

Billing Instructions Worksheet

King and Prince Beach & Golf Resort -- Sales Department

201 Arnold Road / St. Simons Island, GA 31522

This completed form is to be returned with the signed agreement.

Group / Billing Name: _____ Arrival Date: _____

Billing Address 1: _____

Billing Address 2: _____

Onsite Contact(s): _____

1) MASTER BILLED CHARGES

Please check for all charges that are to go to the master bill. (Charges for unchecked checkboxes will be charged to guests.)

Meeting & Banquet Charges (Including Catered Food & Beverage, Room Rental Charges, etc.)

ALL Charges for ALL guests without exception. **(If you check this there is no need to check any more Charges boxes!)**

Guests' **Room & Tax** (This will apply to all nights including early arrivals and late departures unless otherwise specified in the Exceptions section below.)

Hospitality House (Room & Tax)*

(If the Hospitality House is under a guest name, please provide name: _____)

*If you have not already made Hospitality arrangements but are interested in doing so, please contact your Sales Manager to inquire about availability. Restrictions apply.

Guests' Hotel Food & Beverage Charges

Green Fees/Cart – Group Event(s)

Guests' Gift Shop Charges

Green Fees/Cart – Individual Walk-On

Guests' Long-Distance Telephone Charges

Golf Club House Merchandise Charges

Guests' Laundry Charges

Golf Club House F&B – Group Event(s)

Guests' Fax/Copy Charges

Golf Club House F&B – Individuals

Guests' Rollaway Rental Charges

Guests' Beach Rental Charges

2) EXCEPTIONS / SPECIAL BILLING NOTES:

Please list any individuals who are to be considered an exception to the above instructions. If there are exceptions please specify: Room & Tax, Food & Beverage, ALL Charges, etc. Please be specific which charges for which dates go to the Master Bill:

_____	_____
_____	_____
_____	_____

3) PLEASE LIST ANY SPECIFIC GROUP VIPs:

_____	_____
_____	_____

4) AUTHORIZED SIGNERS (individuals who can make changes to these billing instructions):

_____	_____
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5) TAX EXEMPT STATUS (please check all that apply):

Not Exempt.

State Tax Exempt (Please provide signed Form GA-ST5.)

Local Occupancy Tax Exempt (Please provide signed GA Hotel/Motel Occupancy Tax Exemption form.)

ALL Taxes (includes GA Transportation Tax. Federal Employees ONLY. Please provide Agency Exemption Letter.)

6) FORM OF PAYMENT (select one):

Pre-Payment - Credit Card (10% deposit required at the time of booking, remainder due 72 hours prior to arrival. The Resort will send you a link to Sertifi.com, a secure, online payment portal.)

Pre-Payment - Check (10% deposit required at time of booking; 40% at 30 days out, Remainder at 3 days prior to arrival for Business Checks; 14 days prior for personal checks)

Direct Bill (Resort will send a credit application. Please check with Resort to confirm any previous Direct Bill rights. You may be required to update your application on file)

Signature:

Date: