

****Credit Card Authorization Forms & Pre-Payment Information****

The credit card on file when the reservation was made is utilized to hold the room only. If your room & tax will be paid by a company/business credit card or paid by another individual on behalf of you, a Credit Card Authorization Form will be required before the reservation can be checked into the hotel. *(If the credit card and the credit card holder are present at the Front Desk when you are checking in the form is not required).*

In an effort to provide a more seamless check-in experience Credit Card Authorization Forms and Florida State Tax Exemption Certificates are strongly advised to be sent to the hotel prior to December 15, 2023. If you wish to receive the secure credit card link to pre-pay for your room, please reach out to the hotel via the following e-mail address: GaylordPalmsContactUs@GaylordHotels.com

*Payments by check must be received at the hotel on or before **December 15, 2023**. All checks may be mailed to the following address:*

Gaylord Palms / Attn: Accounting

6000 West Osceola Parkway

Kissimmee, FL 34746

***We strongly recommend obtaining tracking numbers. ***

Deposit Policy:

A deposit of one-night room and tax will be charged to the credit card on file if pre-payment via check or credit card authorization form has not been received on or by **December 15, 2023**.

Hotel Arrival and Departure Times:

Check in: 4:00 PM

Check out: 11:00 AM