



Meals and Lodging Registration Form
 Cedar Lakes Conference Center
 82 FFA Drive • Ripley, WV 25271
 304-372-7860 • 304-372-7881 FAX
 cedarlakesinfo@wvda.us

Registration for Environmental Training Center Class Lodging and/or meals

Person attending Class: _____

Guest contact phone number: _____

Business Name: _____ Business Telephone Number: _____

Business/Billing Address: _____ City: _____ State: _____ Zip: _____

Email Address (accounts payable): _____

Class Name _____ Arrival Date _____ Departure Date _____

PLEASE CALL TO CHECK ON AVAILABILITY OF LODGING AND MEALS BEFORE MAKING YOUR RESERVATIONS.

Housing and class size are limited. You are encouraged to register for the class first with the Environmental Training Center at 304-372-7878. Lodging reservations will be on a first come, first serve basis. **FORM MUST BE RECEIVED.** Reservations will not be accepted by telephone.

Holt Lodge: (2 full size beds) \$89.00/night regardless if there are one or two people in the room. If there are two in the room, then we split the cost. A \$5.00 Amenity Fee will be applied to each room. **Check-in is from 3pm-7pm. If you will be arriving after 7pm please call the day of arrival to make arrangements to receive your key card.**

_____ Private _____ Double _____ Roommate _____

Meals:

Please mark which meals you will have. We must have 24 hours' notice to cancel any meals. You will be charged if we do not receive 24 hours' notice to cancel.

Meals Available	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast \$7.50					
Lunch \$8.50					
Dinner \$10.00					

Add 6% WV Sales Tax to all of the above prices. **If your organization is tax exempt, please enclose a tax-exempt form.** Make checks payable to Cedar Lakes Conference Center. **Do Not Include Class Fee. Cedar Lakes will only accept payment for lodging and meals.** Will accept VISA, Mastercard or Discover. Other taxes or fees may apply.

If paying by credit card Check here _____; Cedar Lakes will contact, you once we receive your form for payment information