

**[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].