

DoubleTree Hotel

We are delighted Region 13 has again chosen our hotel for your convention and we are looking forward to seeing you in April.

Below, we have outlined three ways you may book and pay for your reservations for 2020. These are listed in order of most efficient for you during the reservation process up to and including arrival at the hotel.

Pre-Pay for each Chorus

Your individual chorus/group can set up payment by credit card or check for all rooms within your individual chorus / group. The chorus will designate one primary contact to collect payment from each individual guest and that person will then supply us with a list of names for each room and payment for all rooms. Guests would need to provide a credit card upon arrival at the hotel but no payment will be charged as each room will already have been paid for by your chorus leader.

Single Room Payment

This option will allow one person to use their individual credit card to reserve a room. Any guest or guests that might be sharing the room would need to reimburse the person who originally booked the reservation because ALL room and tax charges will be billed against that ONE credit card.

Multiple Cards per Room

Our Chip and Pin system charges/authorizes the very first card presented at check-in for the ENTIRE room amount owed regardless of how many people are in the room or if the bill is being split. While this authorization isn't a final charge and any unused amount will be returned to the guest's credit card, it can take up to 10 business days for the funds to become available again. **Debit cards ARE NOT recommended for this.**

To utilize multiple cards for the same room we MUST have the first and last names of each guest sharing the room and their arrival and departure dates. Changes and additions at checkout are **not permitted, no exceptions.** The credit card system will charge/authorize the first card for the FULL amount of the room. It will then authorize/charge each additional guest for an equal amount of the room reservation by night. All room and tax amounts must be split equally per night!

If you have more questions, the DoubleTree encourages you to reach out. Please contact any Front Office Manager or Supervisor for further details or for answers to questions that haven't been covered.