



HARBOR LIGHTS RESORT

on Lake Michigan

15 SECOND STREET · P.O. Box 1039 · FRANKFORT, MI 49635
800-346-9614 · 231-352-9614 · WWW.HARBORLIGHTSRESORT.NET

Group Booking Agreement

Applies to group reservations that occur from May through mid October.

- Group coordinator must sign Group Booking Agreement prior to rooms being blocked.
- Individuals must call to reserve their room in the block and guarantee their reservation with a deposit.
- Any rooms not reserved with a deposit by the Cutoff Date specified below will be released. (Note: The group coordinator would have the option to make a deposit on the remaining rooms to keep them in the block.)
- If the entire event is cancelled after the Cutoff Date, Harbor Lights will make every effort to re-book those rooms. However, the group coordinator is liable for any days not re-booked during the reservation period.
- A two-night minimum stay is required if reservation includes a Friday or Saturday.
- A three-night minimum stay is required for July 4th and the Labor Day weekend.

I have read and understand the group booking policy outlined above. By signing, I am agreeing to the terms set forth in this document.

Group Coordinator Printed Name	Reservation Dates	Cutoff Date for Deposit
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Signature	Group Name (rooms will be held in this name)
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Today's Date	Number of Rooms Requested (approx.) *
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Group Coordinator Information: Address: _____

Phone: _____ E-mail: _____

Credit Card: _____ Exp: _____ (Note: not charged unless group cancels per above)

Notes: _____

(Use a separate sheet for additional information)

*Number of rooms cannot be finalized until November 1st as return guests have first right of refusal.

**Fax this agreement to 231-352-6313, e-mail to groups@harborlightsresort.net
or mail to P.O. Box 1039, Frankfort, MI 49635**