

**The Spencer Hotel and Spa Workshops  
2009 Workshops  
Rates and Enrollment Information**

**2-5 Day Workshop Packages:**

Rates vary for the workshops, See Calendar and workshop descriptions for the costs for each.

Package rates include:

Tuition for one evening and 2 - 5 full days of class

2 - 5 nights of lodging, breakfast, lunch and dinner, gratuities and taxes.

Note: dinner is not included on the opening evening or last day.

**Cancellation Policy.**

Deposits are applied as a pre-payment of tuition and accommodations.

Half the total workshop cost is due prior to arrival. Deposits are non-refundable. We cannot be responsible for issuing refunds for classes missed due to illness, emergencies or events beyond our control. If a workshop is cancelled by us, all money will be promptly refunded. Call us before enrolling if you have questions about these policies.

**What to bring.** You will be sent a class requirements list upon receipt of your enrollment form. It is important that you bring everything you will need for class. Clothing and shoes appropriate for working outdoors are highly recommended.

**Registration.** Class size is limited to 20 students and reservations are accepted in the order in which they are received. Use the enrollment form provided to register for the workshop of your choice and mail or fax it along with your payment in full to:

The Spencer Hotel & Spa  
PO BOX 26, Chautauqua, New York 14722 US  
Fax: (716) 357-4733

Upon receipt of your deposit, you will be sent a welcome letter from your instructor listing anything you need to bring, detailed travel information, and a confirmation and invoice. The remaining balance will be due upon arrival. Payment may be made in American funds by cash, personal check or VISA or MASTERCARD credit card.

Double occupancy enrollments that are made separately cannot be confirmed until a deposit has been received from both students.

**Accommodations.** It may not be possible to change your room assignment at a later date. All other room requests are considered when possible but absolutely cannot be guaranteed. If you plan to come alone, and would like a roommate, let us know and we will try to match you with one.

**Meals.** We strive to provide a delicious, healthful menu, with an emphasis on fresh ingredients and nutritional balance. At breakfast you will have a wide choice from a full menu. At dinner, everyone is served the same 3 course meal, different each night. We can usually accommodate people who have medical or religious dietary restrictions.

**Any dietary requests must be made in writing when you enroll.**

### **Travel Directions.**

From the West: Erie, Pittsburgh, Cleveland  
Go East on I-90 to Exit 10A, I-86 / PA 17, then  
East on I-86 to Exit 8, make a left on to NY rte 394,  
Chautauqua is about 3 miles on the right.

From the North: Buffalo, Niagara Falls, Rochester  
West on I-90 (NY Thruway) to Westfield, Exit 60.  
South on NY 394, 10 miles, through Mayville, to Chautauqua.

From the East: Elmira, Corning, Binghamton, Finger Lakes, Salamanca  
West on I-86, past Jamestown, to Exit 8, NY 394 North.  
3 miles to Chautauqua.

From the South: Jamestown  
North on NY 394, 12 miles, to Chautauqua.

To locate us once you have reached the  
Chautauqua Institute:

1. Make a right turn once through the main gate
2. Go straight until you see the fire station to your right
3. Make a left turn down Jane Street, go straight to the stop sign
4. Go straight through the stop sign to the next Stop sign and make a Left
5. We are the tall yellow building on the right. 25 Palestine Avenue

Telephone: (800) 398-130

The Spencer Hotel & Spa Workshops - 2009 Enrollment Form

Please print this form, fill it out and mail or fax to:

The Spencer Workshops

PO BOX 26, Chautauqua, New York 14722 US

PERSONAL INFORMATION:

Name (Mr. Mrs. Ms.) \_\_\_\_\_

Nickname \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_

State, Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone (    ) \_\_\_\_\_

Email address \_\_\_\_\_

Birth date and time and place of birth  
for your personal mantra \_\_\_\_\_

WORKSHOP CHOICE:

WORKSHOP LEAD TEACHER \_\_\_\_\_

Arrival Date --- Departure Date    /    / 2009 ---    /    / 2009

ACCOMODATIONS:

DOUBLE OCCUPANCY

I'll room with: \_\_\_\_\_

Who is a  non-student  fellow student

PLEASE FIND ME A ROOMMATE!

I understand that if no roommate can  
be found, I will be enrolled at the single  
rate.

SINGLE OCCUPANCY

DAY STUDENT

PAYMENT OPTIONS:

DEPOSIT (half of total fee)                    \$ \_\_\_\_\_

Check or money order \_\_\_\_\_

VISA OR MASTERCARD Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Enrollment in a workshop indicates that you have read  
and understand the terms of enrollment.