



Home2 Suites by Hilton  
5995 Levis Commons Blvd  
Perrysburg, OH 43551, US

**Tammi Kettman – General Manager**

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Web Link: [Home2 Suites - Perrysburg](#)

Contract# 7010

**GUEST ROOMS:**

ROOM TYPE	ROOM RATE	City Tax	TOTAL
Standard Double / Queen Suite	\$129.00	4%	\$134.16
Standard King Suite	\$129.00	4%	\$134.16

\*\*\* Rates are available for BGSU guests, employees, friends and family \*\*\*

**MEETING ROOMS:**

2 meeting rooms: Rocket Parlor accommodates 15 people. Falcon Parlor accommodates 40-60 people. Smart board is available for rent. Food can be catered by Hilton Garden Inn’s Executive chef, however Outside food is permitted. Meeting Room rates range from \$200 - \$450/day.

**HOTEL FEATURES:**

- 11.3 miles from campus
- Free WIFI
- Free breakfast buffet
- Fitness room / Indoor Pool
- Pet Friendly

**METHOD OF RESERVATION:**

The primary form of reservations will be made using a PCard. A BGSU employee will contact Home2 Suite’s front desk and provide the following information: PCard number, BGSU employee name and the department they work in, the guest’s name that will be checking in, and guest’s arrival and checkout dates. The front desk will email the reservation to the BGSU employee. Upon check-in the guest of BGSU will provide their personal credit card as they will be responsible for all incidental purchases accumulated during their stay. The BGSU guest will not have a copy of the BGSU PCard that was used to make the reservation. The PCard information will be kept in the hotel’s computer system under the reservation.

**GUEST ROOM CANCELTION POLICY:**

All room reservations must be guaranteed by a credit card. Failure to cancel a guaranteed reservation by 48 hours prior to arrival or occupy the room will result in a charge of one night’s room and tax.

**MEETING ROOM CANCELATION POLICY:**

<u>Date of Decision to Cancel</u>	<u>Resulting Charge</u>
Date of Agreement to 91 days prior	25% of the total Food and Beverage Revenue
From 61 days to 90 days prior	50% of the total Food and Beverage Revenue
From 31 days to 60 days prior	75% of the total Food and Beverage Revenue
From 0 days to 30 days prior	100% of the total Food and Beverage Revenue

