



Environmental Protection Agency

11/28/17 - 12/01/17

GROUP RESERVATIONS

Group Code: EPA

King bed suite w/ sleeper sofa \$105.00 plus 13.5%
Double/Double suite w/ sleeper sofa \$105.00 plus 13.5%

Below are instructions on how your group can make hotel reservations:

Option 1: (ONLINE)

<http://group.doubletree.com/EnvironmentalProtectionAgency>

Steps:

1. Select the 'book your room' button
2. Enter the dates you desire
3. A room type will be available, pick which room type and click continue
4. Guests will have to provide a credit card. This will guarantee the room. If they want to use a different method of payment at check in they are welcomed to do so.
5. Print off confirmation numbers/ you will also have the option of sending confirmation to your email address.
6. The cancellation policy is 24 hours before the date of arrival.

Option 2: (TELEPHONE)

1-800-HILTONS

Steps:

1. Request the DoubleTree Suites by Hilton Raleigh-Durham
2. Tell the agent you are with the **Environmental Protection Agency**
3. If the agent cannot find the group under that name, tell them the group code is: **EPA**
4. Guests will have to provide a credit card. This will guarantee the room. If they would like to use a different method of payment at check in they are welcomed to do so.
5. The agent can email you the confirmation letter

6. The cancellation policy is 24 hours before the date of arrival. (or there will be a full night's stay charged)***

The cutoff date to make reservations is **10/27/17**. If you have any problems making a reservation please call Christopher Voorhees at 919-361-4660 x195 or email him at

christopher.voorhees@hilton.com