



DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between: [Redacted]  
[Redacted] Below outlines specific conditions and services to be provided.

CONTACT: [Redacted]  
Street Address: [Redacted]  
City, State/Province: [Redacted]  
Zip: [Redacted]  
Country: USA  
Email: [Redacted]  
NAME OF EVENT: [Redacted]  
OFFICIAL PROGRAM DATES: [Redacted]

METHOD OF PAYMENT

The method of payment of the Master Account is: \*Pending Approval\*Direct Bill. The outstanding balance of PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA Account (less any advance deposits and exclusive of disputed charges) will be due and payable upon receipt of invoice. If group does not get approval for Direct Bill, initial deposit of \$2500 is due no later than [Redacted] with estimated final balance due [Redacted] in the amount of \$12980.00.

PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA will raise any disputed charges within 10 days after receipt of the invoice. The Hotel will work with PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA in resolving any such disputed charges, the payment of which will be due upon receipt of invoice after resolution of the dispute. If payment of any invoice is not received within thirty (30) days of the date on which it was due, Hotel will impose a finance charge at the rate of 1-1/2% per month (18% annual rate) on the unpaid balance commencing on the invoice date.

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on The requirements outlined by PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA; the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

Date	Day	Start Time	End Time	Function Type	Setup	# of People	Meeting Room Name
[Redacted]	Friday	10am	3pm	Set Up	Theatre	500	[Redacted]
[Redacted]	Friday	3pm	11:59pm	Meeting	Theatre	500	[Redacted]
[Redacted]	Friday	3pm	11:59pm	Registration	Theatre	500	[Redacted]
[Redacted]	Friday	7pm	11:59pm	Advisory Room	Special	20	[Redacted]

Friday	7pm	11:59pm	Marathon Meeting	Special	20
Friday	7pm	11:59pm	Archive Room	Special	20
Friday	7pm	11:59pm	Hospitality Room	Special	20
Saturday	7am	11:59pm	Meeting *24 Hour Hold*	Theatre	500
Saturday	7am	11:59pm	Registration *24 Hour Hold*	Theatre	500
Saturday	7am	11:59pm	Advisory Room *24 Hour Hold*	Special	20
Saturday	7am	11:59pm	Marathon Meeting *24 Hour Hold*	Special	20
Saturday	7am	11:59pm	Archive Room *24 Hour Hold*	Special	20
Saturday	7am	11:59pm	Hospitality Room *24 Hour Hold*	Special	20
Saturday	5pm	9pm	Dinner	Special	300
Saturday	5pm	9pm	Dinner	Special	300
Sunday	7am	12pm	Meeting *24 Hour Hold*	Theatre	500
Sunday	7am	12pm	Registration *24 Hour Hold*	Theatre	500
Sunday	7am	12pm	Advisory Room *24 Hour Hold*	Special	20
Sunday	7am	12pm	Marathon Meeting *24 Hour Hold*	Special	20
Sunday	7am	12pm	Archive Room *24 Hour Hold*	Special	20
Sunday	7am	12pm	Hospitality Room *24 Hour Hold*	Special	20

All meeting room food and beverage and related services are subject to applicable taxes (currently 7% sales tax 7% beverage tax) and prevailing service charge (currently 22%) in effect on the date(s) of the event. (Tax Exempt form will be submitted prior to start date)

#### DAMAGE TO FUNCTION SPACE

PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA agrees to pay for any damage to the function space that occurs while the PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA is using it. PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA will not be responsible, however, for ordinary wear and tear.

#### GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA agrees that it will be responsible for utilizing, **90 room nights** in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

#### **Attendees**

Date	Day	Standard	Total Rooms
	Fri	45	45
	Sat	45	45

	<b>Room Type</b>	<b>Single/ Double</b>
	General Standard	\$139.00

**GROUP ROOM RATES**

Based upon PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA total program requirements as outlined in this agreement, Hotel confirms the following group rates (net of all taxes):

**Single:                    \$139.00**  
**Double:                   \$139.00**

Hotel room rates are subject to applicable state and local taxes (currently 14%) in effect at the time of check-out.

**COMMISSION**

The group room rates listed above are net non-commissionable. PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA will advise its designated agency of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

**METHOD OF RESERVATIONS**

Reservations for the Event will be made by individuals and attendees directly with [REDACTED]

**BILLING ARRANGEMENTS**

The following billing arrangements apply: **Individuals Responsible for All of Their Own Charges.**

**GUARANTEED RESERVATIONS**

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA. Hotel will not hold any reservations unless secured by one of the above methods.

**CUTOFF DATE**

Reservations by attendees must be received on or before [REDACTED] (the "Cutoff Date"). At the Cutoff Date, Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA group rate after this date.

Release of rooms for general sale following the Cutoff Date does not affect PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA's obligation, as discussed elsewhere in this Agreement, to utilize guest rooms.

**NO ROOM TRANSFER BY GUEST**

PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA agrees that neither PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

**ROOMS ATTRITION**

Hotel is relying upon PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA's use of the Room Night Commitment. PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA agrees that a loss will be incurred by Hotel if PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA's actual usage is less than **80%** of the Room Night Commitment.

If PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA's actual usage is less than **80%** of the Room Night Commitment, PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA agrees to pay, as liquidated damages and not as a penalty, the difference between **80%** of the Room Night

Commitment and PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA actual usage, multiplied by the average group room rate, plus applicable taxes.

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA has otherwise complied with the material terms and conditions of this Letter), the Hotel will either award Points or submit an award for airline miles to the Member(s) identified below:

Rewarding Events does not apply to Events booked by or on behalf of any governmental entity, including any federal, state or local agency or any other governmental body, and hotels may not award Points or airline miles to a government employee (or an intermediary booking on behalf of a governmental entity) in connection with the Rewarding Events program or otherwise in connection with planning, scheduling or contracting for an Event.

CHECK ONE OPTION BELOW:

Award Points to the Contact (as identified on page 1 of this Letter or the Authorized Signer of this Letter)

Member Name

Rewards Program Member Number

Award Airline Miles to the Contact (as identified on page 1 of this Letter or the Authorized Signer of this Letter)

Member Name \_\_\_\_\_

Rewards Program Member Number \_\_\_\_\_

Airline frequent flier account number \_\_\_\_\_

Name of airline \_\_\_\_\_

Decline to Award Points or Airline Miles. The Contact and the Authorized Signer of this Letter elect not to receive (and hereby waive the right to receive) an award of Points or airline miles in connection with the Event.

The number of Points or airline miles to be awarded shall be determined pursuant to the Rewards Program Terms and Conditions, as in effect at the time of award. The Rewards Program Terms and Conditions are available on-line at marriottrewards.com, and may be changed at the sole discretion of the Rewards Program at any time and without notice.

The individual(s) identified above to receive either Points or airline miles may not be changed without such individual(s)' prior written consent. By inserting the airline mileage account information, the recipient elects to receive airline miles rather than Points. All Rewards Program Terms and Conditions apply.

FOOD AND BEVERAGE REQUIREMENT

PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA agrees that it will provide minimum revenue of **\$12,000.00** (exclusive of applicable service charges and taxes) as part of The Event. If PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA provides less revenue, it agrees to pay Hotel 100% of the shortage, plus applicable taxes. In addition, if any food and beverage event is cancelled within 72 hours of its scheduled starting time, PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA agrees to pay Hotel 100% of the revenue guaranteed at 72 hours.

SPECIAL CONCESSIONS:

\_\_\_\_\_ agrees to provide the following to PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA:

- Reduced Pricing for Regular Coffee, Decaf Coffee and/or Assorted Premium Teas to be \$55++/Gallon
- Waived meeting room rental with required \$12,000 food/beverage minimum (excluding tax and service charges)

- Outside Food and Beverage is permitted in Hospitality Room Only [REDACTED] with PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA purchasing food/beverage items off of hotels catering menus
  - . Should outside food/beverage be brought in other meeting rooms/spaces- additional fees will incur based on hotels discretion.

**FOOD AND BEVERAGE ATTRITION/CANCELLATION**

The Group acknowledges that if it cancels or otherwise essentially abandons its planned use of meeting space and Food and Beverage Commitment (a "Cancellation"), this action would constitute a breach of The Group's obligation to The Hotel and The Hotel would be harmed. Because of the Hotel's harm (and The Group's obligation to compensate The Hotel for that harm) is likely to increase if there is a delay in notifying The Hotel of any Cancellation, The group agrees to notify The Hotel, in writing, within five (5) business days of any decision to cancel. In addition, if a Cancellation occurs, the parties agree that:

1. It would be difficult to determine Hotel's actual harm.
2. The sooner The Hotel receives notice of The Cancellation, The lower the actual harm is likely to be, because the probability of mitigating the harm by reselling space and functions is higher.
3. The highest dollar amount in The chart set forth below reasonably estimates The Hotel's harm for The last-minute Cancellation and, through its use of a sliding scale that reduces damages for earlier Cancellations, The Chart also reasonably estimates Hotel's ability to lessen its harm by reselling The Group's space and functions.

Date of Decision to Cancel	%	Amount of Liquidated Damages Due
From 10 days to 0 days prior to event	100 %	\$22000.00
From 30 days to 11 days prior to event	95%	\$20900.00
From 60 days to 31 days prior to event	75%	\$16500.00
From 61 days or more prior to event	50%	\$11000.00

**PARKING**

The hotel does not own or operate the parking garage. Self parking is available and can be billed to your guest room by notifying the front desk prior to exiting the garage. Currently rates are as follows but subject to change without notice:

<b>Garage</b>			
First Hour	\$6.00	Valet	
1-2 Hours	\$8.00	0 – 2 Hours	\$11.00
2-3 Hours	\$10.00	2 – 3 Hours	\$14.00
3-10 Hours	\$12.00	3 – 4 Hours	\$16.00
10-12 Hours	\$14.00	4 - 24 Hours	\$26.00
12-24 Hours	\$18.00	Event Rate	\$25.00
Night Rate	\$6.00	Charter Bus	\$144.00
(5pm until 5:30am available daily excluding events)		Valet Parking is available with in and out privileges for overnight guests. This charge may be billed to your individual guest folio.	
Event Rate	\$8/\$10/\$15/\$20		
(varies by event good until 5:30am)			
Self-Parking Rate	\$22.00 (overnight guests)		
(Includes in and out privileges)			

**IMPOSSIBILITY**

The performance of this Agreement is subject to termination without liability upon The occurrence of any circumstance beyond The control of The Hotel – such as acts of God, war, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to The extent that such circumstance makes it illegal or impossible to provide or use The Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to The other party setting forth The basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

**COMPLIANCE WITH LAW**

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, and the like. Hotel and PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA agree to cooperate with each other to ensure compliance with such laws.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations, or deletions, including corrective lining out by either Hotel or PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other

LITIGATION EXPENSES

The parties agree that, in The event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

LIQUOR LICENSE

PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA understands that Hotel's liquor license requires that beverages only be purchased through and be dispensed by Hotel employees or bartenders. Alcoholic beverage service will be denied to those guests who appear to be intoxicated or are under age.

UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with The Hotel for securing a limited number of valuable items. If PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA requires additional security with respect to such items or for any other reason, The Hotel will assist in making these arrangements. All security personnel to be utilized during The Event are subject to Hotel approval.

USE OF OUTSIDE VENDORS

If PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA wishes to hire outside vendors to provide any goods or services at Hotel during The Event, Hotel may, in its sole discretion, require that such vendor provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance.

PERFORMANCE LICENSES

PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including, without limitation, music, audio, or video recordings, art, etc.) that PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA may use or request to be used at The Hotel.

ACCEPTANCE

Prior to execution by both parties, this document represents an offer by The Hotel. Unless The Hotel otherwise notifies PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA at any time prior to PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA execution of this document, The outlined format and dates will be held by The Hotel for PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA on a first-option basis until 12.31.15. If the PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA cannot make a commitment prior to that date, the offer will revert to a second option basis or, at The Hotel's option, the arrangements will be released, in which case neither party will have any further obligations. Upon receipt by Hotel of a fully executed version of this Agreement prior to [REDACTED] or upon Hotel's acceptance of a fully executed version of this Agreement after such date, it will be placed on a definite basis and will be binding upon Hotel and PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA. The Hotel and PENNSYLVANIA STATE CONFERENCE FOR YOUNG PEOPLE IN AA agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by [REDACTED]

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_


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

Approved and authorized by [REDACTED]

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

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

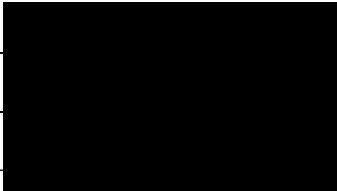
Approved and authorized by 

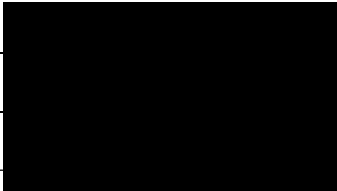
Name: (Print) \_\_\_\_\_

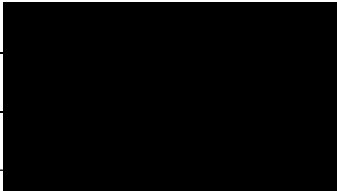
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Date: \_\_\_\_\_

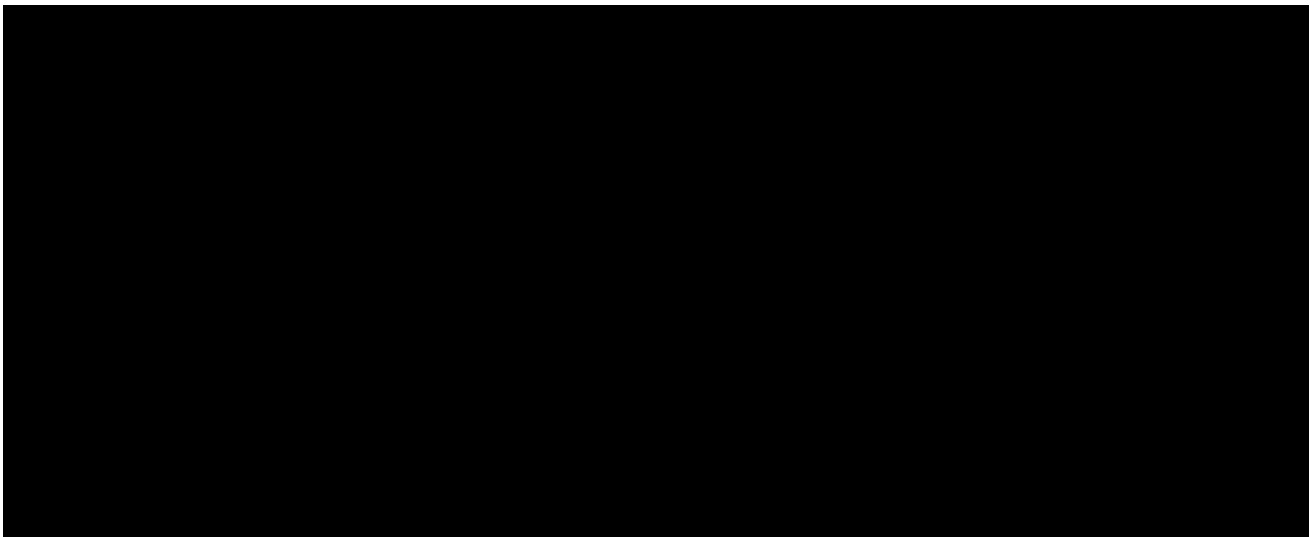
Approved and authorized by Hotel:

Name: (Print) \_\_\_\_\_  \_\_\_\_\_

Title: (Print) \_\_\_\_\_  \_\_\_\_\_

Signature: \_\_\_\_\_  \_\_\_\_\_

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



2. Payments. Please note that final payments for your event are due 72 hours prior to the start of your event. However final payments for a social gathering or wedding must be paid in full 10 days prior to the event with a credit card, money order, or cashier's check.
3. Parking. [REDACTED] does not own or operate the parking garage. Your guests may arrange to have their parking fees added to the individual accounts, but any other garage questions or exceptions should be directed to [REDACTED]
4. Please be aware that all food and beverage must be purchased from [REDACTED]. Donated food and beverage cannot be brought onto the premises. It is unlawful to remove any food and beverage from the hotel at the conclusion of your event. All food or beverage products specially ordered which are not normally stocked by the hotel, will be charged in full. The hotel reserves the right to use proper judgment in ordering.
5. Guarantee. In order to best serve you, a guaranteed attendance number is required 10 days prior to your function. Once the guarantee is confirmed, the number can be increased by up to 10% but cannot be reduced. If the number exceeds 10% we cannot guarantee the same meal choice will be available.
6. All buffet meals require a minimum for lunch it is 50 guests and for dinner it is 70 guests. Should your guaranteed number fall below, you will be responsible for a service fee of \$75.00.
7. Additional Banquet servers require an additional service fee of \$60.00 per server. (Max six hours)
8. If a split menu is desired, the choices will be limited to two regular entrees and one vegetarian. Your group is responsible for providing place cards (if not included in a package) indicating the entrée choice of each guest along with the guaranteed breakdown of choice 72 hours in advance.
9. A 22% service charge plus a 7% sales tax is required for all food and beverage functions.
10. Alcohol. The bar staff is required to monitor alcohol consumption. All patrons consuming alcoholic beverages on the premises must be at least 21 years of age and have proper identification.
11. The Hotel reserves the right to change the room or rooms assigned to your group if the number of guests should decrease, and/or if deemed necessary by the hotel. Should additional space be required, the hotel may charge additional room rental fees. Should your function exceed contracted time, additional charges will apply in hour increments. The charge will be \$50.00 for each additional hour.
12. Please note changes in room set-ups made within 24 hours of your event may be subject to additional charges. Changes may only be made through the hotel catering office or the hotel staff member who is supervising your function. The premises will be vacated no later than date and time indicated on the catering confirmation. Based on time and labor, your group may incur additional charges for the removal of group's materials by hotel staff at the close of any event.
13. Any functions scheduled in outdoor facilities, [REDACTED] reserves the right of final decision to move the event to an indoor location based on weather forecast or conditions. This decision will be made no later than three hours prior to the starting time of the function.
14. The hotel does not permit signage of any kind in any public area. Please be aware that posting of materials on meeting room walls is permitted only with approved tape to approved surfaces. Any damage to the facilities will be the responsibility of your group.
15. Rental items. If you decide to rent additional equipment or linen through an outside source, you are liable for the package and return of those items. The hotel does not consume responsibility for items left in banquet space. Please make arrangements prior to the close of your event to make sure rental items are accounted for.
16. Audio Visual. Please note the audio visual company is responsible for equipment set up prior to the beginning of any event. If assistance and / or attention to equipment is needed while your function is in process, a dedicated technician is recommended and additional fees will apply.
17. Shipping and Receiving of Packages. Please communicate with your Catering Sales Manager about



The arrival and departure of any packages, to ensure that the hotel does not refuse delivery and proper staffing is arranged.

18. Weddings. Special set up items such as favors, place cards, toasting flutes, knife, server, etc. can be dropped off the week prior to the wedding, however, please set a drop off time appointment up with your Catering Sales Manager.

19. Children. For Their own safety and the comfort of other hotel guests, children must be supervised at all times.

20. Your group is responsible for the conduct of all persons in attendance and for any damage incurred by individuals associated with or representing your group's organization. Any group or private party reserving function space at [REDACTED] agrees to carry adequate liability and other insurance protecting themselves against any claims arising from any activities conducted at The Hotel.

21. The hotel will not assume liability for loss or damage of any items or equipment brought to the property. Any incoming shipments should not arrive more than one day in advance. The client also agrees to reimburse and hold harmless [REDACTED] for The fair value of any damages or losses caused to the property or to third persons or their property by the client, their guests or invitees.

22. [REDACTED] requests that all promotional material, advertisement, and arrangements be presented to and approved in advance by the hotel management. The media is not permitted on the premises as a consideration to our guests.

23. [REDACTED] shall not be liable for its failure to perform if such failure is due to acts of God, labor problems including but not limited to strikes, fire, flood, weather, restrictions upon travel, food, beverage, or supplies, or any other causes beyond its control.

24. Security is required for certain hosted events. Security is defined by The Hotel as paid police officers. Social events offering any type of alcoholic beverages and minors will be in attendance, require staffing security guards at a ratio of 1 guard to every 100 guests. Sport-related events require staffing security guards as well, however The appropriate staffing ratio will be determined by The profile of The event and its' guests. Please be advised that events that require security guards, it is the responsibility of the client to assume any and all related costs for these staffing measures. The Hotel will take care of the scheduling of the required staff and will add the cost to your final invoice. *This does not apply to weddings.*

25. Coat check services and Restroom Attendants are available at a cost of \$75.00 per attendant. (Max six hours).

Approved and authorized by [REDACTED]

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

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

Approved and authorized by [REDACTED]

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

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

Approved and authorized by [REDACTED]

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

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