

Florida Beta Club Convention 2025

Conference Dates: Jan 7-12

Signia by Hilton Orlando Bonnet Creek

Reservation Procedures & Information

Reservations:

Please fill out and return the completed **Rooming List form**. Send to Joshua.shorter@waldorfastoria.com

- Please attach your completed form to an e-mail with **FL Beta and your school name in the subject line.**
- E-mail form, in EXCEL format, to the following email address: Joshua.shorter@waldorfastoria.com
- *Reservations must be submitted via these forms, do not call the hotel to make your reservation(s).*
- Once we receive your rooming list form, you will receive a pre-invoice from the hotel with confirmations and total amount due. Please allow a minimum of 14 business days for processing and return of this pre-invoice.
- **Bed type is not guaranteed.** Those with 3 or 4 guests in a room will have priority for 2 queen beds
 - **Rollaway beds will not be permitted in rooms with 2 queen beds** and will be reserved for rooms with one king bed on a first come first serve basis.
 - Hotel will make every effort to block schools/groups together and please note that parlor rooms with murphy beds will be used

Payment:

Payment **MUST BE RECEIVED AND ON PROPERTY NO LATER THAN 21 days prior to arrival date.**

No keys will be given out until full payment has been received on check-in date.

- **If paying with school check** and you are **tax exempt**: please submit tax exempt form with the room block request form and mail check and copy of pre-invoice to address below.
- **If paying with school check or personal check** and you are *not* tax exempt: please send check and copy of pre-invoice (will be provided to you) to address below.
- **If paying with school credit card** and you are **tax exempt**: please submit tax exempt form via email and make sure your payment is coming from the tax exempt organization. *A secure credit card link will then be sent closer to arrival for payment.*
- **If paying with school or personal credit card** and you are not tax exempt: a secure credit card link will be sent closer to arrival to fill out for processing. You do not need this link if paying by check.

Signia By Hilton Bonnet Creek

Attn: Finance Department

14100 Bonnet Creek Resort Lane

Orlando, FL 32821

- Approximately 30-60 days after departure, you will receive a final statement from our accounting/billing department should any payments be left pending.

Tax Exemption:

To be exempt from sales tax in the State of Florida your organization must hold a **Florida tax exempt** form. **State tax exemption for states other than FL do not qualify.**

- Payment must be made by the organization that holds the tax exemption (cannot pay with personal funds).
- In order for a tax exempt to be fully processed and applied, a completed State of Florida Attestation Form **MUST** be completed with your tax exempt documents. Form on last page

Florida Beta Club Convention 2025

Conference Dates: Jan 7-12

Signia by Hilton Orlando Bonnet Creek

Reservation Procedures & Information

Rates:

Room with taxes is calculated as follows: room rate x 6.5% state tax x 6% occupancy tax = total room tax
Resort fee of \$10 +tax will be in addition to the room rate.

Non-tax exempt cost:

Room Rate	Room Tax	Resort Fee/Tax	TOTAL Per Room Night
\$235.00	\$29.38	\$11.25	\$275.63

Tax exempt cost:

Room Rate	Room Tax	Resort Fee/Tax	TOTAL Per Room Night
\$235.00	\$0.00	\$10.00	\$245.00

Resort Fee: Resort fee includes:

Premium High Speed Internet access (excluding meeting rooms) for up to 2 devices • Two Bottles of Water Daily • Access to the Waldorf Astoria Golf Club practice facility • Access to the Fitness Center • 20% discount on Spa Treatments at the Waldorf Astoria Spa • Free Golf Club Rental after 2pm • Use of Lazy River Tubes • Shuttle Service to all 4 Disney Theme Parks & Disney Springs • Complimentary dinner for children 12 & under at Harvest Bistro when ordering from the kids menu and accompanied by an adult entrée. Limit one comp child's meal per paying adult. • Children 5 & under eat free for breakfast at Harvest Bistro

Parking:

Parking rates are as follows and must be paid for at check-in

Rates are per night, per vehicle:

Self-parking: \$19+ tax = \$20.24

Valet parking: \$27+ tax = \$28.76

Payment for parking for individual reservations (not through the school) will be required to go to the Front Desk to pay in advance

Florida Beta Club Convention 2025

Conference Dates: Jan 7-12

Signia by Hilton Orlando Bonnet Creek

Reservation Procedures & Information

All housing reservations for Elementary, Junior and Senior Beta will be processed by Signia by Hilton Bonnet Creek. Requests must be submitted via email on the housing rooming list form. **PHONE REQUESTS WILL NOT BE ACCEPTED.** All forms will be entered in the date order that they are received. Upon the hotel's completion of your school's reservations, a confirmation list with the total amount due will be emailed to the email address provided on the housing form.

The hotel's standard rooms consist of two queen beds or one king sized bed. Lodging room assignments will be based on preference and specific room needs and availability. The two queen bedrooms will accommodate up to four persons only and the **king rooms** will accommodate up to **three persons** with a rollaway bed. Suite options may be available upon request. Roll-a-way beds are available first come first serve and are not permitted in the queen size bedrooms. There is a cost of \$30 per night for roll-a-way beds.

Special requests of schools traveling together should be noted on the housing form. We will make every effort to block rooms together for those schools that have made this request. Organization of the student rooms will be the responsibility of the advisors. The hotel will not be able to divide the room rates of students from different schools that are rooming together. The school that lists the student name(s) on their housing form is responsible for payment for that room. The hotel cannot discern duplicated names and we hold the number of rooms that is indicated on each form. If both schools list the shared student information, both schools will be charged in FULL for all rooms on the housing form.

The cancellation and change deadline is **12/8/24**. All cancellations and changes must be submitted via email to Joshua.shorter@waldorfastoria.com. Changes will not be accepted after the deadline date. Any cancellations after the deadline date will be charged one night's room and tax. Any no-shows will also be charged one night's room and tax.

Payments for all schools must be paid in full NO LATER THAN 21 days prior to arrival.

Please complete all information on the housing form. Incomplete forms will be held until all information is provided.

I have read and understand the reservation policies for the Signia Hilton Orlando Bonnet Creek:

Name: _____

Date: _____

School: _____