

# Hillview Motel

## CANCELLATION POLICY

- ❖ Cancellation of a motel room reservation must be received by the Hillview Motel **24 hours prior to date of arrival by 2:00pm Pacific Standard Time.**
- ❖ If the reservation in question is a **team booking**, a cancellation notice is required **2 weeks prior to the date of arrival.**
- ❖ If cancellation of a guaranteed reservation is not received by the required date and time, the Hillview Motel will charge the on file credit card for one night's room and tax accommodation, **unless prior arrangements have been made** between the client and the Hillview Motel.
- ❖ A cancellation number must be obtained in order to **validate an approved cancellation.**