



## 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) \$94.00/night regardless if there are one or two people in the room. If there are two in the room, then we split the cost. **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