



EMBASSY SUITES®

Minneapolis - Brooklyn Center  
6300 Earle Brown Dr, Brooklyn Center, MN 55430  
763-560-2700

We are pleased that your organization has chosen the Embassy Suites by Hilton Minneapolis Brooklyn Center. For your comfort and safety and that of our other guests, all guests and their visitors must adhere to the following policies of the hotel. The intention behind these policies is to ensure that all guests can enjoy our facilities and guestrooms in an environment that allows everyone to have an exceptional stay.

#### Cancellation Policy/Minimum Night Guarantee

The contract indicates the last day a room may be cancelled without penalty. Rooms cancelled after this date may not be subject to full refund. All rooms must be guaranteed with a valid credit card. There will be a 2 day minimum room guarantee for weekend sporting events.

#### Check In/Check Out

We understand that groups often request an early check in. If this is the case with your group we ask that you make us aware of this request before your arrival date. As our Check In is anytime after 3pm and check out is before 12 noon we may be unable to accommodate your request. We will make an attempt; however, to make available to your group as many rooms as possible at the time of your arrival.

#### Additional hotel policies:

- Reservations must be made before the rooms release date that is stated on the contract.
- Misconduct and misuse of the hotel facilities is prohibited
- No more than five (5) people are allowed in a guestroom at any given time, including overnight stays.
- Keys are given to registered guests only. If you want keys to be available to other guests, they must be registered with the front desk.
- Playing on the elevators, in the stairwells, or in the corridors will not be permitted at any time.
- Athletic Equipment is prohibit in the hotel such as hockey sticks, skates, squirt guns, baseball bats, balls, etc... must be left in your automobiles or hotel designated area. Hallway practice is not permitted. If such items are found in the hallways, they will be confiscated and returned only upon checkout.
- Shoes and shirts must be worn in all public areas of the hotel, except for the pool area.
- Excessive noise in guestrooms or hallways is prohibited.
- Underage drinking, use of illegal drugs, disorderly conduct or other illegal activity is strictly prohibited.
- Smoking in a non-smoking room is cause for eviction without refund. The guest is subject to all costs incurred because of damage to the room.

- No pets of any kind are allowed at the hotel.
- And all children under 16 must be accompanied by an adult.
- Actions or behaviors that are construed by the Manager on Duty as threatening to disturb the peace are grounds for eviction.
- Breakfast is served daily; Mon - Fri: 6:30am - 9:30am  
Sat - Sun 7:30am - 10:30am

Our management and the entire staff will strictly enforce each of the above policies. Any person not abiding by these policies will be evicted without a refund. Guests will be responsible for all damages in the rooms due to any violation of these policies.



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## Acknowledgement of Sports Team Policies and Procedures

I have read and understand the policies and procedures listed above and the rental of any guestroom is conditional upon abiding by the policies of this hotel. It is my responsibility as the team manager to disburse this form to each team member prior to arrival. If we have to refund any other guests due to noise complaints from one of your group rooms or if there is damage to any of the hotel property, your group will be held financially responsible.

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Team Name

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Signature

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Print Name - Coach or Team Manager

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Date