

[NAME OF HOTEL / INN] GROUP ACCOMMODATION CONTRACT

Tour Operator ("Agent"): _____

Contact: _____

Address: _____

Phone / Fax #s: _____

Email: _____

Billing Address: _____

(if different): _____

Phone / Fax #s: _____

Organization ("Group"): _____

Type of Group: _____

Name of Event: _____

Confirmation Status: Proposed Tentative Definite Revised

Dates Required: from _____ to _____

Room Requirements:

Single Occupancy: _____ Double Occupancy: _____

Triple Occupancy: _____ Quadruple Occupancy: _____

Total number of rooms required: _____

Number of complimentary rooms: _____

Reservation Procedure: Rooming List Reservation Card Individual

Meeting & Catering Requirements:

Date	Function	Times		Room	Set-Up	# of People
		From	To			

Meeting room rental to be negotiated with the Catering Department.

Service Requirements:

Baggage Handling: Yes _____ No _____ Group Dining: Yes _____ No _____

Parking: Yes _____ No _____ No. of Parking Passes: _____

Parking Rates: \$#.## per day. Parking passes are valid for ## hours from time of issue. Parking passes must be displayed on vehicle dash at all times when parked in Hotel parking areas.

Terms and Conditions

1. **Reservation Deposit:** A [non-refundable] Reservation Deposit of ____% of the total estimated gross value of the booking is required in order to guarantee room bookings. The Agent must confirm final numbers, requirements and pay the Reservation Deposit by no later than _____ [either set out a specific date or a specific number of days prior to the group's arrival date] (the "Confirmation Date"). All bookings will be considered provisional until the Agent complies with the foregoing.
2. **Guarantees:** [delete this paragraph if Agent is guaranteeing the room bookings: Members of the Group must guarantee their respective rooms in the block by providing [a credit card number / a refundable deposit of \$###.##]. Should a room not be guaranteed, the reservation for such room will be released at ____ p.m. on the Group's arrival date. If the room has been guaranteed and the Hotel is not advised of cancellation of such room prior to _____ p.m. on the Group's arrival date, the room will be charged to the [individual / Group].
3. **Transfer / Refund of Deposit:** [use this paragraph if group members are each paying a deposit, otherwise delete: \$###.## of each person's Reservation Deposit is non-refundable. The balance is transferable and refundable, PROVIDED THAT written notice of cancellation is provided at least ____ days prior to scheduled arrival. Cancellation notice of less than ____ days results in the forfeiture of the balance of the Reservation Deposit.
4. **Release of Reservations:** Failure by the Agent to provide the confirmation and pay the Reservation Deposit by the Confirmation Date will result in the release of reservations, and any reservations so released may be resold by the Hotel.
5. **Right to Renegotiate:** The Hotel will review the reserved block of rooms with the Agent no later than ____ days prior to the Group's arrival. The Hotel reserves the right to reduce the total block, should the pick-up be substantially below the original room block at the time of review. The Hotel reserves the right to review and renegotiate the room rates if pick-up is lower than eighty percent (80%) of the original block. The Hotel reserves the right to renegotiate each time the block decreases. The Hotel further reserves the right to renegotiate the terms of this Contract if the Group's requirements change significantly after execution of this Contract.
6. **Amendments by Agent:** Amendments to guest numbers and/or arrangements must be confirmed to the Hotel in writing. Reductions in the duration or contracted value of the booking shall be subject to the Hotel's cancellation policy. Any additional guest rooms required will be provided on the basis of availability, at the regular published Hotel rates. No charges will be made for reduction of numbers of less than ____% from those stated on the Contract, provided that confirmation in writing is received by the Hotel at least ____ days prior to arrival. Should any further reductions in numbers or accommodation be made at any time prior to arrival, the Hotel will first endeavor to re-sell any facilities and services related, to a similar value. In the event that the facilities and services cannot be re-sold, any reductions will be subject to the Hotel's cancellation policy. Any reductions in numbers or accommodations requested less than ____ days of arrival will be charged at 100% if the facilities and related services are not re-sold.
7. **Cancellations:** In the event that all or part of a booking is cancelled by the Agent, the Hotel will make every effort to re-sell the facilities. Should cancellation of the booking fall within ____ days of the arrival date, a charge of 50% of the total contracted revenue will apply. If the booking is cancelled within ____ to ____ days of the arrival date, the Hotel's cancellation policy is 95% on contracted room rates and 70% on contracted food and beverage revenue. If cancellation is less than ____ days, 100% of the contracted total revenue will be charged. Cancellations, partial cancellations or postponements must be in writing. Upon receipt of same, the Hotel will issue the Agent a cancellation reference number and an estimate of the cancellation charge. The final cancellation charge will be provided to the Agent after the intended date of the booking, when the estimated cancellation charge will be reduced by the amount of equivalent business that the Hotel has been able to secure to replace the cancelled booking. If group rates have been agreed to and numbers decrease to less than ____ rooms, standard Hotel rates will apply.

THIS IS A 5-PAGE DOCUMENT.