



Payment Options:

CREDIT CARDS:

- A credit card must be given at the time of the initial reservation to guarantee your hotel rooms or your form/reservation will not be processed
- Once your form is received and processed, you must provide the hotel with a room assignment list on or before **June 24th**. If you fail to provide this list by **June 24th** any rooms on hold will be released and will be subject to availability.
- Five Days prior to arrival the credit cards provided will be authorized for one night for each room.
- If you would like to pay with a church credit card, this will expedite your check in process.

To submit a credit card payment for 9 or less rooms:

To pay individual reservation:

Go to Rosen Shingle Creek by clicking this

link: <https://book.b4checkin.com/erogatio/default.aspx?prop=rosenshinglecreek>

Payment Type: Reservation

Guest First Name:

Guest Last Name:

Payment Amount: Amount from Invoice or amount you wish to pay

Email:

Comments:

Reservation Conf #

Submit

Then you can enter your payment/credit card information.

To submit a credit card payment for 10 or more rooms:

To pay for a Group Master:

Go to Rosen Shingle Creek by clicking this

link: <https://book.b4checkin.com/erogatio/default.aspx?prop=rosenshinglecreek>

Payment Type: Group/Meetings

Payment Amount: Amount from invoice or amount you wish to pay

Email: your email address

Comments: Any special notes

Group Name:

Booking ID:

Submit

Then you can enter your payment/credit card information.

Checks:

- If you prefer to reserve with a check, you must mail the form with your check for one night's room and tax for each room and include a full room list. (We highly suggest reserving your hotel rooms with a Credit Card to avoid having to submit a room list this early.)
- Final payments must be submitted at least 10 days prior to your arrival to avoid delays in receiving payment.
- If you reserve rooms with a credit card, you can still pay in full with a church check.

Invoice:

- If you need an invoice, please email groupreservations@rosenhoteles.com and the hotel can provide one. You will need to include church name, each guest name and confirmation numbers in order to process this request.

Tax Exemption:

- In order to be exempt from taxes, you must provide your DR-14 Florida Tax Exemption Form with room list.
- Payment must be received prior to arrival with either a company check or company credit card. The name on the check/credit card must match the name on the Tax Exemption Form or you will be required to pay taxes.

Cancelation Policy:

- Should you need to cancel any rooms you must do so 5 days prior to your arrival to avoid a one night penalty.