

Dear Colorado Parks and Rec Association,

We're excited to welcome your group to **Beaver Run Resort!**

To ensure a smooth check-in and accurate billing, please complete the following **before arrival**:

1. **Colorado Tax-Exempt Affidavit** – required by Colorado law for all qualifying tax-exempt entities. This affidavit must be completed and signed by an authorized representative of your organization.
 - Complete here: [Tax-Exempt Affidavit](#)
2. **Credit Card Authorization Form** – only required if a guest **will not have their government or business credit card at check-in** and would like charges billed to that card.
 - Complete here: [Credit Card Authorization](#)
 - **Form Requirements:**
 - The **photo ID** must match the name on the credit card.
 - The **signature at the bottom** must match the cardholder's signature.

Important Notes:

- Tax exemption applies **only when payment is made directly by the qualifying entity** (e.g., a government or organization credit card).
- Completed forms must be submitted **accurately and in full prior to arrival** to be **processed and applied** to your reservation.
- If you are unsure how to complete the forms, please contact our **Reservations Department** for assistance.

Booking Information:

Group members may book online at <https://reservations.travelclick.com/97052?groupID=5047561> or by calling a Reservations Agent between **9:00 AM – 5:00 PM Mountain Time at 800-525-2253**, using your **group code: 1054FP** or mentioning they are with the Colorado Parks and Recreation Association Group.

For Larger Groups:

If you are booking **four or more reservations** for your district or department, please reach out directly to our Reservations Department at **stay@beaverrun.com** or **800-525-2253** for personalized assistance.

Once we receive your affidavit and/or credit card authorization, your group's reservations will be **noted in our system according to the submitted forms.**

If you have any questions, our team is happy to help ensure everything is in order before your arrival.