

GENETTI

Hotel & Suites

200 West Fourth Street
Williamsport, PA 17701
800-321-1388 or 570-326-6600

Sales/Catering Contract

Client/Organization PENNSCYPAA	Event Date 7/15/2022 (Fri)	Booking Contact [REDACTED]	Site Contact [REDACTED]	Event # E15535
Address [REDACTED]		Booking Tel [REDACTED]	Booking Email [REDACTED]	Guests 250 (Pln)
Sales Rep [REDACTED]	Booked 2/12/2021	Revised 8/30/2021	Party Name	

CONTRACT TERMS AND CONDITIONS

CATERING AND MEETING REQUIREMENTS

1. In order to assure full menu selection, we ask that function details be finalized two weeks in advance of arrival. Final guaranteed attendance for all food & beverage functions must be made and received by us 5 business days prior to the function. This guaranteed attendance number is not subject to reduction after the 5 business day deadline and is the minimum number of persons for which you will be charged. If we do not receive a final guaranteed attendance by the 5 business day deadline, your organization will be charged for the planned guest count denoted on this catering contract.
2. Should attendance exceed the final count, the Genetti Hotel will seek to accommodate the numbers in excess of the original guaranteed numbers with a comparable meal but will not be obligated to do so.
3. Day of event set-up changes will result in additional set-up charges.
4. Function rooms are assigned by the number of people anticipated. Charges for the function rooms are based on your program as discussed with your Genetti Representative, including group food and beverage functions. Should your program change, additional charges may apply to your function rooms. We also reserve the right to change function space when changes in anticipated attendance occur.
5. We reserve the right to make reasonable substitution in function rooms for causes beyond our control.
6. All prepared food for functions must be consumed at the hotel. We are unable to allow groups to take leftover food and beverage out of the hotel due to the fact that we cannot assume liability for food and beverage consumed off property.
7. We will accept deliveries within one week of your function. Please clearly indicate on shipment the name of your group and date of function. Any materials left in the hotel after your group's departure will be held for a maximum of 48 hours.
8. All functions are subject to service charges, state and local taxes where applicable.
9. No food or beverage of any kind will be permitted to be brought into any banquet/meeting rooms by any guest without prior approval of the Hotel Management.
10. Function guests will be admitted to the Banquet Room and expected to depart at the times stated on the catering contract.
11. The Hotel is not responsible for damage to or loss of any items left in the hotel prior to or following any function.
12. The customer is responsible and shall reimburse the Hotel for any damage, loss or liability incurred by the Hotel caused solely by customer, its guests, or any other persons or organizations contracted by the customer to provide any service or goods before, during, or after the function.
13. All menu prices are subject to change with notification when possible.
14. The Hotel shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, acts of God, government (federal, state, or municipal) regulations or restrictions, or causes preventing or interfering with the Hotel performance, whether enumerated herein or not, which are beyond the reasonable control of the Hotel.
15. Parking for meetings and events is not permitted in our lot after 1pm unless guests have a hotel reservation. \$3 parking for vehicle entry.
16. Prior arrangements for decorating must be made ahead of time and approved by management.
17. Use of tape, adhesive products, tacks, nails and pins are prohibited.
18. \$200 cleaning fees for the use of confetti, glitter streamers and helium balloons.
19. Photos taken by hotel representatives may be used in social media and advertising materials.

DEPOSITS/BILLING ARRANGEMENTS

1. It is the policy of the Hotel that 100% of the estimated master account is prepaid 72 hours prior to function unless and until satisfactory credit applications have been contracted with the Hotel. Direct billing is contingent upon authorization from our accounting office. In order to

receive authorization, please request and complete a credit application returning it to us at least three weeks prior to the date of your function for processing. Payment of charges which are direct billed are due within 30 days of the function and subject to a 1.5% per month late charge thereafter.

2. Provided a valid state sales and use tax exemption certificate is presented, tax exemption status will be honored for valid charges for which the organization will remit payment directly to the Hotel. However, Hotel Occupancy Tax will be charged for the rental of guest and meeting rooms unless a valid certificate specifically stating exemption to Hotel Occupancy Tax is provided. Copies of the exemption certificate must be forwarded to the Hotel accounting department prior to the arrival date.
3. Government purchase orders should be sent to our office with this signed contract.
4. All banquet checks must be signed by the person in charge or a designated representative at the completion of each function which is when the remaining balance on consumption services are due. Any discrepancies in counts or charges should be identified and received at that time.
5. All deposits are non-refundable, confirm the event date and will be determined by your sales representative.
6. 50% of your estimated event total is due 60 days prior to the event with final payment 72 hours advance, as previously noted.
7. The final balance may be paid only by cash, credit card, business check or cashiers check. Personal checks will not be accepted within 2 weeks of event date.
8. Additional charges incurred after final payment must be paid in full at the time of the addition.
9. Items based "on consumption" will be billed to a credit card, supplied by customer in advance of the function.
10. Event Cancellations and venue changes are subject to the following guidelines. Cancellations/venue changes prior to ten business days before event date forfeit the initial deposit as well as 1/2 of the 60 day payment. Cancellations within 5-10 business days forfeit full deposit amounts. Cancellations within 5 business days are subject in addition to the deposits forfeit, a 50% charge on final. bill estimate. Venue changes within 10 business days forfeit deposit and are subject to additional \$200 venue cancellation fee.
10. Event date changes will result in forfeit of 1/2 of the deposit and require that portion to be deposited back toward the new event date which will be scheduled for use no later than 60 calendar days following the original date. Venue changes, while forfeiting deposit on the released venue will require a deposit on the newly selected venue if the event is more than 10 business days away.
11. Client has 10 business days after signing into event contract to change event date without penalty.
12. Event date changes as described in items 10 and 11, will be honored one time.

LIQUOR POLICY

1. We will not serve or allow service of alcoholic beverages to anyone under the age of 21.
2. We will not serve anyone who appears to be under the age of 30 unless they are carrying a PA LCB approved form of identification. This id must be carried at all times.
3. We will not serve anyone who is visibly intoxicated, including guests whom are not driving or staying at the hotel.
4. We reserve the right to terminate any function and/or remove any person or persons that are considered in violation of PA LCB laws.
5. Alcoholic beverages are not to be brought onto the premises except as prizes/gifts. These are not to be opened or consumed on property.
6. Bars packages do not include shots, pitchers or carafes, nor are these items permitted as purchasable during the function.
7. Beverages are not permitted on ballroom dance floor spaces.

BANQUET TIMES					
Room Chg	Start	End	Serving	Banquet Room	Setup Style
0.00	12:00 pm	11:00 pm	NA	Grand Ballroom	
0.00	12:00 pm	11:00 pm	NA	Garden	
0.00	12:00 pm	11:59 pm	NA	Terrace	
0.00	12:00 pm	11:00 pm	NA	Lycoming	
0.00	12:00 pm	11:00 pm	NA	Washington	
0.00	12:00 pm	11:00 pm	NA	Lobby	
0.00	12:00 pm	11:00 pm	NA	Jefferson	

COMMENTS

- 7/15/2022 - 12:00 pm

Thank you for considering the Genetti Hotel & Suites Williamsport, a SureStay by Best Western hotel to host the PENNSCYPAA Convention July 8-10, 2022 or July 15-17, 2022. The Genetti Hotel & Suites, located in the heart of Downtown Williamsport is the area's premier hotel and conference center. We are well known for our historic charm, offering attractively decorated, traditionally styled guest rooms and suites. I would like to share the following features of our hotel with you:

- 205 beautifully decorated and well-appointed rooms and suites featuring complimentary hi-speed internet access, refrigerators and microwaves and coffee/tea service.
- Best Western Rewards program
- Fitness Center, Seasonal Outdoor Swimming Pool and Business Center
- The Genetti Taphouse serving dinner and room service
- 11,500 square feet of flexible meeting and banquet space accommodating up to 300 guests
- Free overnight guest parking and overflow weekend parking available
- Complimentary a/v such as screen, table, podium and microphone

Based on your anticipated needs, I am pleased to offer you the following for the 2022 PENNSCYPAA Convention:

Possible banquet spaces to include:

1. Garden Room – 1600 sq. ft., 50 theatre, 32 classroom, 20 u-shape, 56 banquet rounds
2. Grand Ballroom – 3900 sq. ft., 300 theatre, 150 classroom, 100 u-shape, 300 banquet
3. Terrace Room – 2000 sq. ft., 200 theatre, 150 classroom, 50 u-shape, 120 banquet
4. Washington Room – 1400 sq. ft., 70 theatre, 40 classroom, 30 u-shape, 56 banquet
5. Little League Room – 600 sq. ft., 30 theatre, 40 classroom, 15 u-shape, 30 banquet
6. Jefferson Room – 600 sq. ft., 50 theatre, 24 classroom, 15 banquet rounds

Friday:

- 6 meeting rooms: Room rental \$900 (discounted based on 50 rooms blocked each night)
 - Lobby – registration 3-4pm
 - Garden – all day breakout panels
 - Theatre for 70
 - Panel for 6 plus podium and mic
 - Grand Ballroom and balcony– meetings 5-10pm
 - Rounds and theatre seating for 350
 - Podium and mic on risers
 - Terrace – entertainment 10pm-1am
 - Chairs on the perimeter
 - Rounds for 100
 - Washington – 24/7 meeting space
 - Theatre for 40
 - 8ft in front of room
 - Little League Room - 24/7 Hospitality
 - 8fts on perimeter
 - 2 rounds of 10
 - Jefferson – all day archives
 - 3 – 8ft classroom tables

Saturday:

- 6 meeting rooms: Room rental \$900 (discounted based on 100 rooms blocked each night)
 - Garden – all day breakout panels
 - Theatre for 70
 - Panel for 6 plus podium and mic
 - Grand Ballroom and balcony – 8am-10pm
 - Rounds and theatre seating for 350
 - Podium and mic on risers
 - 9am – bidding event
 - 5-7pm – banquet
 - Stuffed chicken @ \$19.99 per person plus 20% service and 6% tax
 - 100 person minimum guarantee
 - 7pm – general meeting
 - May need to stream a/v to garden and/or terrace room seating
 - Terrace – entertainment 10pm-1am
 - Chairs on the perimeter
 - Rounds for 100
 - Washington – 24/7 meeting space
 - Theatre for 40
 - 8ft in front of room
 - Little League Room - 24/7 Hospitality
 - 8fts on perimeter
 - 2 rounds of 10
 - Jefferson – all day archives
 - 3 – 8ft classroom tables

Sunday:

- 2 meeting rooms: Room rental \$150
 - Grand Ballroom – morning spiritual meeting for 75 until noon (same set up as night prior)
 - Jefferson – archives room available until noon

Overnight room rates offered at

- \$109 plus 11% tax for standard rooms, double occupancy
- 1 comp room per 20 paid rooms per night
- Complimentary hot breakfast buffet served daily 6am-10am

Coffee service offered unlimited in the lobby for a fee of \$500 plus tax and service charge

Payment requirements

- \$1000 deposit
- Final payment due 48 hours advance

Again, thank you for considering the Genetti Hotel & Suites to host your event. We would like to confirm your conference. However, if you are not ready to at this time, please keep in mind that prices are valid for 30 days from the date of this

proposal. Please feel free to contact me if you have any questions or if you would like any additional information.

Please sign & return this contract with your requested non-refundable deposit within 1 week of receiving this contact. By signing this document you agree to the terms and conditions listed above as well as the event details and arrangements outlined herein.

Client: [REDACTED]

Date: [REDACTED]

Sales Rep: [REDACTED]

Date: [REDACTED]