



ATLANTIC CITY

LOVE ALL. SERVE ALL.

MUNICIPAL CLERKS CONF 2025 CONFERENCE

Please see the following guidelines regarding purchase orders.

- Guest(s) must make their hotel reservation prior to a purchase order being sent
- Accounts Receivable **MUST** have the purchase order signed (HRAC policy) and returned within 2 weeks of the reservation being made. PO **MUST** have attendees listed to ensure correct check application.
 - Purchase orders can be emailed to Jessica.Diaz@hrhcac.com ;
groupfinance@hrhcac.com
- Payment in full must be received no later than 30 days in advance of arrival. Accounts Receivable will need to have the check deposited (cleared) and posted to the reservation for a smooth check-in.

Note: When making initial reservation, you will be charged the first night's room rate plus taxes on the credit card provided. When Hard Rock receives the check for that guest's reservation, you will be refunded at that time.

Following is the address to submit purchase orders & checks. ST-5 forms are to be sent if no PO is being submitted (**ST-4 document is NOT accepted**):

*Hard Rock Hotel & Casino
1000 Boardwalk
Atlantic City, NJ 08401
Attn: Accounts Receivable/ Jessica Diaz*

Please be aware that any checks received with the incorrect total (not matching total on PO sent) or checks received that are not associated with a confirmed reservation will be returned to sender. A check will also be sent back if there is no PO in file for the check received.

Following is a room night breakdown when a purchase order is used to reserve a room:

\$99.00 room rate
25.00 Resort fee
7.00 tourism fee
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\$131.00 per night

Checks must be received by **MARCH 4TH**, or the reservation(s) associated with the purchase order will be paid by credit card reservation was booked with. No checks or purchase orders will be accepted at the Front Desk or after the event.