

[REDACTED]

[REDACTED]

The following serves as a letter of agreement between [REDACTED] (hereinafter referred to as the "Hotel" or "we"). All arrangements are being held on a tentative basis and require your signature and deposit before commitment can be finalized.

**MEETING SPACE:** ALL MEETING SPACE IS ON A 24 HOUR HOLD – NO DOORS ARE TO BE LOCKED NIGHTLY, THEY WILL BE DOING MEETING/EVENTS IN ALL ROOMS ALL NIGHT

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	500	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	50	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	50	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	50	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	15	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	500	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	50	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	50	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	50	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	15	
[REDACTED]	4:00 PM	12:00 AM	Meeting	[REDACTED]	Rounds of 8	100	
[REDACTED]	6:00 PM	7:00 PM	Dinner	[REDACTED]	Rounds of 8	100	
[REDACTED]	7:00 PM	1:00 AM	Dance	[REDACTED]	Existing Setup	100	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	500	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	50	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	50	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	50	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	15	
[REDACTED]	6:00 AM	11:59 PM	24 Hour Hold	[REDACTED]	Theater	35	

**\*All meeting room rental, food, beverage and audiovisual charges are subject to a taxable, 19% Service Charge.\***

**MINIMUM GUARANTEE:**

Hotel requires a minimum guarantee of 80% for all Food and Beverage functions. You will be charged for the contracted amount of people based on your menu choice or the hotel's average check for that meal function.

**MINIMUM FOOD & BEVERAGE: \$3300**

As indicated above, there is a \$3300 minimum food and beverage purchase required (non-inclusive of service charges and taxes). Any difference between what is actualized and this minimum amount will be assessed in the form of function room rental. All food and beverage is subject to 19% taxable service charge and applicable state sales tax.

**BANQUET EVENT ORDERS:**

Hotel will provide Customer with Banquet Event Orders ("BEO's") that specify and confirm the specific details and terms and conditions for each event including, final menu selections, pricing, room setup and decor.

**GUARANTEES:**

The hotel must be notified of the exact number/amount of attendees by 12 Noon FIVE (5) business days prior to the event. This will be considered the guaranteed head count and will be the basis for all billing charges unless the actual attendance is greater. The hotel cannot be responsible for more than 5% over the guarantee.

**MENU SELECTION:**

Enclosed are our banquet menus for your review. If your function requires any items not currently on our menu, we will be happy to have our chef design a menu to suit your needs. Menu selections and all other requirements must be received four (4) weeks prior to the function. All prices are subject to change and are not confirmed until 90 days prior to the event. For menus where the services of a carver or cook are required, there will be a \$75.00 charge for each.

**Additional Information:**

Prior to arrival we ask for an agenda outlining the desired areas that the group would like to use such as mini golf, volleyball etc. Should these areas be available, we would love for the group to take advantage of them. The agenda must be submitted two months prior to arrival. Pricing on these areas are as follows:

\$5.00 per person per round of mini golf throughout the weekend

Volleyball (picnic grove only), Badminton, Horse Shoes, and Croquet will be complimentary to the group during the times outlined in the agenda if available

The picnic groves will have a \$200 refundable deposit applied. As long as this area is found to be returned in the manner as given, the deposit will be refunded.

We will offer coffee stations throughout the property over the weekend with the understanding that we will only refill empty gallons of coffee. Each gallon of coffee will be offered at \$6.00 ++ per gallon. Coffee is only to be placed in the Hospitality Room.

We understand that the hospitality space is very important to the group. Therefore we will offer special pricing on concessions. Pricing will be as follows:

- Individual bags of chips, tortilla chips, Doritos, etc will be offered at \$.75 cents per bag consumed
- Individual bags of pretzels will be offered at \$.75 cents per bag consumed
- Cookies – which must be purchased by the dozen, will be offered at \$8.00 per dozen
- Danish - which must be purchased by the dozen, will be offered at \$12.00 per dozen

We will offer a complimentary water station in the hospitality room which will be refreshed throughout the day

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

**FUNCTION SPACE CHARGES: N/A**

Should the agenda change in the deletion of food and beverage functions additional room charges will apply. Exhibit tables are available for an additional rental charge of \$50.00 per table. If exhibitors require access to electricity, the rental charge is \$65.00 per table. Doors will open 15 minutes prior to scheduled starting time. Request for early set up may be subject to charge. Patron agrees to begin its function on time and agrees to have its guests, invitees and other persons vacate the designated function space at the closing hour indicated. The patron further agrees to reimburse the Hotel for any overtime wage payments or other expenses incurred by the hotel because of patron's failure to comply with these regulations. The Hotel reserves the right to limit the noise volume in our function rooms for the consideration of others. Patron agrees to be responsible for any damage done to the premises by their guests or independent contractors during the time the premises are under their control.

**FUNCTION ROOM ASSIGNMENTS:**

The Hotel reserves the right to change function rooms as long as the rooms are comparable and to decrease the function space if the number of persons attending the functions is lower than originally anticipated.

**SECURITY:**

Hotel does not provide security in the Function Space and all personal property left in the Function Space is at the sole risk of the owner. Customer will advise its attendees that they are responsible for safekeeping of their personal property. Hotel may reasonably require Customer to retain security personnel in order to safeguard guests or property in Hotel. Security personnel are not authorized to carry firearms without advance Hotel approval.

**LOST AND FOUND:**

The hotel will not be responsible for any damages or loss of any articles left in the hotel prior to, during or following any function.

**AUDIOVISUAL EQUIPMENT: N/A**

Audiovisual equipment and service are available from the Hotel's on-site provider, [REDACTED]. All audiovisual needs may be arranged through the catering department or directly with [REDACTED]. Any audiovisual cancellations must be made (48) forty-eight hours prior to event. Any cancellations made after this time will result in full charges for all audiovisual equipment ordered. Any outside audiovisual equipment or company used by customer requires the approval of the Hotel and will be assessed an additional \$1,500.00 outside AV fee. In the event [REDACTED] personnel assist in the set-up of the client's equipment, the client agrees to indemnify [REDACTED] from any and all claims for damage to any person or property and hereby releases [REDACTED] any and all claims for damages to said equipment. Also, as [REDACTED] is responsible for maintaining the house systems in the hotel, a patch fee will be charged for any use of house sound systems with outside sound equipment and any built-in facilities (screens, whiteboards, etc.) will be charged at the normal rental rate. Service charges include set-up and pre-test of equipment, safety tape-down of cables, refresh of equipment during breaks and pack-up and removal of equipment are a minimum of 25% of total audio visual rental.

**SHIPPING AND RECEIVED MEETING MATERIALS:**

The hotel must have prior notification of all incoming packages. To ensure proper storage and handling of meeting materials shipped to the hotel, please schedule delivery no earlier than three- (3) days prior to your function dates. A \$10.00 per day storage fee will be charged for packages received more than three- (3) days in advance. Each group will also be responsible for scheduling pickup of materials at conclusion of meeting. All shipments must be delivered through the hotel's loading dock. A labor fee of \$25.00 per hour, four- (4) hour minimum, will be applied for handling more than six- (6) boxes. Boxes being shipped on pallets will be charged \$0.50 per pound based on the weight on shipping slip from the delivery company. Pallets are delivered to a single site within the hotel; any additional site will be charged \$25.00 per hour, four- (4) hour minimum.

**All packages must be addressed to the Banquet Department and marked with the name of the person in charge of the program, function name, and date of event. The Hotel is not responsible for the loss, damage, or theft of meeting materials.**

**SIGNS AND DISPLAYS:**

No signs, banners and displays shall be erected or displayed in any part of the Hotel without the approval of the Convention Service Manager. It is further agreed that no sign, banner or display shall be affixed to any part of the Hotel. The Hotel will be happy to provide easels for this purpose.

**FOOD AND BEVERAGE:**

The Pennsylvania Alcoholic Beverage Commission regulates the sale and service of all alcoholic beverages. Therefore, all beverages must be supplied and serviced by the Hotel. Menu selections and all other requirements must be received four (4) weeks prior to the function. All banquet functions will be a set menu; a la carte banquets are not available. There will be a service charge of 19% and the current applicable state sales tax on all food and beverage functions. (The service charge is taxable). All meal functions with a guarantee of 50 or less are subject to a \$50.00 labor charge.

**CANCELLATION POLICIES:**

This agreement will bind [REDACTED] and the Hotel to the following terms:

Any arrangements/cancellations must be made in writing. If arrangements for this function(s) are cancelled, a cancellation fee will be charged, "by Hotel" consisting of a percentage of total anticipated revenue based upon arrangements for guest rooms, function space, food & beverage requirements reserved at the time of cancellation. The fee is determined by the time between cancellation and scheduled arrival as follows:

**CANCELLATION SLIDING SCALE AS FOLLOWS:**

**Cancellation charges to be assessed:**

More than 365 days prior to date of event	10% of all estimated charges to be retained as attrition by the hotel
271 days to 365 days prior to date of event	25% of all estimated charges to be retained as attrition by the hotel
181days to 270 days prior to date of event	50% of all estimated charges to be retained as attrition by the hotel
91 days to 180 days prior to date of event	75% of all estimated charges to be retained as attrition by the hotel
0 to 90 days prior to date of event	100% of all estimated charges to be retained as attrition by the hotel

**IMPOSSIBILITY:**

The performance of the Agreement is subject to any circumstance making it illegal or impossible to provide or use the Hotel facilities, including acts of God, war, government regulations, disaster, strikes, civil disorder or curtailment of transportation facilities. The Agreement may be terminated only for any of the above reasons by written notice from either Hotel or Organization to the other.

**INDEMNIFICATION:**

Each party will indemnify, defend and hold the other harmless from any loss, liability, costs or damage arising from actual or threatened claims resulting from its breach of this Agreement or the negligence, gross negligence or intentional misconduct of such party or its officers, directors, employees, agents, contactors, members or participants. Neither party will be liable for punitive damages.

**LAWS AND POLICIES:**

Each party will comply with all applicable federal, state and local laws (including the Americans with Disabilities Act) and Hotel rules and policies. Customer will be responsible for providing its disabled members with auxiliary aids in connection with any Customer events or activities. Upon Customer's reasonable request, Hotel will cooperate with Customer to provide services on behalf of Customer's disabled attendees.

**INSURANCE:**

Each party will maintain insurance sufficient to cover any claims or liabilities which may reasonably arise out of or relate to its obligations under this Agreement and will provide evidence of such insurance upon request.

**BILLING:**

**Final payment will be by organization check, credit card, or cash. Final payment is due one week prior to function date**

**DEPOSIT:**

\$500

All deposits are nonrefundable.

**ALTERNATIVE ACCOMMODATIONS:**

The Hotel reserves the right to accommodate the group, or any part thereof, in another hotel of equivalent or better standing as determined in the reasonable judgment of Hotel for the duration of the group's stay or any part thereof at no extra charge to the agent, regardless of the price of alternative accommodations.

**CONCLUSION:**

If you are in agreement with these arrangements, please sign the enclosed copy of this contract, Credit Card Authorization Form and return with the non-refundable deposit by [REDACTED] to confirm this booking on a definite basis. If the signed contract and deposit are not received by this date the space will be released.



## CATERING POLICIES

### **Finalization of Program**

1. Final menu selections should be submitted FOUR weeks prior to the function to insure the availability of the desired menu items.
2. Final guarantees must be received FIVE business days prior to your function. If the guarantee is not received, the original expected or minimum amount will be used as the guarantee and the hotel will prepare the charges for the number of persons estimated on the contract.
3. All food and beverage must be supplied and prepared by Hotel. No outside food or beverage is permitted in any banquet or meeting room without prior written approval of the hotel. Unconsumed food is not permitted to be taken out of the hotel.
4. All prices are subject to change.

### **Amendments to Program**

1. If a change from the original room set-up is requested on the day of the function, an additional labor charge will be added to the banquet check.
2. Function rooms are assigned based on the anticipated number of guests. The hotel reserves the right to adjust room assignments based on your final guarantee, and reserves the right to move functions to comparable meeting or banquet rooms other than those appearing on this contract. In the event of substantial fluctuations in the number of attendees, plus (+) or minus (-) 30%, the hotel also reserves the right to charge additional set-up or room rental fees.

### **Cancellation of Program**

1. The client assumes responsibility for and will make payment based on estimated total revenues if the function is canceled. If arrangements for this function(s) are cancelled, a cancellation fee will be charged consisting of a percentage of total anticipated revenue based upon arrangements for guest rooms, function space, food & beverage requirements reserved at the time of cancellation. The fee is determined by the time between cancellation and scheduled arrival as follows:

#### **CANCELLATION SLIDING SCALE AS FOLLOWS:**

##### **Cancellation charges to be assessed:**

More than 365 days prior to date of event	10% of all estimated charges to be retained as attrition by the hotel
271 days to 365 days prior to date of event	25% of all estimated charges to be retained as attrition by the hotel
181 days to 270 days prior to date of event	50% of all estimated charges to be retained as attrition by the hotel
91 days to 180 days prior to date of event	75% of all estimated charges to be retained as attrition by the hotel
0 to 90 days prior to date of event	100% of all estimated charges to be retained as attrition by the hotel

2. Any Audio Visual cancellations must be made 48 hours prior to the event. Any cancellations made after this time will result in full charges for all audio visual equipment ordered.

### **Billing Procedures**

1. All banquet and meeting room charges (including audio visual) are subject to applicable service charges and state and local taxes.
2. A non-refundable deposit is required for all functions unless prior credit arrangements have been established with the hotel.
3. Payment in full is required FIVE BUSINESS DAYS prior to all functions, this will be in the form of a certified check, money order, or cash, unless prior credit arrangements have been established with the hotel.
4. All banquet checks must be signed by the on-site contact or the designated representative at the completion of each event. Any discrepancies in counts or charge should be identified and resolved at that time.

### **Hotel Approval**

1. The hotel reserves the right to exercise final authority over bands, DJ's, musicians and other entertainment in regard to volume and professionalism, whether they are engaged by the customer or through the hotel. The hotel reserves the right to require security for any functions the hotel deems appropriate or necessary at the clients' expense.
2. Any items to be put on the meeting rooms or lobby walls or any directional signs must be approved by the hotel. Any damages to these areas will be assessed to the client.

### **Specific Responsibilities of the Customer**

1. Admittance to your function room for set-up and take-down and meeting attendee arrivals and departures must coincide with the event times listed on the contract. Should any revisions of the beginning or ending times of an event be requested, the hotel will make every effort to accommodate the request. The hotel reserves the right to add additional room rental charges or set-up fees to the function should this occur.
2. A labor fee of \$25 per hour, four hour minimum, for handling more than six (6) boxes. Boxes being shipped on pallets will be charged \$0.50 per pound based on weight on the shipping slip from delivery company. Pallets are delivered to a single site within the hotel, any additional site will be charged \$25.00 per hour, four (4) hour minimum. The hotel must have prior notification of all incoming packages. A \$10 per day storage fee will be charged for packages received more than three days in advance. All packages must be addressed to the Banquet Department and marked with the name of the person in charge of the program, function name and date. The client is responsible for shipping any packages back.
3. The customer shall be responsible and reimburse the hotel for any hotel damage or loss caused by any of the customer's guests or persons or organizations contracted by the customer to provide any service or goods before, during or after the function.
4. If you are planning on serving alcoholic beverages, please be aware that the liquor license requires that beverages be dispensed by our employees and bartenders only. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are underage.

### **Specific Responsibilities of the Hotel**

1. The Hotel assumes no responsibility for the damage or loss of any merchandise or articles brought into the hotel. Arrangements may be made for security by contacting your catering representative.
2. Neither the hotel nor the client shall be liable for non-performance of the contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State or Municipal) regulations of or restrictions upon travel or transportation, non-availability of food, beverage or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not which are beyond the reasonable control of the hotel.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Date: Sunday, October 08, 2017

**Credit Card Authorization**

**Pennsylvania State Conference of Young People in Alcoholics**

Arrival Date: Friday, 7/19/2013

I, \_\_\_\_\_, hereby authorize Central Pennsylvania Hospitality, Inc. to charge my credit card account for charges to be incurred by **Pennsylvania State Conference of Young People in Alcoholics**. Any outstanding charges on my hotel account at the conclusion of the event will be charged to this card.

Please circle charges that apply for the above named guest or event.

- Initial Deposit – Amount \$\_\_\_\_\_
- Other Charges: Final payment, based on the guaranteed number of guests is due five (5) business days prior to the first day of the event.

Credit Card Type \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

Signature \_\_\_\_\_