



119 Eden Street | Bar Harbor | ME 04609
207.288.5801

ACCTM HOTEL RESERVATION INSTRUCTIONS

Greetings from the Atlantic Oceanside Hotel & Event Center in Bar Harbor, ME!

A block of guest rooms has been set aside for our group for the dates noted below. The group rate is based on single or double occupancy. Please be aware that additional charges may apply for additional guests in the room (\$20 each). The hotel requires a one-night advance deposit to guarantee the reservation.

Please call reservations to reserve your room and identify yourself as part of the **American College of Civil Mediators**, arriving in **June 2024**.

The block of rooms will be held until **April 29th, 2024**. Requests for reservations made after that date will be based on hotel availability and may not qualify for a discounted rate.

Hotel Phone	207.288.5801
Block Code	ACCTM0624
Group Name/Group Attendee Name	American College of Civil Trial Mediators
Reservation Deadline	April 29th, 2024
Arrival Date	June 13, 2024
Departure Date	June 19, 2024
Guest Room Rate	\$349-\$549
Maine Lodging Tax	9%

Reservations may also be made online: www.aobarharbor.com

- Click the **BOOK NOW** button, click on **Add Code**.
- On the drop-down menu click on **Discount Code**, then select **Group Attendee**.
- Enter **Group Attendee Name: ACCTM0624** and click **ADD**.
- Details of your group block will appear. Click on **SELECT & GO TO THE NEXT STEP**. The guest room selection will appear after you enter your arrival and departure dates.

Please call the hotel directly if you have any questions about booking your room as part of the group, 207.288.5801.

Kind Regards,

AO Reservations Team

Hotel Policies & Additional Information

CHECK-IN AND CHECK-OUT

Check-in: 3pm

Check-out: 11am

Early check-in

Should you arrive before 3pm, luggage storage is available, and you are welcome to use the hotel facilities. A request for early check-in can be made directly with the hotel; however, it is not guaranteed. If you expect to arrive early and would like to access your room immediately, we recommend that you book your room from the night before.



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Late check-out

A late check-out can only be arranged with the Front Desk and usually depends on availability at the time of your stay. If available, a fee will apply for a late check out past 11:30am. If you wish to guarantee a later check-out, we recommend you book your room for an additional night.

DEPOSIT POLICY

All Reservations require an advanced credit card deposit equal to the first night's lodging.

REFUND of Deposit, Individual Reservation:

For a cancellation received at least four (4) days prior to the arrival date, the deposit of one night lodging will be refunded less a \$25 administrative fee.

NO REFUND:

Cancellations received 72 hours (3 days) or fewer days prior to the arrival date will forfeit the deposit for one night stay.

PARKING

Hotel guests are provided complimentary parking on our property.

WIFI

Complimentary wifi is available across the property.

SMOKE-FREE POLICY

The Atlantic Oceanside Hotel and Event Center is smoke free property. Smoking is not permitted in guest rooms, on balconies or patios or within 50 feet of any building. Please check with the Front Desk for designated smoking areas.

SPECIAL BEDDING REQUESTS

Cribs, Pack and Plays, and Cots are available upon request, at a charge of \$15 per night.

QUIET HOURS

The Atlantic Oceanside hotel and Event Center observes quiet hours from 10pm-7am for the comfort and safety of all our guests. We have a team member on the property 24-hours a day, and should you experience any disturbances, please dial "0" to reach the front desk.

SERVICE DOGS

We welcome Service Dogs as defined by the [Americans with Disabilities Act](#). Witham Family Hotels complies with the ADA, state, and local laws regarding Service Animals.

If bringing a service dog, we ask that you inform our team at the time of booking so we can prepare for your arrival. Service dogs are to remain under the control of the owner, whether by voice command, leash, or harness and may not be left unattended in your hotel room. A service animal may be asked to leave the premises if either (a) it is a direct threat to the health or safety of others, or (2) it would result in substantial physical damage to the property of others, or (3) it substantially interferes with the reasonable enjoyment of the accommodations by others.

Guests traveling with a service dog will not be charged a pet cleaning fee. However, charges may be incurred, should a service animal damage or soil the premises.

PETS & EMOTIONAL SUPPORT ANIMALS (ESA)

We love pets, but they are not allowed on property.

Animals, including emotional support, comfort, or companion animals are not considered service animals under the ADA and/or state and local laws, and are not allowed on the premises. We reserve the right not to provide accommodation or ask a guest to leave the premises should they be in violation of this policy. Regular cancellation policy applies.