

# The St. Clair Hotel Payment and Refund Information

## Payment

The hotel requires a credit or debit authorization for the full cost of the entire reserved stay, including parking if applicable, plus \$75 for incidentals, at check-in. Pre-paid reservations require a \$75 authorization, plus parking if applicable. The hotel accepts: American Express, MasterCard, Discover, Diners Club, and VISA credit and debit cards. Cash is only accepted at check-out. Guests are encouraged to inform the agent if the card being presented is a debit card to avoid duplicate authorizations. The hotel does not accept pre-paid or 3rd party debit cards; there is an ATM in the hotel for these transactions. All credit and debit cards are subject to verification and authorization in the hotel's point-of-sale (i.e. pin pad) device. By hotel policy, the first person to check in will be required to make full payment for the entire stay including parking (if applicable); alternate payment arrangements can be made during the stay or at check out.

## Refunds

By company policy, cash refunds are subject to in-house availability and all refunds over \$250.00 must be made by company check. Credit and debit card refunds and authorization releases are subject to the issuing bank's policies; the hotel is not responsible for the timing of the return or the release of these funds.

Thank you for choosing The St. Clair Hotel.