

## Parking for Overnight Guests:

- All guests are welcome to park in the attached parking garage, with access from both Church St. and N. Rose St
- All guests will receive an entry ticket upon entering the garage; **guests are welcome to discard this**
- **For guests staying overnight: We have discounted overnight self-parking to \$5/night (from \$25).** Once checked in, your guests will use their guestroom key card to exit/enter the garage; they are welcome to exit and enter as many times as they please
  - Guests will see this \$5/night parking charge reflected on their final room invoice
  - If you are covering overnight self-parking for any of your guests, you will see this \$5/night parking charge reflected on your final master bill
  - They will use the key card to exit the garage for the last time, then recycling it in the receptacle provided

## Parking for Day Guests: Instructions are included as an attachment for your review and dispersal

- All guests are welcome to park in the attached parking garage, with access from both Church St. and N. Rose St
- All guests will receive an entry ticket upon entering the garage; guests are welcome to discard this
- **For day attendees: We are providing \$5/exit self-parking passes for guests to use at the exit. You will receive passes upon arrival to hand out to your guests; they will need one each time they exit**
- **Paying with Credit/Debit Card:**
  - Guests will simply need to take this pass and get in their car, driving to the exit. They will be prompted to scan the pass, and asked to provide their debit/credit card
  - If requested, they are able to receive a receipt at this point
  - The gate will then lift, allowing them to depart
- **Paying with Cash:**
  - Guests will need to stop at the Parking Box, located inside the hotel, before you reach the skywalk, to pay with cash
  - They will be prompted to scan their discounted pass and complete their payment
  - If requested, they are able to receive a receipt at this point
  - Guests will then need to get in their car and drive to the exit. They will be prompted to scan their paid receipt/pass
  - The gate will then lift, allowing them to depart
- **You will receive these day passes upon arrival - I recommend having them located at your registration table for guests to retrieve**

- **If you would like, we are happy to store passes at the front desk to hand-out at request, but we would prefer this not to be the primary way for guests to get a pass**
- **Any unused passes can either be discarded or handed to the banquet manager**

**Valet Parking:** Our standard valet pricing is \$25/day, before tip. Your guests are set to cover these charges on their own, if they do choose to valet their car.