

## **PARKING**

Overnight guest valet parking with in/out privileges is \$25.00 per day plus tax and is available 24 hours. Day parking 0 – 4 hours is \$5.00, 4 or more hours is \$15.00. Rates are subject to change without prior notice and parking is subject to availability.

## **RESERVATIONS DUE DATE (CUT-OFF DATE): Tuesday, April 23, 2019**

21 days prior to your arrival date, all room nights which have not been reserved as described above will be deemed to be room nights which your group will not use, and they will become subject to the attrition provisions herein. Such room nights will, at that date, be returned to the hotel's general inventory. Reservation requests from your attendees received less than 21 days prior to your arrival date will be accepted on a space and rate available basis. Should such requests be accepted, such room nights will be credited to your block for purposes of any calculation of attrition.

## **RESERVATION METHOD**

From the moment this contract is accepted and signed by both parties, we will be holding your contracted guest room block and meeting space for the use of your attendees.

### **FOR ON-LINE & CALL IN GROUPS**

The Hilton Baton Rouge Capitol Center is pleased to offer the use of our online group reservations system powered by GroupMAX. All reservations will be made, modified or canceled by individuals on-line at a URL to be established and published to potential attendees through the planner's meeting website or via email. By providing the group name, individuals will also be able to make reservations by calling a toll free number created specifically for your group 24/7. Reservations must be made on or before the cut-off date of 2019-04-23 in order to be eligible for the group rate.

The Hilton Baton Rouge Capitol Center will be able to supply a username and password to provide the planner with 24/7 on-line access to the group's information and reports via the Planner Dashboard. For phone in reservations individuals may call 800-955-6962 and identify themselves as part of your group. They will need to provide guest name, requested room type (i.e. king, queen/queen or suite), check-in and check-out dates. Special requests and/or room arrangements may be made at the time of this call but cannot be guaranteed.

### **Individual Call-In:**

In order to assign individuals to specific rooms, room reservations will be required. We understand that your guests will be phoning in their reservation requests. The Reservations Department may be reached toll free at 1-800-955-6962. It is important that each of your guests contact the Hotel by **04/23/19** and identify themselves as part of your Group, and provide us with guest name, type of room, address and check-in and check-out dates. Any requests for special room arrangements must be made at the time of this call.

### **EARLY DEPARTURE FEE**

In the event that a guest who has reserved a guest room within Group's guest room block checks out prior to the guest's reserved checkout date, an early departure fee of **\$150.00** will be charged to that guest's individual account. Guests wishing to avoid this fee must advise Hotel at or before check-in of any change in the scheduled length of stay. Hotel will inform members of the Group of this fee upon check-in. Hotel will deduct any early departure fees that are collected by the Hotel from any amount Group may owe as guest room attrition.

## **PAYMENT METHOD: GUEST ROOM CHARGES**

**Individual Pays Own:** All guests will pay their own account upon departure (room, tax, incidentals). When reservations are made, a deposit equal to the room rate and tax for the first night for each reservation will be required. An individual reservation may be cancelled without penalty if cancellation is received by the hotel at least 24 hours prior to scheduled arrival. However, this shall have no bearing upon the Group's