



**Group Name:** Michigan Institute for Educational Management  
**Dates:** October 4, 2009-October 6, 2009

**Group #:** 45B7OM  
**Issued:** 6/26/09

Reservations may be made utilizing this form or by booking online. Reservations must be made by **September 3, 2009**. Reservations received after this date will be taken on a space-available basis. To make an online reservation, go to <http://www.crystallmountain.com/grouplodging>. Use **45B7OM** for your group code.

**Accommodations:** Please indicate your 1<sup>st</sup> and 2<sup>nd</sup> 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.** Additional unit types are available beyond those listed. Please inquire with reservation staff for additional options.

**Check-in: 4:00pm**

**Check-out: 11:00am**

Room	Single / Double Rate	Single / Quad Rate	Indicate 1 <sup>st</sup> & 2 <sup>nd</sup> Choice
Guest Room (One Queen Bed)	\$ 95		
Hotel Room	\$ 115		
Suite	\$ 145		
One Bedroom Condo	\$ 165		
Two Bedroom Condo		\$ 180	
Two Bedroom Kinlochen / Cottage		\$ 180	
Three Bedroom Resort Home		\$ 265	
Three Bedroom Kinlochen / Cottage		\$ 265	
Four Bedroom Resort Home		\$ 290	
Five Bedroom Town Home		\$ 290	

Quoted rates are subject to 6% state tax, 2% local assessment and 8% service fee.

**Package Includes: Lodging Only** (per unit, per night)

- Up to 3 children ages 17 & under sleep free when occupying same room with 2 paying adults.
- **There is a \$20.00 per person, per night charge for additional adults above the quoted occupancy.**
- All units are non-smoking. Decks are available upon request, based on availability.
- Credit card imprint is required at check-in for all guests.
- **There are no refunds on unused portions of lodging or package stays.**

**Deposits:** A deposit equal to the first night's lodging is required with each reservation. Please make check or money order payable to Crystal Mountain or include a credit card number. Do not send cash.

**Tax exempt individuals:** Please include a state tax exempt form and indicate your method of deposit below. Personal funds are not exempt from state tax or local assessments.

\_\_\_\_\_ Agency check is enclosed with this registration form.

\_\_\_\_\_ Please use my personal credit card to guarantee the reservation. A check will be mailed from the agency or presented upon arrival.

\_\_\_\_\_ Agency credit card, or a copy of the card, **MUST** be presented at the Front Desk upon check in to qualify for tax exemption. The full balance due will be charged to the card at this time.

**Cancellation Policy:** Deposit is fully refundable if cancellation is made 14 days prior to your arrival date. If cancelled within 14 days of arrival, deposit is non-refundable. If changed within 14 days of arrival, you are responsible for your entire lodging or package stay.

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**Please Print**

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Number of: Adults in Party: \_\_\_\_\_ Children 17 & under: \_\_\_\_\_

Mr. Mrs. Ms. Dr. : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone #: \_\_\_\_\_ (Home)

e-mail Address: \_\_\_\_\_ (Work)

Conference attendees sharing same room: \_\_\_\_\_

Special requests: (handicap accessible, etc.): \_\_\_\_\_

\* Crystal Mountain does its best to accommodate requests, but cannot guarantee them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Agency Name (Agency credit card or copy, **MUST** be presented upon check in): \_\_\_\_\_

Name as it appears on Card: \_\_\_\_\_

Please mail or fax to: Crystal Mountain  
 12500 Crystal Mountain Drive  
 Thompsonville, MI 49683

Fax: 231-378-4879  
 Phone: 231-378-2000  
 Reservations Only: 800-968-7686



**TAX EXEMPTION CERTIFICATION**  
CERTIFICATE TO BE EXECUTED WHEN TAX EXEMPT SALE  
IS MADE TO AN EXEMPT INSTITUTION OR AGENCY

The undersigned hereby certifies that the item or items being purchased are to be used or consumed in connection with the operation of the exempt institution or agency named in the space below, and that the consideration for this purchase moves from the funds of the designated institution or agency, and the institution or agency funds are not reimbursed with individual participants funds. In the event this claim is disallowed, the transferee promises to reimburse the seller for the amount of tax involved.

**Please fill out this form *entirely* to qualify for exemption from the 6% MI state use tax and 2% local assessment. Per the State of Michigan, payment must be made with an institution or agency check or credit card; any payments made by cash, personal check or personal credit cards do not qualify for tax exempt status. Please check below which type entity and payment will be used.**

List name of individual(s) on reservation: \_\_\_\_\_

Reservation # (if available): \_\_\_\_\_

**Type of Entity** (Check One):

\_\_\_\_\_ **Church and House of Religious Worship**

\_\_\_\_\_ **Educational Institution**

\_\_\_\_\_ **Federal and State Government**

\_\_\_\_\_ **Nonprofit Entity** (Please attach a copy of the IRS letter 501c3, 501c4 or State of Michigan Department of Treasury letter stating Tax Exemption)

\_\_\_\_\_  
*Name of exempt institution or agency*

\_\_\_\_\_  
*Arrival Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date signed*

\_\_\_\_\_  
*Title of person making certification*

**Payment Information** (Check One):

\_\_\_\_\_ **Institution or Agency Check Name:** \_\_\_\_\_  
*Name as it appears on check*

\_\_\_\_\_ **Institution or Agency Credit Card #:** \_\_\_\_\_ **Exp Date:** \_\_\_\_\_  
*If Agency credit card is being used for payment, the Agency card, or a copy of the card, MUST be presented at the Front Desk upon check in to qualify for tax exemption.*  
*Name as it appears on credit card*

For office use only: Acct \_\_\_\_\_ GroupRes \_\_\_\_\_



## CRYSTAL MOUNTAIN ACCOMMODATIONS

**All units are non-smoking and feature:** Air conditioning, satellite television, microwave, coffee maker, toaster, video player, hairdryer, iron and ironing board.

**Efficiency kitchens include:** Small refrigerator, microwave, plates, bowls, utensils.

**Full kitchens include:** Full size appliances (refrigerator, oven, dishwasher, stove), standard cooking and serving utensils.

**GUEST ROOM - PINEHURST** units are located along the Betsie Valley Course across from Kinloch Lodge & Clubhouse. • One queen bed • Private bath, some units have double whirlpools • Efficiency kitchen.

### **RESORT HOTEL ROOM**

**COLONY** units are conveniently located next to Kinloch Lodge & Clubhouse. Some feature full kitchens and fireplaces. • Two queen beds • Bathtub with whirlpool jets • Efficiency kitchen.

**HAMLET** units are located next to the Lodge and the Peak, Crystal's indoor pool & fitness center. Two barrier-free units are available. • One queen bed, plus either a second queen bed, queen Sico bed or queen sofa sleeper • Whirlpool for two • Efficiency kitchen.

**1 BEDROOM SUITE – INN UNITS** are located at the heart of the resort, base of the slopes, next to the Crystal Center and the Wild Tomato Restaurant. Ideal for the meeting attendee and social guest alike. • Private bedroom with queen bed • Double whirlpool tub • Efficiency kitchen • Electronic work station with integral voice & data ports • Living area with queen sized Sico bed • High quality task area with natural lighting and comfortable seating.

### **1 BEDROOM CONDOMINIUM**

**PINEHURST** Condos are located along the Betsie Valley Course, across from Kinloch Lodge & Clubhouse and Nordic Center. • Living room with fireplace and sofa sleeper • One bedroom with king bed • One bath including tub with whirlpool jets • Full kitchen • Dining area • Private outdoor deck overlooking the Betsie Valley Course.

**WINTERGREEN** Condos are located among the trees lining the Betsie Valley Course, adjacent to the tennis courts, and just steps away from the slopes. • Living room with fireplace & Sico bed • One bedroom with queen bed • One bath including tub with whirlpool jets • Full kitchen • Dining area • Private outdoor deck overlooking the Betsie Valley Course.

### **2 BEDROOM CONDOMINIUM**

**WINTERGREEN** Condos are beautifully situated among the trees lining the Betsie Valley Course, just steps away from the slopes. • Living room with fireplace • Master bedroom with one queen bed and giant whirlpool for two with skylight • Guest bedroom with queen bed • Full kitchen • Dining area • Private outdoor deck overlooking the Course • Two full baths.

**KINLOCHEN** Condos are located in Kinloch Lodge & Clubhouse overlooking the Betsie Valley course and the ski slopes. • Living room with fireplace, some with sofa sleeper • Master bedroom with one king or two queen beds • Guest bedroom with varied bedding • Two baths including one tub with whirlpool jets • Full kitchen • Dining area.

### **2-3 BEDROOM COTTAGE**

**COTTAGES AT WATER'S EDGE** Bungalows are beautifully situated among small ponds and streams, adjacent to the Park at Water's Edge and just steps away from the village center. • Living room with fireplace or woodstove and queen sofa sleeper • Master bedroom with one king bed • Two baths, one with single whirlpool tub • Full kitchen • Dining area • Screened-in porch.

### **3 BEDROOM CONDOMINIUM**

**WINTERGREEN** Condos are beautifully situated among the trees lining the Betsie Valley Course, adjacent to the tennis courts, and just steps from the slopes. • Living room with fireplace • Master bedroom with queen bed and giant whirlpool for two with skylight • Dining area • One bedroom with queen bed • One bedroom with two sets of bunk beds • Two full baths • Full kitchen • Private outdoor deck overlooking the Betsie Valley Course.

**KINLOCHEN** Condos are located in Kinloch Lodge & Clubhouse overlooking the Betsie Valley course and the ski slopes. • Living room with fireplace and sofa sleeper • Master bedroom with one king bed • Guest bedroom with two queen beds • Guest bedroom with varied bedding • Two baths including one tub with whirlpool jets • Full kitchen • Dining area.

### **2-3 BEDROOM TOWN HOME**

**MOUNTAINTOP** Town Homes are perched upon the ridgetop overlooking the ski slopes. Gracious decorator-appointed units. • Living room with fireplace • Three baths • Master suite with king bed and double whirlpool • Guest bedroom • Living room with sofa sleeper • Family room with varied bedding • Full kitchen • Dining area • Private decks with views.

**PINEHURST GREEN** Town Homes are situated along the Betsie Valley Course. • Living room with fireplace • Master bedroom with full bath and whirlpool for two • Guest bedroom with queen bed • Loft bedroom • Guest bath • Private outdoor deck overlooking the Golf Course • Full kitchen • Dining area.

**4-5 BEDROOM TOWN HOME - MOUNTAINSIDE** Town Homes are set among beech, maple and aspen trees along the Mountain Ridge course. • Living room with fireplace • three to four baths • Master suite with whirlpool • Guest bedrooms • Full kitchen • Dining area • Private decks overlooking the Golf Course.

**3-5 BEDROOM RESORT HOMES - RESORT HOMES** are fully furnished, privately owned vacation homes. • Individual homes vary in architectural style • Living room with fireplace • Three to five bedrooms • Two to three baths, some may include a whirlpool • Some homes feature patio decks and fairway locations

• Full kitchen • Dining room.