



# 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 for group bookings.
- A three-night minimum stay is required for July 4<sup>th</sup> 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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Group Name (rooms will be held in this name)

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Number of Rooms Requested (approx.) \*

**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 1<sup>st</sup> as return guests have first right of refusal.

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