



**TENNESSEE SENIOR BETA 2025
HOTEL CHECK & CREDIT CARD
AUTHORIZATION
Gaylord Opryland, Tennessee
November 20-25, 2025**

Check Payment and Credit Card Authorization DEADLINE: 21 Days before check-in

Please see the check address and credit card authorization process for each individual hotel listed below.

All Checks must arrive at your confirmed hotel **NO LATER THAN 21 days** prior to arrival to allow time for the check to clear. Checks must include reservation confirmation numbers, attendee names, arrival/departure dates, and how to allocate the check. Please include the best contact name and phone number in case the hotel has questions. School Name must be in the Memo field of the check. Please make sure you have a copy of the check in your possession when checking-in.

| PAYING FINAL PAYMENT BY CHECK | | PAYING FINAL PAYMENT BY CREDIT CARD NOT IN YOUR POSSESSION | | |
|---|-----------------------|--|--|--|
| HOTEL NAME | MAKE CHECK PAYABLE TO | SEND CHECK TO THIS ADDRESS | CREDIT CARD AUTHORIZATION PROCESS | CREDIT CARD AUTHORIZATION CONTACT |
| Gaylord Opryland Resort & Convention Center | Gaylord Opryland | Gaylord Opryland ATTN: ACCOUNTING 2800 Opryland Drive Nashville, TN 37214 | Must fill out a secure credit card link for Gaylord Opryland Resort. Email request to gh.bnago.deposits@gaylordhotels.com and a secure link will be sent within 48 hours. Send email including confirmations and school name. Secure link must be completed no later than 21 days prior to arrival. | gh.bnago.deposits@gaylordhotels.com |

Tax Exemption:

To be exempt from sales tax in the State of Tennessee your organization must hold a Tennessee tax exempt form or a Federal 501c3. State tax exemption for states other than TN do not qualify. The exemption will only apply to the sales tax of 9.75%.

- The occupancy tax (7%) and city tax (\$2.50) are not exempt.
- Payment must be made by the organization that holds the tax exemption (cannot pay with personal funds).
- For more information regarding tax exemption: Sales and Use Tax - Qualified Organizations Exemption (tn.gov)