

# Contract

Revised [REDACTED]

Group	Telephone		Fax	Email
[REDACTED]	[REDACTED]		( ) -	[REDACTED]
Address		Booking Contact	Site Contact	Contract Return
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]
Site Contact	Sales Rep		Res Cut-Off	Method of Res
[REDACTED]	[REDACTED]		[REDACTED]	Individual Make Own

Thank you for selecting the [REDACTED] Hotel and Conference Center at the [REDACTED]. The following represents an agreement between the [REDACTED] Hotel and Conference Center at the [REDACTED] and Pennsycy PAA [REDACTED] and outlines specific conditions and services to be provided. We look forward to hosting your event. Based on the details of our conversation, I have tentatively reserved the following space:

Sleeping Room Commitments  
 Arrival: [REDACTED] (Fri) - Departure: [REDACTED] (Sun)  
 Blocked

Room Type	Rate	[REDACTED]	[REDACTED]	Total Room Night
NDD	99.00	25	30	55
NQ	99.00	10	10	20
Total		35	40	75



**ADDITIONAL COMMENTS:** [REDACTED] Complimentary Parking, Complimentary WiFi  
 3 Complimentary Suite Upgrades at Group Rate  
 1 Complimentary Room Night for every 50 Room Nights utilized per day.

**DECISION DATE:** [REDACTED]

Your special room rates are based on the above room block and following agenda. There will be no changes to your total program as outlined above. The hotel will not increase the guest room rates. All room rates are quoted on a net non-commissionable basis and do not include applicable taxes, subsidies, housing fees or other charges that may be required to offset the costs of your convention/meeting. Please note the tax is currently twelve percent (12%).

(Client Initial [REDACTED])

**GUEST ROOM GUARANTEE:**

Pennsycy PAA agrees to provide 80% of the contracted total room night revenue set forth in the above sleeping room commitment. Should the amount of total group room nights fall below the expected 80% (75), Pennsycy PAA will be responsible for the revenue difference (excluding taxes) between the actual room nights picked up and the 80% commitment of the contracted room nights.

**RESERVATION METHOD:**

To assure proper accommodations, Individual Call In's will be required by [REDACTED]. The guest room list MUST include names, email addresses, arrival/departure dates and method of payment. All rooms are guaranteed for late arrival. After the cut-off date or once the group block or contracted room type is full, reservations will be accepted at the special group rate based on hotel availability. It is the responsibility of the contract signor or person(s) submitting the rooming list to communicate the group deposit and cancellation policies to all guests included on the list.

**GUEST ROOM CHECK-IN/CHECK-OUT TIME:**

Check-in Time: 3:00 PM. Check-out Time: 12:00 PM  
 All guests arriving before the scheduled time will be accommodated, as rooms are available.  
 Our Front Desk and Bell Staff will be happy to provide luggage storage in the event rooms are not available.

**EARLY DEPARTURE/NO SHOW FEE:**

In the event a guest who has requested a room within your block checks out prior to his or her reserved departure date, the Hotel will add an early departure fee of \$50.00 to that guest's individual account. Guests wishing to avoid an early departure fee should advise the Hotel at or before check-in of any change in planned length of stay.

**INDIVIDUAL ROOM CANCELLATIONS:**

Reservation cancellations may be submitted to the sales office Monday-Friday between the hours of 8:00am and 4:00pm (except major holidays). Outside of these hours guests/clients must contact the hotel directly or call [REDACTED] Reservations to cancel their reservation. Canceling your reservation after 6:00 pm or agreed cancellation deadline or failing to show on your day of arrival will result in a charge that is equal to the first night's stay to your credit card for each room reserved. Failing to call or show before 2:00 am after the first night of a reservation will result in cancellation of the remainder of your reservation.

**Meeting Space Requirements:**

Date	Type	Meeting Room	Start	End	Guests	Room Charge
[REDACTED]	Meeting	[REDACTED] Marathon Room	06:00 am	11:59 pm	100	\$150.00
[REDACTED]	Meeting	[REDACTED] Archives Room	06:00 am	11:59 pm	100	\$150.00
[REDACTED]	Meeting	[REDACTED] Office	06:00 am	11:59 pm	5	\$0.00
[REDACTED]	Meeting	[REDACTED] Advisory Board	06:00 am	11:59 pm	12	\$150.00
[REDACTED]	Meeting / Dance	[REDACTED] Ballroom	06:00 am	11:59 pm	800	\$1,000.00
[REDACTED]	Hospitality / Dinner	[REDACTED] Ballroom	12:00 pm	02:00 am	150	\$250.00
[REDACTED]	Meeting	[REDACTED] Marathon Room	06:00 am	11:59 pm	100	\$250.00
[REDACTED]	Meeting	[REDACTED] Archives Room	06:00 am	11:59 pm	100	\$250.00
[REDACTED]	Meeting	[REDACTED] Office	06:00 am	11:59 pm	5	\$0.00
[REDACTED]	Meeting	[REDACTED] Advisory Board	06:00 am	11:59 pm	12	\$150.00
[REDACTED]	Meeting / Dance	[REDACTED] Ballroom	06:00 am	11:59 pm	800	\$1,250.00
[REDACTED]	[REDACTED]	[REDACTED]	12:00pm	05:00pm	150	\$0.00
[REDACTED]	Hospitality / Dinner	[REDACTED] Ballroom	12:00 pm	02:00 am	150	\$0.00
[REDACTED]	Meeting	[REDACTED] Office	06:00 am	06:00 pm	5	\$0.00
[REDACTED]	Meeting	[REDACTED] Advisory Board	06:00 am	06:00 pm	12	\$150.00
[REDACTED]	Meeting	[REDACTED] Marathon Room	06:00 am	06:00 pm	100	\$150.00
[REDACTED]	Meeting	[REDACTED] Archives Room	06:00 am	06:00 pm	100	\$150.00
[REDACTED]	Meeting / Dance	[REDACTED] Ballroom	06:00 am	06:00 pm	800	\$750.00




**FOOD AND BEVERAGE GUARANTEE:**

All food and beverage, room rental, and audiovisual are subject to state sales tax and 20% service charge. Based on the approximate number of guests stated above, a minimum of \$3,000.00 in banquet food and beverage will be spent on this event. This minimum does not include service charges, taxes, labor charges or any other miscellaneous charges that may be incurred. Should your total banquet food and beverage dollars drop below the minimum, the remaining difference in revenues will be assessed as room rental.


\*\*Freshly Brewed Regular and Decaffeinated Coffee and Teas can be available at a discounted rate of \$25.00 per gallon (normally \$45.00 per Gallon) plus 20% Service Charge and 6% Sales Tax. This price will include Beverages, Cups, Sugars, Creamers and Stirrers.

- \*\*\* Concession Stand will be available throughout weekend at no cost to Group.
- \*\*\* Outside food is not permitted.

(Client Initials)   
(DOS Initials) \_\_\_\_\_

**MEETING ROOM CHARGE:**


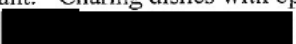
Meeting room charge is based upon the number of occupied guestrooms and planned food and beverage events. Any changes made to function space setup within 24-hours are subject to \$100 change fee.


(Client Initials) 

**FUNCTION ROOM POLICY:**

Function space will be assigned based on the size and needs of the group. Your Catering/Sales Manager must approve final room assignments before publishing meeting room names. Space is available only as noted unless written authorization has been made by hotel management. The same space may be scheduled for other programs prior to and following your event. Any change in current requirements could result in additional charges.

Your meeting charges and food and beverage minimums are based on the above room block and following agenda. Should there be significant changes to your total program as outlined, the hotel reserves the right to modify these charges.

All food served in the public meeting areas must be supplied and prepared by the hotel. Alcoholic beverages are not permitted to be brought into the property by outside guests or vendors. Alcoholic beverages may be purchased through banquets in function areas or by the hotel lounge or restaurant. Chafing dishes with open flames are not allowed in sleeping rooms or banquet space. The  Hotel and Conference Center  as a licensee, is responsible for abiding by the regulations enforced by the Pennsylvania Alcoholic Beverage Commission and local county ordinances.

(Client Initials) 

**CATERING:**

Guarantee attendance must be received (72) business hours prior to the scheduled function, or the Hotel will consider the original agreed number to be the guarantee. Charges will be based on the guaranteed number or the actual number served, whichever is greater. We will be prepared to serve 3% over guarantee. Your Catering Manager will contact you prior to your event to review all the details and menus for your event, at which time a Banquet Event Order will be prepared for your review and signature. All menu selections must be made (3) weeks prior to your event.

**METHOD OF PAYMENT:**

**DEPOSIT PRE-PAYMENT:**

**PAYMENT INSTRUCTIONS:**

If credit has not been established to the satisfaction of the Hotel, payment or a deposit will be required in advance of the function. Procedures for payment are as follows:

A non-refundable deposit is due with signed contract in the amount of 1,000.00.

Final payment is due seven days prior to the event.

In the event of overpayment, a refund will be made by return mail.

In the event that the total cost is over the original estimate, balance is to be paid at the conclusion of the function.

**FORCE MAJEURE:**

The Performance of this agreement by either party in part or in full is subject to acts reasonably beyond the control of the Hotel, such as war, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities of other emergencies making it illegal or impossible to provide the facilities of hold the function. It is provided that his contract may then be terminated for any or more such reasons by written notice from one party to the other without responsibility on the part of the Hotel.

**FIRST RIGHT OF REFUSAL:**

The outlined agenda and group room block is being held for you on a first right of refusal basis. Should we have another buyer for your outlines space and rooms before the decision due date of [REDACTED] we will notify you immediately of the interest from another party. Once notified you must sign and return the contract within 24 hours or by the contract due date, whichever comes first. If you are unable to sign the contract within the time allotted, all rooms and space being held or your organization will be released without any responsibility on the part of the Hotel.

**CONTRACT APPROVAL:**

This contract will serve as a binding agreement. Space is being held on a tentative basis. Please carefully read and sign the terms of this agreement. please return all pages of the original contract by [REDACTED] If the agreement is not received by the above date, the Hotel reserves the right to release all rooms and space referred to herein. Once the signed contract is received, the space will be held on a definite basis. We look forward working with you.

Client: [REDACTED] \_\_\_\_\_

Sales Rep: [REDACTED] \_\_\_\_\_

Director Of Sales: \_\_\_\_\_

Date: [REDACTED] \_\_\_\_\_

Date: [REDACTED] \_\_\_\_\_

Date: \_\_\_\_\_