Stonedrift Spa; unlimited transportation to club areas from Inn.

If you are sharing a room/unit with other attendees, please list their name(s): _____

The individual specifically registering at check in must be 21 years of age. Any credit card presented at check in must be that of the registered guest.

GUARANTEE POLICY

A guarantee fee equal to one night's lodging, resort amenity fee and tax is required to guarantee your reservations and will be charged to a major credit card at the time of booking. This amount will be applied toward your last night's lodging upon check-in.

Guarantee to be made by: _____ Check. Make check payable to Eagle Ridge Resort & Spa. Amount to include 11% tax.
 _____ Credit Card - Please complete information below.

ACCOUNT NUMBER _____
 EXPIRATION DATE _____ 3 DIGIT SECURITY VERIFICATION NUMBER _____
 CARDHOLDER'S SIGNATURE _____

CANCELLATION POLICY:

The guarantee fees (last night's lodging, tax and resort amenity fee) will be forfeited if accommodations are cancelled less than 7 days prior to arrival. You have from now until 7 days prior to arrival to cancel with a \$35 cancellation fee. The guarantee fees (last night's lodging, tax and resort amenity fee) placed on your credit card at the time of reservation will be forfeited if accommodations are canceled less than 7 days prior to arrival.