

**Correctional Health Conference**

**October 8-10, 2019**

Arrowwood Resort & Conference Center Lodging Registration

**PREFERRED LODGING HELD UNTIL  
September 20, 2019**

Mr./Mrs./Ms. \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

Arrival Date: \_\_\_/\_\_\_/\_\_\_ Departure Date \_\_\_/\_\_\_/\_\_\_ #Nights \_\_\_\_\_

**Special Requests:** (i.e. Room accessibility, dietary, etc.)  
Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All guest rooms are non-smoking.**

**ROOMMATES**

**IF YOU ARE SHARING A ROOM EACH PERSON MUST COMPLETE A SEPARATE RESERVATION FORM.**

List name of the roommate you've selected:  
\_\_\_\_\_  
\_\_\_\_\_

If you are selecting roommates, reservation forms must be mailed or faxed together. If not received together, specific roommate requests cannot be guaranteed.

**METHOD OF PAYMENT**

- Check - **Must be sent with form**
- Credit Card - Card Charged upon Receipt of Form
- Purchase Order

Visa    MasterCard    American Express    Discover

Card # \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

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

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

**CANCELLATION POLICY**

Arrowwood's cancellation policy is 72 hours. Cancellations made more than 72 hours prior to arrival will result in a credit card or check refund, depending on the method of payment. Arrowwood will charge your credit card one night's lodging for any cancellations made within 72 hours of your arrival. Arrowwood will keep deposit if cancelled within 72 hours of your arrival.

**SPECIAL GROUP RATES**

**Tuesday NIGHT arrival**

\_\_\_\_\_ \$249.58/Single Occupancy per person

\_\_\_\_\_ \$157.97/ Double Occupancy per person

Package Includes: Guest room accommodations for Tuesday & Wednesday night, Breakfast and Lunch on Wednesday and Thursday; Tax and Service Charge.

**Wednesday NIGHT arrival with breakfast**

\_\_\_\_\_ \$157.97/Single Occupancy per person

\_\_\_\_\_ \$112.16/ Double Occupancy per person

Package Includes: Guest room accommodations for Wednesday night, Breakfast and Lunch on Wednesday and Thursday; Tax and Service Charge.

**Wednesday NIGHT arrival no Wednesday breakfast**

\_\_\_\_\_ \$143.47/Single Occupancy per person

\_\_\_\_\_ \$ 93.48/ Double Occupancy per person

Package Includes: Guest room accommodations for Wednesday night, Lunch on Wednesday; Breakfast and Lunch on Thursday; Tax and Service Charge.

**MAIL, EMAIL OR FAX ENTIRE FORM TO:**

**Arrowwood Resort & Conference Center  
2100 Arrowwood Lane NW  
Alexandria, MN 56308**

**Attention: Kristie Chisholm**

**Email: [kchisholm@arrowwoodresort.com](mailto:kchisholm@arrowwoodresort.com)**

**PHONE: 320-762-1124**

**FAX: 320-762-0133**

**NO RESERVATIONS ACCEPTED WITHOUT FORM**



**Arrowwood**<sup>®</sup>

RESORT & CONFERENCE CENTER

by CLUBHOUSE<sup>®</sup>