

The Ramada Conference Center is pleased to extend this opportunity to make your reservations for the Penn State Graduation weekend, May 4 & 5, 2012. The following policies and procedures will apply to all reservations:

- We require a 2 night minimum stay
- The rate is \$234.00 per night plus 8.5% occupancy tax (\$507.78 total).
- All requests must be accompanied by full prepayment by check or money order. We will not accept payment by credit or debit cards.
- All reservations will be processed on a first come first serve basis.
- Discounted rates will not be available for this weekend.
- All cancellations are due in writing. A processing fee of \$50.00 per room will be assessed to all cancellations regardless of cancellation date. If a cancellation is received on or after April 13, 2012 100% of your deposit will be forfeited.
- Due to the high demand of requests we cannot guarantee room type, room location or smoking preference.

Please retain the top portion of this form for your information and return the bottom portion with your payment to request your reservation. You will receive confirmation via U.S. Mail of your reservation. If you have any questions, do not hesitate to call me.

Sincerely,



Ann Kerr, Front Office Manager

Penn State Graduation Weekend

May 4 & 5, 2012

Print Name

Daytime Phone Number

Street Address

City, State, & Zip Code

of Rooms w/2 double beds _____

of Rooms w/1 king bed: _____

Special Requests/Needs: _____

I have read and understand the policies set forth.

Signature: _____

Amount Enclosed \$ _____

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RAMADA