



**RESERVATION INSTRUCTIONS FOR  
Northeast York Rite Conference  
Group Rate of \$115.00**

**September 6-9, 2018**

**RESERVATION PROCEDURES**

**Individual Telephone Reservations**

It is understood individual guests are to make reservations directly with the Hotel. These reservations must be received no later than **August 16, 2018**. Individuals should identify themselves as members of Northeast York Rite Conference at the time the individual is making their reservation. This event has been assigned a **Group ID** which is **12T0SJ**.

**Local # 518-869-8100 and/or the toll free # 800-448-3500**

**On-Line Booking Link**

<http://bookings.ihotelier.com/bookings.jsp?groupID=2122308&hotelID=12446>

Check in time begins for all groups at 4:00 p.m. Individuals may check in earlier, depending on occupancy levels and availability of "ready" rooms. Check out time is 12 noon.

**GUEST ROOM CANCELLATION POLICY**

An individual guest may cancel a room reservation, and not be charged for the reservation guarantee, if notice is received by 4:00PM the day prior to arrival. Individuals must obtain a cancellation number a cancellation number from the hotel should there be any future dispute on the cancellation time.

**TAX POLICY**

Overnight accommodations are subject to the prevailing taxes at the time the event is conducted as required by law. Currently, the prevailing tax is an 8% state sales tax and 6% occupancy tax for a total guest room tax of 14.00%. Please note the state sales tax will pertain to all other hotel services provided. Taxes may change without prior notice.

**HIGHLIGHTS THE DESMOND CAN OFFER TO YOUR ORGANIZATION**

- Complimentary Wi-Fi throughout entire hotel
- Airport accessibility with 24 hour complimentary on-demand shuttle
- State of the art audio-visual equipment and support
- Secured Internet access available – for private computer networking
- Multiple dining options on-site as well as room service
- Transportation to restaurants and shopping within the immediate area including Colonie Center Mall
- Fitness Facility, Indoor pool, Billiards Room, Business Center
- Complimentary Parking in a safe well-lit surface parking lot
- Complimentary newspapers in the lobby