

**REGISTRATION AND RESERVATION FORM**  
**THE AMERICAN LEGION FAMILY - DEPARTMENT OF VIRGINIA**  
**FALL CONFERENCE - OCTOBER 21 - 23,2016**  
**FORT MAGRUDER HOTEL & CONFERENCE CENTER**  
**6945 POCAHONTAS TRAIL, WILLIAMSBURG, VA 23185**

**PLEASE READ AND FOLLOW THESE INSTRUCTIONS:**

Print or type all data entered on this form and return to the Special Events Committee before October 1, 2016. The registration fee of \$6.00 per adult, including all persons sharing a room, and children over 18 years of age must accompany this form. **You Must Be Registered to Attend any Function**

DISTRICT# \_\_\_\_\_ LEGION POST# \_\_\_\_\_ SAL# \_\_\_\_\_ AUXILIARY UNIT# \_\_\_\_\_  
 NAME: \_\_\_\_\_ ADDRESS \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE#(\_\_\_\_) \_\_\_\_\_

\*\*\*Make your check for the total amount payable to the Peninsula Special Events Committee\*\*\*

<u>FEES AND EVENTS</u>	<u>NUM ATTENDING</u>	<u>COST PER PERSON</u>	<u>AMOUNT</u>
REGISTRATION FEE	_____ @	\$ 6.00 =	\$ _____
FRIDAY - Las Vegas Night	_____ @	\$ 6.00 =	\$ _____
SATURDAY—Banquet	_____ @	\$36.00 =	\$ _____
SATURDAY - Dance	_____ @	\$ 7.00 =	\$ _____
		TOTAL	\$ _____

**HOTEL RESERVATIONS - COMPLETE ONE FORM FOR EACH ROOM REQUESTED.**

DAILY ROOM RATE: \$112.00 (plus taxes); Mini Suites \$150.00 (plus taxes). Hotel has limited number of mini suites. Contact John Murphy (see below) for mini suite. Important - Check in time is after 4:00 P.M. - Check out time is 11:00 A.M.

**HOTEL RESERVATIONS - PERSONAL INFORMATION:**

NAME: \_\_\_\_\_ Persons Sharing Room (Below): \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ NAME: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ NAME: \_\_\_\_\_  
 ZIP: \_\_\_\_\_ PHONE:(\_\_\_\_) \_\_\_\_\_ NAME: \_\_\_\_\_  
 ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ HANDICAPPED(Y/N): \_\_\_\_\_

**TO GUARANTEE ROOMS - Send check PAYABLE TO FORT MAGRUDER HOTEL**

CREDIT CARD: NAME \_\_\_\_\_ ACCT# \_\_\_\_\_  
 EXPIRATION DATE: \_\_\_\_\_ TYPE OF CARD (VISA, MC, AMX, ETC.) \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_  
 CANCELLATIONS - If not canceled by October 19 (48 hours), room deposit will be forfeited.

**MAIL THE COMPLETED FORM AND CHECKS TO:**

Peninsula Special Events Committee, c/o Mr. John Murphy, 296 Marlboro Rd, Newport News, Va. 23602 Telephone Number (757) 833-3074.