

**2020 DEPARTMENT MID-WINTER CONFERENCE
RESERVATION FORM**

February 7-8, 2020
Olebay Resort and Conference Center
465 Lodge Road
Wheeling, West Virginia 26003

\$79.00 per night room rate (plus 12% tax & 3% Historical Fee)

Name_____

Address_____

Phone #_____

E-mail_____

Arrival Date_____ AM PM Departure Date_____

Room Type: (circle one) Doubles King (Additional charge of \$10 for a King)

Non-Smoking Facility

Handicap Room: (circle one) wheelchair oxygen tank other
If you circled "other", please explain. _____

*Members with wheelchair disabilities will receive first priority.

One night's deposit must accompany this request to reserve a room. Any form, without a deposit will be returned.

Enclosed, please find one night's room deposit of **\$79.00** (plus 12% tax & 3% Historical Fee) = \$90.85 per night

(circle one)

check cash credit card
#_____ credit card #_____
type_____
expiration date_____

Your credit card may be charged for the one night's room deposit.

**Mail to: Olebay Resort and Conference Center
 ATTN: Cynthia Johnson
 465 Lodge Road
 Wheeling, West Virginia 26003**

Cancellation, at least 48 hours in advance

This form must be mailed to reserve a room at Olebay Resort and Conference Center. (No phone calls for rooms will be accepted.)

PLEASE PRE-REGISTER EARLY- THANKS!