

Room	Room Rate
Hotel Alcove	\$104
Hotel Superior / Queen Bed	\$121
Hotel Superior / 2 Queen	\$131
Hotel One Bedroom Suite	\$174
Hotel Two Bedroom Suite	\$206
Hotel Penthouse	\$662
Condo One Bedroom	\$174
Condo Two Bedroom	\$206
Condo Three Bedroom	\$244
Condo Four Bedroom	\$291
Condo Five Bedroom	\$328

Hotel check-in time is after 4:00PM on the day of arrival. **Checkout time is before 11:00AM** on the day of departure. Late check-out fees will apply. Room availability cannot be guaranteed for early arrivals. All efforts will be made; however, to accommodate those guests who arrive early. Luggage storage is available.

All rates are subject to the current Maine State room and lodging tax of 9% and resort charge of 14%.

METHOD OF RESERVATION

Your group has agreed to the following method of reservation: **Indiv Call-In & Room List**

Rooming List: Reservations made by rooming list must be guaranteed to the master account. A room- block allocation non-refundable deposit of \$500 is required for room block and is due with signed contract. Final payment is calculated based on room block 14 days prior to arrival.

Reservations cancelled before the cut-off date will be subject to a \$50.00 per room administrative fee. Reservations cancelled within 14 days of arrival will be refunded only if the room can be resold, and are subject to a cancellation fee of 50% of the room total or an equivalent to the first nights lodging. No refund for late arrivals, early departures, no-shows, or downgrades.

Individual Call-In deposit and cancellation policies for groups:

We understand that your attendees will be making their own reservations directly with our Reservations Department. To do so, they may call our reservations department at **(866) 865-1019**. Be sure to advise your attendees to refer to the **Directors' Academy - 2021** group when making their reservations so that they will qualify for the special group rate.

A deposit of 50% will be required at the time the reservation is made. Final payment for individual call-in reservations is due 14 days prior to arrival and will be automatically charged to the credit card on file. To use a different form of payment please call reservations more than 14 days prior to arrival to change payment type.

Upon arrival, a security deposit, in the form of a credit card authorization of \$200, will be taken. The credit card is not charged unless damages are found or there is evidence of smoking in a non-smoking room. No refund for late arrivals, early departures, no-shows, or downgrades

Credit cards accepted are MasterCard, Visa, Discover or American Express.

CUT-OFF DATE

All unreserved portions of the guestroom block will be released on **May 22, 2021** unless guaranteed by the host organization. After this date, all rooms that remain in the block revert to Sugarloaf for general resale. Additional rooms for your organization may be reserved only on a space and rate available basis.

CANCELLATION and ATTRITION POLICIES