



# HotelPoint® 2018

## FOOD & BEVERAGE AUTHORIZATION FORM

**PLEASE COMPLETE THIS FORM AND RETURN PRIOR TO MARCH 30, 2018**

If your team would like to have Food or Beverages served to the Hotel Executives during your Boardroom Presentation or at your One-on-One Location, you must coordinate the delivery directly with the Hotel. Chain Executives receive light snacks and refreshments during the Boardroom morning sessions, and all Event Attendees have access to light snacks and refreshments during One-on-One appointments.

Food or Beverage items purchased from an outside source, or that are not ordered utilizing this Food and Beverage Authorization Form, **will not** be permitted in the Boardrooms or the One-on-One Space.

The Food or Beverage item ordered will be delivered by the hotel as noted by you:

- All of your scheduled Boardroom Presentations
- One, or some, of your Boardroom Presentations only
- Your One-on-One location

DELIVERY DATE (MON/TUES)\* \_\_\_\_\_

ITEM(S) TO BE DELIVERED \_\_\_\_\_

DELIVERY LOCATION  One-on-One Space  All Boardrooms  Some Boardrooms

ORDER CONTACT NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CELL PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY / STATE / ZIP CODE \_\_\_\_\_

### PRICING DETAILS:

Your team will coordinate directly with Melissa Tannura at the JW Marriott Desert Ridge Resort regarding Hotel pricing for the food or beverage selection. HotelPoint will provide the JW Marriott Desert Ridge Resort regarding your Company's assigned Boardroom date, time and location and/or your One-on-One assigned location.

### ALL CHARGES TO BE BILLED TO A GUEST ROOM:

ON SITE COMPANY REPRESENTATIVE NAME: \_\_\_\_\_

GUEST ROOM CONFIRMATION NUMBER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

ALL REQUESTS MUST BE EMAILED TO MELISSA TANNURA AT [MELISSA.TANNURA@MARRIOTT.COM](mailto:MELISSA.TANNURA@MARRIOTT.COM)

Questions? Call or email Melissa Tannura at (480) 293-3984

\* HotelPoint reserves the right to limit the number of Food or Beverages Boardroom Deliveries made on a given day or over the course of the Event. Should your Food or Beverage Delivery not be able to be delivered as requested, you will be contacted by a representative of HotelPoint.