

TELEVISION CHANNEL RENTAL

Introduction

Guests may rent a television channel through the Meetings & Conventions Department to play their videotape for their convention attendees. The channel will be blocked and will continuously play their videotape over the dates for which they rent them.

Cost

\$1,000.00 for the first day; \$750.00 for the second day; \$500.00 for the third and consecutive days.

Requirements

The guest must provide two copies of the videotape at least **two (2)** weeks prior to airdate. The Meetings & Conventions Manager must block a television channel.

Procedures

- Provide the guest with the reservation form and have them complete and return via fax or mail at least two weeks prior to date of channel rental.
- Block channel in "Delphi" to ensure no double booking. Available channels for rent are Channel 31; Channel 32; Channel 33; Channel 34.
- A letter of confirmation with channel assignment should be forwarded to the guest. Forward a copy to Engineering and Guest Services.
- Should guest have any technical questions, Roger Lawson, our in-house television technician should be contacted. He can be reached at 504/561-0500, extension 3280.



Hilton
New Orleans Riverside

TELEVISION CHANNEL RENTAL AGREEMENT

Name: _____ **Meeting:** _____

Company: _____ **Phone:** _____

Address: _____

VIDEO INFORMATION

Play video from (Date & Time) _____ through (Date & Time) _____

All video tapes must be received at least two weeks prior to viewing unless otherwise agreed.
Two copies of the VHS tape must be provided.

BILLING INFORMATION

Payment must be made in full, via cash or credit card, when video is received.
Rental fees are as follows:

\$1,000 - First day \$750 – Second Day \$500 – per day, for each additional day

Please book a channel for me for the above given dates.

- Enclosed is a check in the amount of \$ _____ to guarantee my television channel.
- Please charge to credit card account listed below to guarantee my television channel.

Please print the following information: Card Type, Account Number, and Expiration Date

Signature _____ Date _____

Our Guest Services Department is available to distribute promotional material to the guest rooms. The fees vary based on type of material, quantity, and method of distribution. Please contact the Director of Guest Services at 504-561-0500 for more information.

cc: Marie McCrery