

CROWNE PLAZA

BY IHG

Albany The Desmond Hotel

RESERVATION INFORMATION

ARRIVAL: Sunday, September 27, 2026

DEPARTURE: Wednesday, September 30, 2026

All reservations must be made no later than **August 28, 2026**. Please mail the reservation form, check and tax-exempt form to: NYSMA, 163 Delaware Avenue, Delmar, NY 12054
If paying with credit card: Fax (518-439-1204)

NYS Magistrates Association

*Package Guest Room Rates are as follows:

Single Occupancy: \$946.00 (Tax Exempt)

3 Night Package

Includes:

Overnight Accommodations for one guest Sept 27, 28, 29, 2026
Sunday Reception with Plated Dinner (choice of Chicken Normande, Salmon Piccata and Vegetable Provenance), Breakfast Buffets on Monday, Tuesday and Wednesday, Lunch Buffets, Monday, Tuesday, AM & PM Breaks on Monday, Tuesday, Dinner on Monday BBQ Chicken & Brisket or Veggie Option, Tuesday Reception with Plated Dinner (choice of Filet Mignon, Mediterranean Roasted Halibut, Oven Roasted Vegetable Strudel

Double Occupancy: \$1442.00 (Tax Exempt)

Per 3 Night Package

Includes:

Overnight Accommodations for two guest Sept 27, 28, 29, 2026
Sunday Reception with Plated Dinner (choice of Chicken Normande, Salmon Piccata and Vegetable Provenance), Breakfast Buffets on Monday, Tuesday and Wednesday, Lunch Buffets, Monday, Tuesday, AM & PM Breaks on Monday, Tuesday, Dinner on Monday BBQ Chicken & Brisket or Veggie Option, Tuesday Reception with Plated Dinner (choice of Filet Mignon, Mediterranean Roasted Halibut, Oven Roasted Vegetable Strudel

**Overnight packages are tax-exempt. If a guest is not tax-exempt, a total tax of 14.5% will apply (8% NYS sales tax and 6.5% occupancy tax).*

Optional Extra Meal Tickets for Purchase:

Sunday Dinner \$72 (exempt)	\$72 (taxed) \$77.76 =	_____
Monday Breakfast \$36 (exempt)	\$36 (taxed) \$38.88 =	_____
Monday Lunch \$48 (exempt)	\$48 (taxed) \$51.84 =	_____
Monday Dinner \$30 (exempt)	\$30 (taxed) \$32.40 =	_____
Tuesday Breakfast \$36 (exempt)	\$36 (taxed) \$38.88 =	_____
Tuesday Lunch \$48 (exempt)	\$48 (taxed) \$51.84 =	_____
Tuesday Dinner \$84 (exempt)	\$84 (taxed) \$90.72 =	_____
Wednesday Breakfast \$36 (exempt)	\$36 (taxed) \$38.88 =	_____

Total Due: _____

Meal Choices:

Sunday Reception with Plated Dinner Select one:

Chicken Normande ___ Salmon Piccata ___ Veg. Provenance

Monday BBQ Buffet Select one:

Chicken & Brisket ___ Vegetarian ___

Tuesday Reception with Plated Dinner Select One:

Filet Mignon ___ Mediterranean Roasted Halibut ___ Oven Roasted Vegetable Strudel ___

Please Indicate any Allergies or Dietary Restrictions you have:

This Reservation form is for the FULL 3-day package stay at The Desmond ONLY

**MAKE CHECKS PAYABLE TO: CROWNE PLAZA
MAIL FORMS AND CHECKS TO:
NYSMA
163 DELAWARE AVENUE
DELMAR, NY 12054**

To confirm your reservation, a credit card number must be provided or a check/money order for one night's room and tax must be sent in.

CC: _____ Exp: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

of Rooms: _____ # of people per room: _____

Roommate Name: _____

Arrival Date: _____ Departure Date: _____

Special needs: _____

RESERVATION POLICIES

- Must pay with credit card or check made out to: Crowne Plaza Albany – The Desmond Hotel
- Provide your NYS tax exemption form with payment, must match the name on the NYS tax exemption form.
- Guests staying on dates outside group's conference and/or are self-pay will be subject to tax. **Early Arrival or Late Departure overnight room rate will be \$150.00 single/double occupancy**
- Reservations must be received no later than 8/28/26.
- Cancellations must be received 8/25/26 (3) days prior to arrival date.
- Cancellations after 8/25/26 will result in forfeiture of
- the one night's advance deposit.
- Check-in time is 4:00pm. Check-out time is 12:00pm.
- A conference rebate has been included in the package rate to offset the expenses of the conference.
- Confirmation of your reservation will be emailed using the information provided on this form.

UNLESS ALL PROPER FORMS ARE SUBMITTED & COMPLETED, RESERVATIONS WILL NOT BE PROCESSED.