



GROUP BILLING INSTRUCTIONS

Having correct billing information is a critical component of any successful program. With that in mind, we ask that you please complete and return this form to your Conference Service Manager **at least 45 days prior to your group's arrival.**

Group Name: _____ Client Name: _____ Date: ____ / ____ / ____

A. Billing Contact/Address:

B. Authorized Signatures to the Master Account:

C. Below we have indicated the (4) billing options available.

Please check the appropriate option for your program.

I. All charges to the Master Account:

All individual charges and group function charges will be posted to one master account bill. An itemized folio indicating what charges were incurred will support each guest's total.

II. All charges to the individual*:

All charges, including room, service charge, tax, plus incidentals will be the guest's individual responsibility for payment (see following page for outline of all charges). Note that group functions are kept separate from individual folios and group function charges will be billed as indicated on your final Event Orders.

III. Room/Tax/Daily Resort Fee to the Master Account:

Charges for room, tax and daily resort fee for each guest will be posted to the one master account bill. Individual guests will be responsible for payment of all incidental charges.

IV. Split charges between the Master and Individual Accounts*:

This method sets up two accounts for each guest: one billed to the Master Account and the other billed to the individual. This requires the completion of the attached "Group Attendee Billing Instructions Form" to determine what charges should be placed in each of the accounts.

***The Greenbrier requires credit card imprints from guests at check-in. ***



GROUP ATTENDEE BILLING INSTRUCTIONS

BILLING CATEGORIES	MASTER ACCOUNT	INDIVIDUAL	COMMENTS
ROOMS			
Room & Tax			
Early Arrivals /Stayovers			
Daily Resort Fee			
Baggage Handling			
Valet Parking			
Transportation			
RESTAURANTS & LOUNGES			
Breakfast at Leisure			
Lunch at Leisure			
Dinner at Leisure			
Bar Charges			
Room Service			
In-Room Mini Bar Refreshments			
ACTIVITIES			
Individual Greens Fees			
Golf Rentals (Clubs & Shoes)			
Beverage Cart/Snack Bars			
Golf Academy Fees			
Tennis Court Fees			
Racquet Rental & Tennis Balls			
Tennis Lessons			
Spa Services (Automatic Gratuity)			
Equestrian (Horseback & Carriage Rides)			
Greenbrier Off-Road Adventure			
Gun Club			
Fishing-On Property			
Bowling			
Bowling Food & Beverage			
Bunker Tour			
Escape Room			
Croquet			
Whitewater Rafting (Automatic Gratuity)			
RESORT OUTFITTERS (Automatic Gratuity)			
Alpine Climbing Tower/Orienteering			
Archery/Biking/Falconry/Kayaking/			
Other Greenbrier Outfitters			
MISCELLANEOUS			
Adventure Zone			
Babysitting Services			
Business Center			
In-Room Movies/Games/Music			
Laundry/Dry Cleaning			
Studio G			
Telephone			
Shop Purchases			

BILLING INSTRUCTIONS WILL BE DEEMED ACCURATE BY THE GREENBRIER UNLESS OTHERWISE NOTIFIED IN WRITING 7 DAYS PRIOR TO ARRIVAL.