

**Golden Nugget Atlantic City**  
**Reservation Procedure – Guests Paying by Purchase Order or Voucher**  
**Rutgers University Educational Forum & Seminar**

Guests to make reservations directly with the hotel Reservation Department by calling 1.800.777.8477 Select Option 3 to be connected with a Reservation Agent and identify themselves as being with **Rutgers University** or group code: **ARU17** to receive the special group rate of: **\$74.00**  
Guest's will need a credit card to make the reservation and it will be charged a one night's rate to guarantee the reservation and to receive confirmation numbers. If you are required to have an invoice to support your purchase order/voucher, please be sure to request from the agent that written confirmations to be emailed to your attention at the time of making the reservation.

Neither the Sales Department, Front Office nor Accounting will send invoices for individual reservations.

Be sure to place the guest (or multiple guests) name, arrival/departure dates and confirmation numbers are on the Purchase Order or Voucher and then mail directly to:  
**Ana Wilkes, Accounting Supervisor, Golden Nugget Atlantic City**  
**Huron Ave & Brigantine Blvd, Atlantic City, NJ 08401 Phone: 609.441.8579 Email: [awilkes@gnacm.com](mailto:awilkes@gnacm.com)**

Guest reservations paid by Purchase Order or Voucher are exempt from the 13.8% tax but still need to pay the \$2.00 Tourism Promotion, \$3.00 Occupancy and \$5.00 Resort Fees.

**\$74.00 (Room rate) + \$10.00 (Tourism/Resort/Occupancy Fee) = \$84.00 inclusive per room per night**

The PO or Voucher will be checked for accuracy, signed and mailed back with the Golden Nugget Federal Tax ID and W-9 Form to the originator of the document. It would be helpful to have a contact name, phone number and email address for the originator of the PO/Voucher so that we can give personalized attention during the process.

Payment checks must be received by the Golden Nugget Accounting Office no later than **Tuesday, April 18<sup>th</sup>, 2017** for processing. Once we receive the payment check then the initial deposit charged to the credit card at the time of making the reservation will be credited to the card used.

Payment checks for all reservations must be mailed directly to:  
**Ana Wilkes, Golden Nugget Accounting Supv, Huron Ave & Brigantine Blvd, Atlantic City, NJ 08401**  
**Phone: 609.441.8579 Email: [awilkes@gnacm.com](mailto:awilkes@gnacm.com)**

If full payment is not received **2 weeks prior to check in** (Tuesday, April 18<sup>th</sup>, 2017) then it will be the responsibility of the guest to pay for all charges in order to check in. Also, this guest will *not be tax exempt* and will be responsible for the 13.8% tax. No checks will be accepted at the Front Desk.

Cancellation of individual reservations not received by Golden Nugget at least 48 hours in advance of your group's arrival date, Tuesday, May 2, 2017 will be charged one night's room revenue. This charge will be applied to the individual's credit card received at the time of making the reservation

All guests cancelling reservations must call 1.800.777.8477 select option 3 and receive a cancellation number/confirmation from the agent. No disputed cancellation charges will be honored without the cancellation number.

