



**Group Name:** Michigan Institute for Educational Management  
**Dates:** October 3, 2015-October 6, 2015

**Group #:** 45O6PP  
**Issued:** 5/27/15

Reservations may be made by utilizing this form or by booking online at [Book Online Here](#)  
 Reservations must be made by **September 3, 2015**, reservations received after this date will be taken on a space-available basis. If 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. Please inquire with reservation staff for additional unit types available beyond those listed.

**Check-in: 5:00pm**

**Check-out: 11:00am**

Room	Includes Taxes & Service Fee*		Tax Exempt**		1 <sup>st</sup> & 2 <sup>nd</sup> Lodging Choice
	Single/Double Rate	Single/Quad Rate	Single/Double Rate	Single/Quad Rate	
Guest Room	\$122.85		\$116.55		
Hotel Room	\$148.59		\$140.97		
Suite	\$184.86		\$175.38		
One Bedroom Condo	\$214.11		\$203.13		
Two Bedroom Condo		\$234.00		\$222.00	
Two Bedroom Cottage/Kinlochen		\$234.00		\$222.00	
Two Bedroom MountainTop Townhome		\$283.14		\$266.62	
Three Bedroom Resort Home		\$343.98		\$326.34	
Three Bedroom Cottage/Kinlochen		\$343.98		\$326.34	
Four Bedroom Resort Home		\$374.40		\$355.20	
Five Bedroom MountainSide Townhome		\$374.40		\$355.20	

\*Quoted rates include 6% state tax, 2% local assessment and 9% service fee.

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

- Up to 2 children ages 17 & under sleep free when occupying same room with 1 paying adult.
- **There is a \$20.00 plus tax, per person, per night charge for additional adults above the quoted occupancy.**
- Credit card imprint is required at check-in for all guests.
- **There are no refunds on unused portions of lodging or package stays.**

**Deposit / Cancellation Policy:** A deposit equal to the first night's lodging is required with each reservation. Please make check or money order payable to Crystal Mountain or include a credit card number below. Do not send cash. Deposit is fully refundable if cancellation is made 14 days prior to your arrival date. If cancelled or changed within 14 days of arrival, you are responsible for your entire lodging or package stay.

**Group #: 45O6PP**

Please Print

**Arrival Date:** \_\_\_\_\_ **Departure Date:** \_\_\_\_\_ **Number of:** \_\_\_\_\_ **Adults in Party:** \_\_\_\_\_ **Children 17 & under:** \_\_\_\_\_

**Mr. Mrs. Ms. Dr. (circle one):** Name : \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_ **(Home)**

**E-mail Address:** \_\_\_\_\_ **(Work)**

**Conference attendees sharing same room:** \_\_\_\_\_

**Special requests: (handicap accessible, etc.):** \_\_\_\_\_

**Would you like to be contacted for dining, lesson, recreation, tee time or spa reservations?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tax exempt individual:** If your agency is tax exempt you may qualify for exemption from the 6% state use tax; reservations are not exempt from the 2% local assessment and 9% service fee. Please include a state tax exempt form #3372, (IRS authorized letter with 501(c)(3) or 501(c)(4) organizations) and indicate your method of payment below. (Personal funds do not qualify for exemption from state tax, local assessments or service fee.)

\_\_\_\_\_ Agency check enclosed.

\_\_\_\_\_ Agency credit card completed below (MUST include credit card authorization form).

\_\_\_\_\_ Please use my personal credit card to guarantee the reservation. Payment with agency funds will be provided prior to arrival.

**AUTHORIZATION NOTE:** I authorize and acknowledge that all of the charges below will be processed to my payment card as detailed above.

**Credit Card #:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_/\_\_\_\_ **Billing Zip Code:** \_\_\_\_\_

**Agency or individuals name as it appears on Card:** \_\_\_\_\_

(Agency credit card or copy MUST be presented upon check in)

**Please mail or fax to:** Crystal Mountain ~ 12500 Crystal Mountain Drive ~ Thompsonville, MI 49683  
**Fax:** 231-378-4879 **Phone:** 231-378-2000 **Reservations Only:** 855-520-2974



## CRYSTAL MOUNTAIN ACCOMMODATIONS

Our accommodations offer a unique guest experience with a variety of different lodging options and conveniently allow houseguests to take advantage of our [houseguest perks](#) during their stay. All accommodations are non-smoking and feature daily stay-over service, air conditioning, satellite television, microwave, coffee maker, toaster, video player, hairdryer, iron and ironing board. Please visit our [Lodging and Package Details](#) and [Resort Map](#) for more information.

### Guest Room, Hotel and Suite Options

[PINEHURST STUDIO ROOMS](#) ~ Guest Rooms are nestled among the pines and situated along the 9th fairway of our Betsie Valley golf course. Pinehurst offer a convenient location near Kinlochen and the Buck Quad chairlift, while remaining only a short distance from the village core. ~ Lodging Amenities • Sleeps 2 guests • One queen bed • Private bath with jetted tub in select units • Efficiency kitchen • Two-story building with exterior doorways; no elevator

[HAMLET HOTEL OR CRYSTAL COLONY HOTEL](#) ~ Hotel accommodations are conveniently located in the heart of the resort near the Kinlochen and Crystal Spa, and just a short distance away from the slopes, Park at Water's Edge and the Crystal Conference Center. ~ Lodging Amenities • Sleeps up to 4 guests • Two queen beds OR one queen bed and one queen Murphy bed • One bath with jetted tub in select units • Efficiency kitchen • Community ice machine available in building • Two or three-story building with interior hallways; no elevator; luggage service available at Front Desk

[INN AT THE MOUNTAIN SUITES](#) ~ Suites are located in the heart of the village core, next to the Crystal Conference Center, across from the Park at Water's Edge Outdoor Pool and close to the slopes. ~ Lodging Amenities • Sleeps up to 4 guests • Private bedroom with king bed • One queen Murphy bed in living area • Private bath with jetted tub for two • Efficiency kitchen • Electronic work station with voice and data ports • Private outdoor balcony • Community ice machine, washer and dryer available in building • Two-story building with interior hallways; has an elevator • *Barrier free accommodations upon request*

### 1-5 Bedroom Condo Options

[PINEHURST](#) ~ One, two or three Bedroom Condos nestled among the pines and situated along the 9th fairway of our Betsie Valley golf course. Pinehurst boasts beautiful views and offers a convenient location near Kinlochen and the Buck Quad chairlift, while remaining only a short distance from the village core. ~ Lodging Amenities • Sleeps 4-6 guests • Unit layout and bedding configuration varies • 1 or 2 baths • Full kitchen and dining area • Living room with fireplace • Two-story building with exterior doorways; no elevator

[WINTERGREEN](#) ~ One, two or three bedroom condos are beautifully situated along our Betsie Valley golf course and just steps away from the Park at Water's Edge Outdoor Pool, walking distance to the Crystal Conference Center and the slopes. ~ Lodging Amenities • Sleeps 4-8 guests • Unit layout and bedding configuration varies • 1 or 2 baths • Full kitchen and dining area • Living room with fireplace • Private outdoor patio or deck • Washer and dryer in select units • Two-story building with exterior doorways; no elevator

[KINLOCHEN](#) ~ One, two, or three bedroom condos are located just steps from the slopes and the first tee of the Betsie Valley golf course. Kinlochen is home to the Thistle Pub & Grille and the Pro Shop/Nordic Center. ~ Lodging Amenities • Sleeps 6-10 guests • Unit layout and bedding configuration varies • 1 or 2 baths • Full kitchen with dining area • Living room with fireplace • May have a private outdoor deck • Community ice machine, washer and dryer available in building • Three-story building with interior hallways; has an elevator

[MOUNTAINTOP](#) ~ Two bedroom accommodations, with breathtaking panoramic views, and ski-in/ski-out convenience in select units, are perched on the top of Crystal Mountain overlooking the beautiful Betsie River Valley and beyond. ~ Lodging Amenities • Sleeps 8-12 guests • Master bedroom with king • Unit layout and bedding configuration varies bed • Master bath with jetted tub for two • 1 1/2 guest baths • Full kitchen and dining area • Living room with fireplace • Washer and dryer • Walkout deck • Summer private outdoor pool • Three-story building with exterior doorways; no elevator

[MOUNTAINSIDE](#) ~ Located on the side of Crystal Mountain, our four and five bedroom condos are nestled on our Mountain Ridge or Betsie Valley golf courses, these accommodations are perfect for your family retreat. ~ Lodging Amenities • Sleeps 9-14 guests • Unit layout and bedding configuration varies • Master suite with king bed and jetted tub • 2 or 3 guest baths • Full kitchen and dining area • Living room with fireplace • Walkout deck • Gas grill available in the summer • May have a washer and dryer • Two or three-story building with exterior doorways; no elevator.

### 2-4 Bedroom Stand Alone Home Options

[COTTAGES AT WATER'S EDGE](#) ~ This unique neighborhood offers two and three bedroom cottages surrounded by gently flowing streams and waterscapes, just steps away from the slopes, Park at Water's Edge and Crystal Conference Center. ~ Lodging Amenities • Sleeps 6-9 guests • Master bedroom with king bed • Unit layout and bedding configuration varies • 1 or 2 baths • Full kitchen and dining area • Living room with gas-log fireplace or gas woodstove • Screened porch and sun deck • Washer and dryer • 1 3/4 or 2 baths • One or two-story building with exterior doorways; no elevator

[BUNGALOWS AT CRYSTAL GLEN](#) ~ Three and four bedroom Bungalow residences are located at the base of the slopes and just steps away from Crystal Spa, Peak Pool and Fitness Center, Kinlochen, and the Lodge. ~ Lodging Amenities • Sleeps 9-10 guests • Master bedroom with king bed • Unit layout and bedding configuration varies • 2 or 2 3/4 baths • Full kitchen and dining area • Living room with fireplace • Walkout deck • Washer and dryer • Two-story building with exterior doorways; no elevator

[RESORT HOMES](#) ~ Three and four bedroom private Resort Homes are furnished with all you need for the perfect retreat. Accommodations are located a short drive to the slopes, golf courses and Park at Water's Edge outdoor pool. ~ Lodging Amenities • Sleeps 8-16 guests • Unit layout and bedding configuration varies • 2 or 3 baths • Full kitchen and dining area • Living room with fireplace • Accommodations may have a deck • One to three-story building with exterior doorways; no elevator • *Wireless internet is only available in select resort homes*

# Michigan Sales and Use Tax Certificate of Exemption

DO NOT send to the Department of Treasury. Certificate must be retained in the Seller's Records.  
 This certificate is invalid unless all four sections are completed by the purchaser.

GUEST NAME \_\_\_\_\_

GROUP NAME \_\_\_\_\_ RESERVATION NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

## SECTION 1: TYPE OF PURCHASE

- One time purchase.  Blanket certificate. Recurring business relationship.  
 Order or invoice number \_\_\_\_\_

The purchaser hereby claims exemption on the purchases of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

Vendor's name and Address
---------------------------

## SECTION 3: ITEMS COVERED BY THIS CERTIFICATE

Check one of the following:

1.  All items purchased.
2.  Limited to the following items: \_\_\_\_\_

## SECTION 3: BASIS FOR EXEMPTION CLAIM

Check one of the following:

1.  For Resale at Retail. Enter Sales Tax License Number: \_\_\_\_\_
2.  For Lease. Enter Use Tax Registration Number: \_\_\_\_\_

**The following exemptions DO NOT require the purchaser to provide a number:**

3.  For resale at wholesale
4.  Agricultural Production. Enter Percentage: \_\_\_\_\_%
5.  Industrial Processing. Enter percentage: \_\_\_\_\_%
6.  Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization)
7.  Nonprofit Internal Revenue Code Section 501 ( c ) (3) or 501 ( c )(4) Exempt Organization (must provide IRS authorized letter with this form)
8.  Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form)
9.  Rolling Stock purchased by an interstate Motor Carrier
10.  Other (explain): \_\_\_\_\_

## SECTION 4: CERTIFICATION

*I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.*

Type of Business (see codes on Page 2)	Business Name
Business Address	City, State, ZIP Code
Business Telephone Number (include area code)	Name (Print or Type)
Signature and Title	Date Signed

## Instructions for completing Michigan Sales and Use Tax Certificate of Exemption

The Purchaser shall complete all four sections of the exemption certificate to establish a valid exemption claim. A seller must meet a “good faith” standard required by law. “Good faith” means that the seller received a completed and signed Certificate of Exemption from the purchaser. Seller must retain the exemption certificates for a period of at least four years.

Michigan does not issue “tax exemption numbers”. Sellers should not accept a number as evidence of exemption from the sales or use tax. A Purchaser who claims exemption for “resale at retail” or “for lease” must provide the seller with an exemption certificate and their sales tax license number or use tax registration number.

### SECTION 1:

Place a check in the box that describes how you will use this certificate.

- a.) Choose “One time purchase” and include the invoice number this certificate covers.
- b.) Choose “Blanket Certificate” if there is a recurring business relationship.” This exists when a period of not more than 12 months elapses between sales transactions between the seller and purchaser.
- c.) Choose “Blanket” and enter the expiration date (maximize four years) when there is a period of more than 12 months between sales transactions.

Print the vendor’s name and address in the area provided

### SECTION 2:

Place a check in the box for “All items purchased” or choose “Limited too” and list the items that are covered by the exemption claim.

### SECTION 3:

Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use “Other” and enter the qualifying exemption.

### SECTION 4:

Use the number that describes your business or explain any other business type not provided.

01	Accommodation	09	Transportation
02	Agricultural	10	Utilities
03	Construction	11	Wholesale
04	Manufacturing	12	Advertising, newspaper
05	Government	13	Hospital
06	Rental or leasing	14	Education
07	Retail	15	501c3 or 501c4
08	Church	16	Other

Print the name of the business, address, city, state, and zip code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

**DO NOT SEND THIS EXEMPTION CERTIFICATE TO THE DEPARTMENT OF TREASURY.**