

2018 NTLTC Hyatt Hotel Reservation Instructions

7 am February 6, 2018 **Hyatt site** groups with at least 50% of their rooms staying for two nights may reserve rooms.
7 am February 16, 2018 **Hyatt site** groups staying only one night may reserve rooms.

Deposit and Taxes:

- A deposit of one night's room and tax for each room.
- Everyone must pay the City Tax. You may be exempt from the State of Texas Hotel Tax.
- Taxes are calculated as if you are State of Texas Hotel Tax exempt. If you are not exempt from hotel tax in Texas you will **owe an additional 6%**.

Group Room Reservation Procedure:

Step 1 - Reserve your rooms on the NTLTC Registration Portal (nt.ltcereg.org). See Page 2 for instructions.

Step 2 - Complete housing list the day you make reservations.

Step 3 - Submit the following postmarked within **3 days** of your reservation:

1. Hotel Account Summary (Print button on "View/Edit Reservations") (Do **not** send copies of the housing list)
2. State of Texas Hotel Tax Exempt Form if exempt
3. Check made **payable to hotel** or credit card information

****Important: The NTLTC Office address has changed to:**

**NTLTC
P.O. Box 9159
Denver, CO 80209**

Your check writer may have the old address saved in their system. Please confirm the new address with them.

What Happens Next

- After your deposit is received and your housing list is complete, your reservation will be locked.
- No changes to your reservation will be accepted after your reservation has been locked.
- Beginning March 19, 2018 you may make hotel changes directly with the hotel. An email address to submit changes will be provided. To avoid any charges all changes must be made 3 days before arrival date.

A Word About Hotel Tax Exemption

Churches are exempt from state taxes **if they are registered in the Texas State Comptroller database of exempt organizations**. The hotel will charge the entire tax (state and city) if your church does not appear in the Texas State Comptroller database. Churches in states other than Texas can register as well. All churches must pay city taxes and cannot be exempt.

Check if your church is listed as being exempt from state hotel tax at the following website:
<https://www.comptroller.texas.gov/taxes/exempt/search.php>

Instructions for NTLTC Hotel Reservations

Step 1 - Log on to Registration Portal (nt.ltcereg.org).

Step 2 - On your church dashboard click on "Hotel Reservations" icon.

Step 3 - Click on "Create Reservations" button for the type of room needed.

Step 4 - On the right bar select "First night of Stay" "Length of Stay" and "Number of Rooms to Reserve."

Step 5 - Confirm Reservations

Step 6 - Return to church dashboard and click on "View/Edit Reservations"

Step 7 - Click Edit beside each room. Enter the names for the room in the right side bar. Click "Save Changes"

Step 8 - On the top of the "View/Edit Reservations" page, click on the "Print Hotel Invoice" button to print your invoice

Step 9 - Submit deposit (check made **payable to the hotel**), a State of Texas Hotel Tax Exempt Form, and the Hotel Account Summary to the **NTLTC Office** the day you make reservations. (Do **not** send copies of the housing lists).

Your deposit must be postmarked within 3 days of your reservation.

The screenshot shows the "Hotel Reservations" interface. On the left, there is a table titled "Hotel Rooms Available" with columns: Hotel Name, Room Name, Room Description, Sleeps, Price, Available, and a "Create Reservations" button for each row. The table lists three room types: Double, King with sofa sleeper, and King. On the right, there is a form titled "Create Reservations for Hilton Anatole Double". The form includes fields for "First Night of Stay" (set to Fri), "Length of Stay" (set to 2 nights), and "Number of Rooms to Reserve" (set to 0 rooms). A "Confirm 0 Reservations" button is at the bottom of the form. Blue arrows labeled "Step 3", "Step 4", and "Step 5" point to the "Create Reservations" buttons in the table, the reservation form, and the "Confirm Reservations" button, respectively.

| Hotel Name | Room Name | Room Description | Sleeps | Price | Available | |
|----------------|------------------------|------------------|--------|--------|-----------|---------------------|
| Hilton Anatole | Double | | 4 | 103.69 | 139 | Create Reservations |
| Hilton Anatole | King with sofa sleeper | | 4 | 92.77 | 100 | Create Reservations |
| Hilton Anatole | King | | 4 | 81.86 | 70 | Create Reservations |

Repeat Steps 3, 4, and 5 as needed for different room types, first night of stay or length of stay.

EXAMPLE: If I want 20 doubles for Fri/Sat, 10 doubles for Fri, and 5 kings for Fri/Sat:

For the 20 Fri/Sat Doubles

Step 3 - click on "Create Reservation" on the "Double" line

Step 4 - for "First Night of Stay" choose "Fri", for "Length of Stay" type 2, for "Number of Rooms to Reserve" type 20

Step 5 - click "Confirm Reservations"

For the 10 Fri Doubles

Step 3 - click on "Create Reservation" on the "Double" line

Step 4 - for "First Night of Stay" choose "Fri", for "Length of Stay" type 1, for "Number of Rooms to Reserve" type 10

Step 5 - click "Confirm Reservations"

For the 5 Fri/Sat Kings

Step 3 - click on "Create Reservation" on the "King" line

Step 4 - for First Night of Stay choose "Fri", in Length of Stay type 2, for Number of Rooms to Reserve type 5

Step 5 - click "Confirm Reservations"