



GROUP CONTRACT SAMPLE

444 Parkway Dr | Lexington, KY 40504-2703

ACCOUNT:	KEDC	BOOKING DATE:	August 23, 2022
GROUP NAME:	KEDC	SALESPERSON:	Stephanie Toy
CONTACT:	Terri White	SALES PHONE:	tbd
ADDRESS::	118 James Ct 60	SALES EMAIL:	stephanie.toy@theelwoodhotel.com
	Lexington, KY 40505		
PHONE:			
EMAIL:		CONTRACT DUE:	August 26, 2022

We are excited to be the host of your upcoming group event! The following represents an agreement and outlines the group guestroom block and terms for your booking.

Group Arrival Date: Wednesday, September 14, 2022 **Departure Date:** Thursday, September 15, 2022

Room Type	Rate	Wednesday 9/14/2022	Thursday 9/15/2022
Elwood Premium Double Queen	\$119.00	10	
Elwood Premium King	\$119.00	15	
Total		25	-

All room rates are subject to all state and local taxes, currently 16.07%. The above group rates are per room per night. The rates also include complimentary wifi throughout the hotel. Above rates are net non-commissionable.

CHECK IN AND CHECKOUT:

Our check-in time is 4:00 pm and check-out time is 11:00am. Guests arriving before 4:00 pm will be accommodated as rooms become available. Our Guest Service staff can arrange to check baggage for those arriving early when rooms are not available.

RESERVATION METHOD:

Rooming List

CUT OFF DATE:

All reservations must be made by midnight of the Cut Off date of August 30, 2022, thirty days prior to the date of arrival. The hotel will require the rooming list (if group prefers) or all individual reservations to be booked within the group block by this date. Specific room types are listed on the above rate/room type chart. Requests for room types not included in this agreement will be based on availability and at the Hotel prevailing rate for these dates. Confirmation of additional reservation requests after the Cut Off Date will be accepted based on availability and at the prevailing Hotel rate.

RESERVATION GUARANTEE:

All reservations will require a credit card to guarantee the room reservation when made by individuals. When reservations are made by rooming list by the group, the reservations will be considered guaranteed by the group, unless the rooming list provides an individual's credit card to guarantee those reservations. A credit card authorization form will be required by the hotel for all reservations made by rooming list.

PAYMENT RESPONSIBILITY:

	Individual to Pay	Group to Pay
Room and Taxes	X	
Incidentals	X	
Functions		

DEPOSIT SCHEDULE:

The following outlines the deposits due per this contract:

	Deposit Amount:	Deposit Due By:
Initial Deposit, due with signed agreement		
Second Deposit		
Third Deposit		
Final Balance Due	Prior to checkout	

RESERVATIONS CANCELLATIONS:

Individual reservations must be cancelled 48 hours prior to the arrival date to avoid a charge of one night's room and taxes by 4PM the day prior to the scheduled arrival date. **Rooming List Cancellations** by the group are also subject to a one night room and taxes cancellation fee if not cancelled with the hotel 48 hours prior to arrival.

GROUP/EVENT CANCELLATION:

You may cancel this Agreement only by giving written notice to Hotel. The amount of full cancellation damages (plus applicable taxes) owed by group to Hotel depends on when the notice is received by Hotel. The attrition is based on the estimated revenue loss due to holding the outlined blocks on a definite basis.

Cancellation notice received on or before 271 or greater prior to arrival date of event: 10% penalty

Cancellation notice received 181 days to 270 days prior to arrival date of event: 20% penalty.

Cancellation notice received 90 days to 180 days prior to arrival date of event: 40% penalty.

Cancellation notice received 31 days to 89 days prior to arrival date of event: 60% penalty.

Cancellation notice received on the day of the event -30 days prior to event: 100% penalty.

FORCE MAJEURE:

Neither party shall be responsible for failure to perform this Agreement if unanticipated circumstances beyond their control (including, but not limited to: acts of God; government regulation, including, but not limited to, government regulations prohibiting travel to the city in which the Hotel is located over the Event dates and/or the issuance of a "Level 3 Travel Warning" by the Centers for Disease Control that specifically advises travelers to avoid all non-essential travel to the city in which the Hotel is located and which travel advisory is in effect over the Event dates; terrorist attacks in the city in which Hotel is located; or declared war in the United States); or other emergencies any of which make it illegal or impossible for Hotel to hold the Event. The affected party may terminate this Agreement without liability upon providing written notice to the other party within ten (10) days of the occurrence.

ATTRITION:

The Hotel will extend a 20% allowance in such expected guest room revenue. Should the Group fall below this amount; the Group will be responsible for the difference between 80% of the minimum guest room revenue contracted and the actual guest room revenue of the Group. The Hotel and Group agree that the payment described above is a reasonable estimate of the Hotel's damage resulting from the non-use of the room block and that the agreed rate is a reasonable estimate of the rate which will be achievable at the time of resale, and the payment does not constitute a penalty.

TAX EXEMPTION:

If Group maintains tax-exempt status, Group must provide Hotel with a valid tax exemption certificate(s) along with the signed contract in order to be exempt from tax charges. Kentucky law requires that tax-exempt charges be paid by organization funds as proof that attendees are on official company business and not leisure/personal travel.

We thank you for your business. This contract constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing signed by Hotel and Group.

Please sign and return this agreement **no later than August 26, 2022** to secure as a definite booking, and the hotel will return a completed countersigned agreement for your files. We may release your tentatively reserved sleeping rooms and/or facilities if we do not receive your signed Agreement by the applicable due date. No cancellation fee shall apply in such circumstances.

The undersigned expressly agree and warrant that they are authorized to sign and enter into this Agreement on behalf of the party for which they sign, and the person signing on behalf of Group.

Elwood Hotel & Suites	KEDC
-----------------------	------

Stephanie Toy	Terri White
General Manager	
Signature:	Signature:
Date:	Date: 8-24-22