

Thank you for selecting the DoubleTree by Hilton – South Bend for your upcoming event. The following outlines the arrangement for your event.

**NMRA Midwest Regional Convention Rates\* and Terms. \*\*See Special Note at bottom.**

		Thu 05/02/2024		Fri 05/03/2024		Sat 05/04/2024	
	Occupancy	Rooms	Rate	Rooms	Rate	Rooms	Rate
2 Double Beds	S	25	\$129.00	25	\$129.00	25	\$129.00

\*Guest Rooms quoted are exclusive of applicable sales taxes currently 15%. The Occupancy designation of "S" means once credit card is to be used to pay for the room, not one person per room. A Parking Fee is per night is on top of the room rate. The \$8 fee is per car/per room night for overnight guests based on availability in our attached garage for Doubletree by Hilton.

**METHOD OF RESERVATIONS:**

Individual Attendees can contact the hotel directly or make their reservations through the Hilton Link provided by the hotel. If individuals are required to pay for room and tax a valid credit card guarantee will be required to confirm their stay. All reservations will be considered part of the group block no matter how the reservation was made. This same process will apply for cancellations.

**PRE-ARRIVALS or STAY- OVERS:**

The contracted group rate will be honored for two (2) days prior and two (2) days after the official contracted meeting dates for any guests who wish to book pre- and post-stays. Early arrivals or late departures, outside of that date range will be quoted the best available rate.

CHECK-IN: 3:00 pm CHECK-OUT: Noon.

The hotel will do our best to accommodate early arrivals based on availability.

**METHOD OF PAYMENT:**

It is our understanding that each attendee is responsible for own room, tax, and incidentals. Rooms need to be guaranteed by each individual with a major credit card or cash deposit.

**INDIVIDUAL GUEST ROOM DEPOSIT:**

Each reservation must be guaranteed with one (1) night's room and tax, either with a major credit card, check or cash. This deposit is due at the time of reservation, and prior to cut-off date, and is subject to a "24 hour" cancellation policy to avoid forfeiture. Any reservation not canceled in accordance with reservation policies will be subject to cancellation fee of one night's room and tax, and will be charged against the individual's deposit.

**CUT OFF DATE:**

Each room in the NMRA room block must be confirmed in the manner described above, no later than Tuesday, April 2, 2024. This date will be known as your "group block cut-off date". Rooms in your block that are not Confirmed on or before your "group block cut-off date" will be released for general sale. Confirmation of rooms after the release date will only be accepted based on availability and may be subject to a higher rate.

**NO SHOW AND INDIVIDUAL CANCELLATION:**

In the event that a guest from this group no shows or requires an early departure once the guest has checked-in, a one-night room fee will be charged to the guarantor of the room. Individual reservations

cancelled within 24 hours of scheduled arrival will be subject to one-night room and tax by individual guaranteeing reservation.

**PAYMENT TERMS** All charges can be paid by a major credit card that we accept. Hotel must have a valid credit card authorization form on file at the time of signing. Payments made via credit card will be received no later than three business days prior to the start of the function.

**\*\* Special Note**

NMRA CONVENTION REGISTRATION DESK REQUEST (at Century Center, not the hotel)

Please let us know how many room nights you have booked and at what hotel. This information supports the Marketing Grant reporting requirement we have for the Visit South Bend Mishawaka organization. They are paying for the event marketing and need these statistics.

Example: DoubleTree 3 nights, or XYZ Hotel 2 nights, etc.