

INSTRUCTIONS TO SET-UP A HOTEL MASTER ACCOUNT FOR DIRECT BILLING

A Master Account is created with a hotel to establish credit terms so the event charges are invoiced after the event, thereby eliminating the need to pre-pay for the event. The hotel consolidates all the charges into one invoice and mails the invoice to the hosting department. Typical charges posted to a master account are catering, audio visual, room rental, service fees and applicable taxes. (Specific individual guest charges are not to be included.)

A Master Account, also known as a direct bill account, needs to be established at each hotel for each individual department. While each hotel form is different, most request the same basic information. Follow these steps and allow approximately 6 weeks for the hotel to process the application.

- Request the hotel's application for creating a master account from the hotel contact
- Complete the form using the information below for reference
- List the University's main address as:
The University of Chicago
5801 S Ellis Avenue
Chicago, IL 60637
- Include the Department name, address, contact name for billing questions and contact information
- List the name of anyone who may authorize charges to be placed onto the account
- Use the Hotel Credit References below as applicable
- Note the D-U-N-S (Dun & Bradstreet) number as 005-42-1136 Rated ER1
- Include the [Credit Reference Sheet](#).

HOTEL CREDIT REFERENCES

Hotel: InterContinental Chicago
Address: 505 N. Michigan Avenue, Chicago, IL 60611

Contact Name: Michael Locke, Sales Manager
Phone: (312) 944-4100
Email: michael.locke@ihg.com
Function Dates: Various

Hotel: Hilton Chicago Hotel
Address: 700 S Michigan Avenue, Chicago, IL 60603

Contact Name: Monica X. Perez
Phone: 312-917-4954
Email: Monica.Perez2@hilton.com
Function Dates: Various

Hotel: Peninsula Chicago
Address: 108 East Superior Street, Chicago, IL 60611

Contact Name: Chad Hilpipre
Phone: (312) 573-6607
Email: chadhilpipre@pininsula.com
Function Dates: Various