



**Best
Western
PLUS.**

161 Saint Anthony Ave
Saint Paul, MN 55103
651-227-8711
fdm@capitolridgehotel.com

Group: **Donnie Smith Bike Show**
Dates of Stay: **March 22 2018- March 25 2018**

Thank you for selecting the Best Western Plus Saint Paul as the location for your group to stay.

ROOMS & RATES:

Rates quoted below may not be used in conjunction with any other discounts or programs

Number of Rooms Expected: **20**
Rate per Room per Night: **\$127.99**
Minimum Room Bookings to receive Discounted Rate: **N/A**

State and Local Taxes of 13.625% will be added to the rates quoted above.

ROOM BLOCK RELEASE: Any unreserved rooms will be released back to the hotel for sale to other guests 30 days prior to first date of arrival. Please notify your guests that reservations must be made prior to 30 days from first date of arrival.

RESERVATION METHOD:

- 1) All reservations must be guaranteed with a credit card at time of reservation
- 2) Individual Guest Pay: Please ask your guests to call the hotel directly. Mention Group name at time of booking.
- 3) Single Payor: Please provide a list with the following:
 - a. Guest name, phone number, guests per room, special requests
 - b. Single payor credit card information

CANCELLATION: Room reservations cancelled less than 24 hours prior to arrival will be charged one-night accommodation.

PAYMENT: All rooms will require a credit card upon check in. If you wish to settle your account with cash or debit, you may do so at checkout time only. Personal checks will not be accepted.

RULES & RESTRICTIONS:

- 1) No charge for children up to and including the age of 18 years who share with an adult.
- 2) Maximum occupancy is 4 people per standard room.
- 3) 100% non-smoking hotel. A \$200 charge will be assessed if non-smoking policy is violated.
- 4) Check in time is 3:00 p.m. and check out is 11:00 a.m.

We look forward to seeing you! Thanks for your business.



Team/Group Welcome Letter

Welcome to our city! We trust your stay with us will be an enjoyable one. For the comfort of your group, please review the following list of helpful points to consider during your stay. Thank you for choosing to stay with us!

- 1) Quiet time is at 10:00 p.m. Gatherings must be kept inside guest room with doors closed always.
- 2) Loud and inappropriate behavior is prohibited on our premises. Abusive language directed at other hotel guests and/or hotel staff will not be tolerated.
- 3) Guests under 18 must be accompanied by an adult for use of the pool area.
 - a. Pool and Fitness Hours: 8:00 a.m. to 10:00 p.m.
- 4) Complimentary Breakfast
 - a. Weekends and Holidays - 7:00 a.m. to 10:00 a.m.
 - b. Weekdays - 6:00a.m to 9:00a.m.
- 5) We are a 100% smoke free facility. If smoking occurs in any guest room, a \$200 cleaning fee will be charged to that room's account.
- 6) NO loitering in our Hallways after 11:00 pm.
- 7) Shuttle hours for events at the Xcel Center starts from 7a-9p
- 8) Late departure after 11:00 a.m. will result in a minimum charge of one night's stay unless a late check out is approved by the Front Desk.
- 9) Upon inspection of your room by a room attendant, an extra cleaning fee may be applied directly to your account. Please ensure that the room is left in the same condition, as it was when you arrived to avoid any additional charges to your account.
- 10) Children must not be left unattended anywhere in the hotel or guest rooms.
- 11) There is no charge for parking. Hit "5#" to enter