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**HOSA**

February 13-16, 2019

Reservations:

The cut off date for accepting reservations into the block is January 18, 2019. Please use this excel spreadsheet attached to submit your rooming lists. Please include any special requests or comments and submit directly to:

Dylan Fultz, Group Housing Coordinator

[dylan.fultz@marriott.com](mailto:dylan.fultz@marriott.com) and CC: [Kimberly.petrucci@sheratonhotels.com](mailto:Kimberly.petrucci@sheratonhotels.com)



Accounting:

The group guest room rate is as follows:

|  |  |  |
| --- | --- | --- |
| Single / Double Rate | Triple Rate | Quad Rate |
| $139.00 | $139.00 | $139.00 |

The current tax rate is 14.75%. The group guest room rates **with tax included** are as follows:

|  |  |  |
| --- | --- | --- |
| Single / Double Rate | Triple Rate | Quad Rate |
| $159.50 | $159.50 | $159.50 |

Payment Procedures: We accept payment via check, credit card, or wire transfer. Unfortunately, POs are not accepted. Please see included appropriate forms based upon type of payment. All payment is required by the time of check in. (Please note, credit card forms are to be faxed to 303-352-2475)



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Tax Exemption:

Please read carefully through the tax exemption requirements as if these are not all adhered to, taxes may be applied.

Please send us your tax exempt document and included are additional forms that are needed.



Tax Exemption Application Requirements

Denver Lodger’s Tax: 14.75%

Items Required:

 State Tax Exempt Certificate

 Claim for Exemption from Denver Sales, Use or Lodger’s Tax for use by Hotels, Motels and

Restaurants Affidavit

 Standard Home Rule Affidavit of Exempt Sale Affidavit

 Affidavit of Non-Taxable Sale to Tax-Exempt Organization Affidavit

Please note:

 The forms must be completed entirely. Incomplete affidavits will result in the transaction being ineligible for exemption.

 If a fee is collected from the attendees to cover the rooming or event cost being paid to the hotel, the transaction will not eligible for tax exemption in the state of Colorado and the city/county of Denver.

 To be eligible for exemption, the payment must come directly from the tax exempt entity. No reimbursement is allowed.

 If the organization is a 501(c)3 rather than a public school/government entity, please contact the Sheraton Denver Downtown Hotel’s accounting department to discuss 501(c)3 tax exemption requirements.

Deadline to process tax exemption is Friday, February 1, 2019. Please submit directly to Celeste Tapia, Accounts Receivable Specialist, at [celeste.tapia@sheratonohotels.com](mailto:celeste.tapia@sheratonohotels.com) and CC: [Kimberly.petrucci@sheratonhotels.com](mailto:Kimberly.petrucci@sheratonhotels.com)