HERTZ RENTAL CAR PROCESS

- All employees with SNC issued credit cards must sign up for the Hertz "Gold Club" membership. You may make reservation for others in your department utilizing your gold club membership

How to enroll for "**Gold Club**" membership:

> Sign on-line to: **http://bapgold.hertz.com**
> Enter company name: **St. Norbert College**
> Enter CDP Number: **1977110**
> Enter PIN Code: **hbrgold**
> Click: "Submit"
> On the next page, select: "Join"

- **Local Reservations**

On-Line	**Telephone**
Hertz.com	**(920)498-7733**

> Pick up location: **St. Norbert College** (Actual location – Kress Inn)
> Select "Pick-Up" date & time / "Departure" date & time – if you need the car earlier or dropping off later than the system allows, just select the closest time and then call Hertz (see numbers below) to inform them of the actual time the car is needed and will be returned.
> Select age range of driver
> Select car type
> Enter "Discount/CDP/Club Code: **1977110**

- **Vehicle PICK-UP @ Kress Inn**

> Keys will be with front desk worker (no vehicle inspection with a Hertz representative required, but you must personally inspect the vehicle)
> If leaving personal vehicle overnight, contact Campus Safety for parking in lower PAC lot (3299)

- **Vehicle DROP-OFF @ Kress Inn**

> ***Be sure the gas tank is full upon return!***
> **Drop car in Kress lot**
> **Fill out information on envelope (mileage, date, etc.)**
> **Turn in keys and envelope to employee at front desk in Kress Inn**
> **Call Hertz @ (920)498-7733 to notify them the car is ready for pick-up. Be sure to state the date and time. This also ends the billing cycle for the trip. If no one answers leave voicemail and provide date and time it was dropped off. You may also Email Ryan.Hogan@hertzwi.com**

Contact Numbers

Ryan Hogan
Branch Manager
(920) 371-1234
Ryan.hogan@hertzwi.com

Karen VanSistine
General Manager
(920) 371-3660
kvs@hertzwi.com

Broadway Ashland
(920) 498-7733

Broadway Military
(920) 497-6490

Airport
(920) 498-6400