



Group Name: Michigan School Business Officials

Group #: 46M0VW

Issued: 6/26/25

Dates: Sunday, October 5, 2025- Tuesday, October 7, 2025

Reservations can ONLY be made by utilizing this form.

Please Email this form to Group Reservations at groupreservations@crystalmountain.com

A selection of overnight rooms is being held exclusively for Michigan School Business Officials; Reservations will be made in order of when the forms are received. If the room type requested is not available, the next available room type and rate will be confirmed. Crystal Mountain does its best to accommodate requests, however, cannot guarantee specific rooms/units. These rooms are only for registered attendees/vendors. If registration has not been completed with MSBO, the reservation will be cancelled.

Check-in: 5:00pm

Check-out: 11:00am

Table with 4 columns: Room, Single/Double Rate, Single/Quad Rate, and Indicate 1st & 2nd Choice, how many rooms needed and building/room preference. Rows include Studio, Hotel Room, Inn Suite, One Bedroom Condo, One Bedroom Kinlochen / Inn Condo, Two Bedroom Condo, Two Bedroom Cottage / Kinlochen, Two Bedroom MountainTop Town Home, Three Bedroom Condo / Resort Home, Three Bedroom Bungalow / Cottage / Kinlochen, Four Bedroom MountainSide Townhome, Four Bedroom Resort Home, Five Bedroom MountainSide Townhome, and Four Bedroom Bungalow.

Requests: (handicap accessible, no stairs, etc.): _____

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

- Quoted rates and service fees are subject to 6% state tax, 5% CVB assessment and 10% service fee
There is a \$20.00 plus tax, per person, per night charge for additional adults above the quoted occupancy.

Deposit / Cancellation Policy: A deposit equal to the first night's lodging is required with each reservation. Once your reservation is made you will receive a confirmation email including a link to fill out a credit card authorization to pay balance. The deposit is refundable in full less a \$10 administrative fee if cancellation or modification occurs at least 14 days prior to your arrival date. The first night cost is non-refundable if the cancellation occurs within 14 days of arrival. Modifications to your reservation including changing dates or reducing the length of your stay will result in a charge equal to one night's stay.

A Deposit Guarantee may be purchased for \$25.00 per day to protect your deposit within our 14-day cancellation period, this must be purchased at the time of booking. Click the following link for deposit and cancelation policies: https://www.crystalmountain.com/your-visit/deposit-and-cancellation-policies/ No refunds on unused portion of package stays.

Add-on Deposit Guarantee fee of \$25 per day: Yes No

There is a two-night minimum stay required: Arrival Date: Departure Date:

Number of: Adults in Party: Children 17 & under:

If booking for multiple rooms: Indicate the number needed above by the room type needed, and add names for each reservation here:

Name for reservation: _____

Conference attendees sharing same room: _____

Attendee: or Vendor: School /Business name: _____

Best phone number to call for any questions: Alternative phone number: _____

E-mail Address to send Confirmation email: _____

Reservations will be made in order of when each form is received, processing times may vary due to the volume of forms received. No phone calls as that can prolong the process. A confirmation email will be sent once the reservation has been made. This form will have two links, one for credit card authorization and one for tax exemption. Crystal Mountain requires both forms to qualify for tax exemption and agency funds must be used, the full balance will be charged to the credit card. Payment is required within 7 days of receiving the confirmation email, if payment is not received the reservation will be cancelled.

Golf Reservations

MSBO has a block of tee-times starting at 2pm on Sunday, October 5, 2025, this is for 9 holes of golf on the Betsie Valley, the cost is \$32 per person. If you would like to participate, please fill out the below and payment is due with the payment of your reservation or within 7 days of receiving an email to confirm.

Once confirming email is received, please fill out the credit card authorization form and be sure to add a comment that the credit card will also cover the golf. If you will be using a different credit card to pay for the golf, please fill out a second credit card authorization form.

How many golfers: _____

Names of golfers: _____

Any comments/questions: _____

Cancellation Policy: Tee times cancelled with less than 14 days' notice, or failure to cancel tee times, will result in a charge of those tee times.