**Individual Pre-Payment for Room and Tax via Check**

Please be advised that **checks** covering room and tax charges must be submitted 15 business days (3 weeks) prior to arrival. The hotel is unable to process checks on-site at the time of check-in. If payment has not been submitted in advance, a valid credit card will be required at check-in.

For Check payments for up to 4 guest rooms, kindly ensure the following details are included with the check:

* Confirmation Numbers
* First and Last Names of Guests
* Arrival Dates and Departure Dates

If needed, the Reservations team at 1-877-879-9979 is available to provide a pro-forma invoice with an estimate of room and tax charges. Should you have any questions or require further assistance, please feel free to contact Javier Moreno at [Javier.Moreno@loewshotels.com](mailto:Javier.Moreno@loewshotels.com).

**Individual Guest Room Pre-Payment for Room and Tax via Credit Card Authorization**

For **Credit Card** Authorizations for up to 4 guest rooms, please contact our Reservations team at 1-877-879-9979. To expedite the process, please have the following details on hand:

* Confirmation Numbers
* First and Last Names of Guests
* Arrival Dates and Departure Dates

**Pre-Payment for Room and Tax for 5 or more rooms using the same Method of Payment**

**Beginning Monday, April 15, 2025** for **pre-payment** requests for 5 or more rooms to be paid for with the same card or check prior to check-in, please reach out to [VCR.SpecialReservations@loewshotels.com](mailto:VCR.SpecialReservations@loewshotels.com)

*Please note that, for security reasons, physical forms or checks will not be accepted via email or in person to ensure the protection of sensitive financial information.*

**Incidental Charges**

At check-in, all guests will be required to provide a credit card to cover incidental charges, including those who have submitted pre-payment for room and tax in advance. The only exception to this policy is for guests who have a valid credit card authorization on file to cover incidental charges.

Our standard incidental hold is $100 per room, per night. Any unused funds will be released upon check-out. Please be advised that most banking institutions typically return the hold funds to your account within 5-7 business days. However, if a debit card is used, the hold may take up to 14 days to be released and returned to your account.