

### Accounting/Billing/Payment

- Hotel contact: Joel Linke, Accounts Receivable Coordinator, [Joel.linke2@hilton.com](mailto:Joel.linke2@hilton.com)
- Responsible for processing payments, receiving and processing credit card authorization forms
- Credit card authorization forms must be submitted in advance of arrival if the card being used will not be physically present at check in. We recommend sending in the credit card authorization form in advance to ensure a smooth and quick check-in on day of arrival.
- Checks must be received a minimum of 2 weeks prior to arrival.
- Guests will be unable to charge incidentals to the guest room bill (ex. cannot charge gift shop charges to the room). Credit card or cash will be required for all transactions in hotel outlets or via in-room services.
- The group rates per night are as follows:
- 1-2 guests= \$139 + tax= \$159.19 per night
- 3 guests= \$149 + tax = \$170.64 per night
- 4 guests= \$159 + tax = \$182.09 per night
- To assist in calculating total due for the entire stay, please see the room and tax breakdown above.

**\*\*We do not send invoices or estimates in advance, please calculate the estimates based on this information\*\***

- Reservations may be canceled up to 48 hours in advance of arrival. Cancellation within 48 hours of arrival may result in penalty charges.
- Upon departure, the final receipt will be e-mailed within 7 business days. Receipts will not be available at check out. Guest service agents will not be able to access receipts. Questions regarding billing may be submitted once you have received your final receipts.
  - Credit cards are authorized for room, tax and a buffer per night for incidentals. You will notice this as a pending charge on a live statement. After check out, it may a financial institution as long as 7-10 business days to finalize the transaction and to release any unused, preauthorized funds back to the account. The correct amount to be charged will also be indicated on your receipt.