



SUMMER 2010 CONCIERGE CHECKLIST

To make your stay with East West Resorts and the Poste Montane Lodge even more enjoyable, we have prepared a list of services we can arrange for you prior to your arrival. Please write legibly and be as specific as possible. In order to allow us adequate time to confirm your requests, please mail, email or **fax this form** to the Poste Montane Lodge at **970.845.5012 at least a week prior to your arrival**. If you have any questions, please **call us** at **800.497.9238**

Guest Name: _____ Reservation Number: _____
 Arrival Date/Time (check in 4:00 PM): _____ Departure Date (check out 10:00 AM): _____
 Home Phone: (____) _____ Home Fax: (____) _____
 Business Phone: (____) _____ Business Fax: (____) _____
 Email Address: _____

Vail Valley vendors/restaurateurs require a credit card to book a reservation. This requirement is based on the cancellation policies they enforce.

Name (as it appears on card): _____
 Number: _____ Expiration: _____

Travel Arrangements

Reserve transportation to and from the airport (please circle preferred mode of transportation)
 Shared Shuttle Van Luxury Suburban (5ppl) Luxury Van (8ppl) Private Van (10ppl)
 Airport: _____ Arrival Date/Time: _____ Airline/Flight #: _____
 # of people: _____ Departure Date/Time: _____

Dinner Reservations

- Dinner reservations at selected restaurants in the Vail Valley
 Our suggestions in **Beaver Creek** include: Grouse Mountain Grill, Splendido, Mirabelle
 In **Avon/Eagle Vail**: Ti'Amo, Avondale, Vin 48
 In **Vail**: Sweet Basil, Terra Bistro, Campo de Fiori, Russell's, Kelly Liken, Larkspur, Montauk's
 In **Cordillera/Edwards**: Main Street Grill, Sato, Juniper, Mirador, and Timberhearth Grill

| Date | Restaurant | Time | # of Guests |
|------|------------|------|-------------|
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- Beaver Creek Rodeo** takes place Thursday nights, beginning at 6pm. July 1st - August 19th.
- Golf Tee Times.** Area golf courses include Beaver Creek (open to Beaver Creek guests only after 12:00 pm), Sonnenalp, Vail Golf Club, Cotton Ranch, Eagle-Vail and Eagle Ranch. Please call the concierge for pricing information and closures . Golf course closings are subject to weather conditions.

| Date(s) | Preferred Time | # of Players | Course |
|---------|----------------|--------------|--------|
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- Private Golf Lessons** are offered at the Beaver Creek Golf Course starting at \$100/hour
Date:_____ # of people the lesson is for _____
The Beaver Creek Golf Course is closing mid-October this year.

Grocery Delivery

- I would like **provisions** delivered to my room prior to my arrival. These requests include: bottled water, soda, wine, and any other special items that you would like in your room. A 20% service charge will be added to the cost of the groceries.

**** Please note if you will be arriving outside of our front desk hours, your arrival packet will be held at the Beaver Creek Welcome Gate****

Please return this completed checklist with any other attachments
AT LEAST ONE WEEK PRIOR TO YOUR ARRIVAL to the Poste Montane.

Our contact information is listed below.

When shipping packages please be sure to include (1) reservation number and (2) arrival date.

USPS mailing address:

Poste Montane Lodge
Attn. Concierge
PO Box 5480
Avon, CO 81620

UPS and Fed Ex mailing address:

Poste Montane Lodge
Attn: Concierge
76 Avondale Lane
Beaver Creek, CO 81620

Please feel free to contact us if you have any questions

Phone 800.497.9238

Fax 970.845.5012

pmlodge@eastwestresorts.com