



HOSPITALITY SUITE RESERVATION FORM FOR VENDORS



Book early to ensure your preferred room(s) is available!

Hospitality suites at the Hershey Lodge must be reserved through PSATS and cannot be reserved through the online Group Reservation System. There are limited rooms available for hospitality suites, and reservations will be taken in the order received. Suites range in price from \$200 to \$500 per night. For more information about room rates, call Mary Lehane at PSATS. See number at bottom.

Hospitality suites must be open (at a minimum) Sunday, Monday, and Tuesday evenings, April 18-20, 2021.

The guest room rate includes overnight accommodations only per room per night and are subject to all applicable taxes, including the 6% state hotel tax and 5% Dauphin County hotel room rental tax.

Note: The Hershey Lodge requires a minimum \$200 per day food/beverage purchase from those reserving hospitality rooms. Failure to meet this minimum daily charge will result in the Lodge adding the difference to your room bill at check-out.

Complete the following – ***all fields are required:***

Company: _____

Contact Person: _____

Mailing Address: _____

Contact Phone: (____) _____ Contact Email: _____

Room Number(s) Preference (PSATS will make every effort to accommodate your request; however, the rooms requested cannot be guaranteed): _____

Arrival Date: _____ Departure Date: April 20, 2021

Number of Occupants: _____ Number of Beds: _____

Names of Room Occupant(s) (must be registered for Conference): _____

Select Hospitality Room Type:

- 1 Single- or Double-Occupancy Room
- 2 Connecting Sleeping Rooms
- Hospitality (1 Parlor and 1 Sleeping Room)

Credit Card Information to Guarantee Your Reservation:

Method of payment: Visa MasterCard Discover American Express

Card number: _____

Security code (3 or 4 digits depending on card): _____ Expiration date (mm/yy): ____ / ____

Print name as it appears on card: _____

Cardholder's address as it appears on statement: _____

Cardholder's signature: _____

Note: Depending on what suite you reserve, the Hershey Lodge may charge you \$200 for moving furniture in that suite to set it up for a hospitality function. For questions about your suite and whether this charge will apply, call Mary Lehane at PSATS at (717) 763-0930, ext. 107.

Return this form to PSATS no later than the close of business **January 29, 2021.**

By email: mlehane@psats.org

By fax: (717) 763-9732