



**Group Name:** Michigan Institute for Educational Management  
**Dates:** October 1, 2011-October 4, 2011

**Group #:** 45G0L4  
**Issued:** 6/9/11

Reservations may be made utilizing this form or by booking online at <http://www.crystallmountain.com/grouplodging> utilizing group code **45G0L4**. Reservations must be made by **September 1, 2011**, reservations received after this date will be taken on a space-available basis. If room type requested is not available, the next available room type and rate will be confirmed. Crystal Mountain does it's best to accommodate requests, however cannot guarantee specific rooms/units. Please inquire with reservation staff for additional unit types available beyond those listed.

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

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

Room	Includes Taxes & Service Fee*		Tax Exempt**		1 <sup>st</sup> & 2 <sup>nd</sup> Lodging Choice
	Single/Double Rate	Single/Quad Rate	Single/Double Rate	Single/Quad Rate	
Guest Room (One Queen Bed)	\$ 117.00		\$ 109.00		
Hotel Room	\$ 140.40		\$ 130.80		
Suite	\$ 175.50		\$ 163.50		
One Bedroom Condo	\$ 204.75		\$ 190.75		
Two Bedroom Condo		\$ 222.30		\$ 207.10	
Two Bedroom Kinlochen/Cottage		\$ 222.30		\$ 207.10	
Two Bedroom MountainTop		\$ 269.10		\$ 250.70	
Three Bedroom Resort Home		\$ 327.60		\$ 305.20	
Three Bdrm. Kinlochen/Cottage		\$ 327.60		\$ 305.20	
Four Bedroom Resort Home		\$ 356.85		\$ 332.45	
Five Bedroom Town Home		\$ 356.85		\$ 332.45	

\*Quoted rates include 6% state tax, 2% local assessment and 9% service fee.

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

- Up to 2 children ages 17 & under sleep free when occupying same room with 1 paying adult.
- **There is a \$23.40 (\$21.80 when tax exempt) per person, per night charge for additional adults above the quoted occupancy.**
- Credit card imprint is required at check-in for all guests.
- **There are no refunds on unused portions of lodging or package stays.**

**Deposit / Cancellation Policy:** 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 below. Do not send cash. Deposit is fully refundable if cancellation is made 14 days prior to your arrival date. If cancelled or changed within 14 days of arrival, you are responsible for your entire lodging or package stay.

Group #: 45G0L4

**Please Print**

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

Mr. Mrs. Ms. Dr. (circle one): Name : \_\_\_\_\_

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

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

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

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

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

Would you like to be contacted for dining, lesson, recreation, tee time or spa reservations? Yes \_\_\_\_\_ No \_\_\_\_\_

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

**Tax exempt individual:** Personal funds do not qualify for exemption from state tax or local assessments. Please include a state tax exempt form #3372, (IRS authorized letter with 501(c)(3) or 501(c)(4) organizations) and indicate your method of payment below.

\_\_\_\_\_ Agency check enclosed.

\_\_\_\_\_ Agency credit card completed below (MUST include credit card authorization form).

\_\_\_\_\_ Please use my personal credit card to guarantee the reservation. Payment with agency funds will be provided prior to arrival.

**AUTHORIZATION NOTE:** I authorize and acknowledge that all of the charges below will be processed to my payment card as detailed above.

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Agency or individuals name as it appears on Card: \_\_\_\_\_

(Agency credit card or copy MUST be presented upon check in)

**Please mail or fax to:** Crystal Mountain Resort & Spa ~ 12500 Crystal Mountain Drive ~ Thompsonville, MI 49683  
**Fax:** 231-378-4879 **Phone:** 231-378-2000 **Reservations Only:** 800-968-7686 ext 5100 DK



## 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.

**Two Barrier-free units are available in an Inn Suite**

**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. • One queen bed, plus either a second queen bed or queen Sico bed • 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. • Two barrier-free units are available.

### **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.

**KINLOCHEN** Condos are located in Kinloch Lodge & Clubhouse overlooking the Betsie Valley course and the ski slopes. • Living room with fireplace & queen sofa sleeper • One bedroom with two queen beds • One bath including tub with whirlpool jets • Full kitchen • Dining area.

### **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



## Crystal Mountain Credit Card Authorization

Please fill out the information below authorizing Crystal Mountain Resort & Spa to apply the indicated charges pertaining to your reservation to the following Credit Card.

Guest Name \_\_\_\_\_

Reservation Number \_\_\_\_\_ Stay Date(s) \_\_\_\_\_

Group Name (if applicable) \_\_\_\_\_

Please check which charges may be applied to the Credit Card.

\_\_\_\_\_ Room/Package charges including tax and service fees

\_\_\_\_\_ Incidentals

Comments/ Special Instructions \_\_\_\_\_

### Type of Credit Card: (circle one)

By signing below you authorize Crystal Mountain Resort & Spa to charge you credit card for the reservation and/or charges listed above. When using a Debit Card, please be advised that this authorization may affect your checking account until final settlement of transaction.

**American Express    Debit Card    Diners Club    Discover    Visa / MasterCard**

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ / \_\_\_\_\_

Name Appearing on Card \_\_\_\_\_

Card Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please mail or fax to:**

**Crystal Mountain Resort & Spa ~ 12500 Crystal Mountain Drive ~ Thompsonville, MI 49683  
Fax: 231-378-4879 ~ Phone: 231-378-2000 ~ Reservations Only: 800-968-7686 ext 5100**

# Michigan Sales and Use Tax Certificate of Exemption

DO NOT send to the Department of Treasury. Certificate must be retained in the Seller's Records.

This certificate is invalid unless all four sections are completed by the purchaser.

## SECTION 1: TYPE OF PURCHASE

- One-time purchase. Order or Invoice Number: \_\_\_\_\_
- Blanket certificate. Recurring business relationship.

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's Name and Address <b>CRYSTAL MOUNTAIN RESORT &amp; SPA, Thompsonville, MI</b>
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## SECTION 2: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1.  All items purchased
2.  Limited to the following items: \_\_\_\_\_

## SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1.  For Resale at Retail. Enter Sales Tax License Number: \_\_\_\_\_
2.  For Lease. Enter Use Tax Registration Number: \_\_\_\_\_

The following exemptions DO NOT require the purchaser to provide a number:

3.  For resale at wholesale
4.  Agricultural Production. Enter percentage: \_\_\_\_\_%
5.  Industrial Processing. Enter percentage: \_\_\_\_\_%
6.  Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization)
7.  Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organization (must provide IRS authorized letter with this form)
8.  Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form)
9.  Rolling Stock purchased by an Interstate Motor Carrier
10.  Other (explain): \_\_\_\_\_

## SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

Type of Business (see codes on page 2)	Business Name
Business Address	City, State, ZIP Code
Business Telephone Number (include area code)	Name (Print or Type)
Signature and Title	Date Signed