



**MAHS/MASC Leadership Forum & Advisors Workshop**  
**Hotel Registration Form**  
 November 6-7, 2016



PREFERRED LOGDING HELD UNTIL:  
 October 23, 2016

Advisors Name: \_\_\_\_\_

School Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Arrival Date: \_\_\_/\_\_\_ Departure Date: \_\_\_/\_\_\_

Total Number of Rooms: \_\_\_\_\_

**Method of Payment**

*A valid credit card is required to guarantee ALL reservations. If you'd like to pay with a school check, we still require a credit card to be provided*

Credit Card To Pay All Charges

Pay For Charges With School Issued Check Upon Arrival – *Credit Card Number Below Is To Hold Only.*

Card #: \_\_\_\_\_ Exp: \_\_\_/\_\_\_

Cardholder's Name: \_\_\_\_\_

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

**\*48-Hour Cancellation Policy\***

**Student & Advisor Guest Rooms**

*Room rate includes a complimentary breakfast for up to four people per room. We have an on-site Minnesota-shaped pool and whirlpool available for guests to use.*

\$94.24 Per Room / Including Tax

**\*Second Page Must Be Filled Out Completely To Reserve Guest Rooms\***

**\*Mail, Fax or Email Completed Form (Both Pages) To The Address/Email/Number Located At The Bottom Of This Page\***

✓ Check-In is at 3:00 PM  
 ✓ Check-Out is at 12:00 PM

**Pizza Pre-Order**

*If you would like to pre-order pizzas for your group, please fill out the following information completely:*

Date of Pick-Up: \_\_\_\_\_

Time of Pick-Up: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

<b><u>14" Pizza</u></b>	<b><u>Price/Tax Included</u></b>	<b><u>Quantity</u></b>
Cheese	\$13	
Sausage	\$14	
Pepperoni	\$14	
Supreme	\$16	
Veggie	\$14	

**Bigwood Event Center & Best Western: The Falls Inn & Suites**  
 925 Western Ave • Fergus Falls, MN 56537  
 Fax: 218-736-2533 • sales@bigwoodeventcenter.com

## Rooming List

**Advisors**  
 \_\_\_ # of Rooms

**Students**  
 \_\_\_ # of Rooms

Rooms Needed	Names of Occupants (First & Last Name)
Room 1	1)
	2)
	3)
	4)
Room 2	1)
	2)
	3)
	4)
Room 3	1)
	2)
	3)
	4)
Room 4	1)
	2)
	3)
	4)
Room 5	1)
	2)
	3)
	4)
Room 6	1)
	2)
	3)
	4)

Rooms Needed	Names of Occupants (First & Last Name)
Room 1	1)
	2)
	3)
	4)
Room 2	1)
	2)
	3)
	4)
Room 3	1)
	2)
	3)
	4)
Room 4	1)
	2)
	3)
	4)
Room 5	1)
	2)
	3)
	4)
Room 6	1)
	2)
	3)
	4)

**Individual Room Price Breakdown (All Prices Include Tax):**

\$94.24 Single Occ. • \$47.12 Double Occ. • \$31.41 Triple Occ. • \$23.56 Quad Occ.

**Price Summary**

# Needed	Item	Price (Including Tax)	Total
	Guest Rooms (Advisor and Students)	\$94.24	
	14" Cheese Pizza	\$13	
	14" Sausage Pizza	\$14	
	14" Pepperoni Pizza	\$14	
	14" Supreme Pizza	\$16	
	14" Veggie Pizza	\$14	
<b>Total Amount Due:</b>			