



**MASSACHUSETTS KNIGHTS OF COLUMBUS
HOTEL RESERVATION FORM May 16-18, 2025**

YOU MAY EITHER EMAIL THIS FORM OR RESERVE ONLINE (Do not do both.)

- EMAIL this completed form to Leeanne Moulthrop at leeannem@theemeraldresort.com

Or...

- Reserve your Room ONLINE: www.theemeraldresort.com
"Book Online" Green Box Top Left Side of the Page. Search for Availability. Enter
Group Code: KOC25

Please reserve the following accommodations.

_____ \$356.10 SINGLE OCCUPANCY includes: 2 Nights accommodations, Friday Evening Reception & Saturday Evening Dinner, all applicable Tax & Service Charges. PER PERSON.

_____ \$442.10 DOUBLE OCCUPANCY includes: 2 Nights accommodations, Friday Evening Reception & Saturday Evening Dinner, all applicable Tax & Service Charges. PER COUPLE.

NAME(S) _____

ARRIVAL DATE: _____ DEPARTURE DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAY TELEPHONE: _____ FAX: _____

E-MAIL ADDRESS (REQUIRED): _____

A **50% Deposit** of the package is required when making your reservation. NOTE: **Credit Cards will be charged this deposit amount once this form is received.** A block of guest rooms is being held at the above rate **until April 15, 2025.** Please note that history shows that rooms sell out prior to this date and all rooms are on a first come, first serve basis. We enter reservation forms in the order in which we receive this form. You are encouraged to make your reservations early to ensure conference rates and availability.

CREDIT CARD TYPE: _____ CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____ SIGNATURE: _____

Reservation Policies:

- If an individual reservation is cancelled seven days or more prior to arrival, the deposit is refunded, less \$15.00 service charge and a cancellation number is obtained.
- If the individual reservation is cancelled six days or less prior to arrival, or you do not arrive on the specified arrival date, the reservation is cancelled for all nights, and the deposit will be forfeited.
- If you do not show up for your reservation, the reservation drops out of the system, and is not automatically reinstated.
- Any changes to your reservation must be made by submitting a revised form. (Please note change and mark form as "REVISED" to avoid duplication of forms.
- Phone reservations will **not be accepted.** However, if you have any further questions, our phone number is 866-828-8259 and is open Monday – Friday, 9AM – 6PM.

CHECK-IN TIME AFTER 3:00 PM -- CHECK-OUT TIME BY 11:00 AM