



Staybridge Suites Inner Harbor
17 Commerce St, Baltimore, MD 21202
Tel: 410.624.7333 Fax: 410.624.7330

GROUP ROOMS AGREEMENT

NCTE Group

This Agreement is made and entered into as of **April 19, 2019** by and between the Staybridge Suites Inner Harbor and **_NCTE GROUP_**. Group agrees that the terms of this Agreement are based upon the information provided by Group below.

Account Name:	NCTE Group	Today's Date:	April 11, 2019
Contact:	Sarah Donovan	Hotel POC:	Heather Rebhan
Address:		Email:	heather@staybridgebaltimore.com
City, State Zip:			
Telephone:	630-452-6308	Contract Due Date:	April 18, 2019
e-mail Address:	sarah.j.donovan9@gmail.com		
Fax:			

GROUP ROOM RESERVATIONS

GUEST ROOM ACCOMMODATIONS:

Room Date	Day	Room Type	Number of Rooms	Room Rate
November 22, 2019	Friday	Double Queen Suites	12 16	\$105.00
November 23, 2019	Saturday	Double Queen Suites	12 16	\$105.00

- ❖ Hotel room rates are subject to applicable state and local taxes (currently %15.5 per room, per night). All rates are net.
- ❖ Any "No Shows" are subject to the fee of one night's lodging plus the applicable taxes.
- ❖ Valet parking with in and out privileges is \$29 per night per vehicle.
- ❖ Room rate includes American full hot buffet breakfast.

RESERVATION METHOD: Booking Link or Call In

CUT OFF DATE: October 22, 2019

After this date, rooms not covered by rooming list/individual reservations may be released.

RESERVATION METHOD

ROOMING LIST: Group must submit a rooming list to Hotel by N/A . If guests on the rooming list do not check in, Group's Master Account will be charged for the first night of all "No Shows."

NOTE: All attendees must identify themselves as a member of the Group to receive the group rate and to have their reservation credited to your block. Any reservations made outside of the group block will not be considered for purposes of complimentary allocations, attrition, meeting room rental, or any other provision of this agreement contingent on room pick-up.

BILLING/CREDIT PROCEDURES

BILLING INSTRUCTIONS	
Room and Tax:	All guests on their own
Incidentals:	Same
Other Instructions:	

METHOD OF PAYMENT OF MASTER ACCOUNT	
Method of Payment:	All Guests on their own

NON-REFUNDABLE DEPOSIT:
Any subsequent charges must be settled by credit card at conclusion of function. <i>All deposits are non-refundable.</i>

TERMS AND CONDITIONS

1. Reservations: Reservations will be made by no later than **«October 22, 2019»**. After that date, Organization agrees that Hotel may offer unused rooms held in Organization's block to other customers to reduce Hotel's losses and Organization's obligations under the performance clause. Reservations requested by your attendees after this date will be accepted based upon availability at the hotel's prevailing rate.

2. Commission / Third Party Payments: The Hotel will pay (\$ or % of minimum room rate as noted above) for each consumed revenue room night as part of the established group block at the group rates contained in this agreement. Any change in the recipient of this payment after the agreement is signed will require notification, signed by both Organization and the recipient. Payment will be made after receipt by the Hotel of full payment for the event. Organization will take full responsibility for determining whether disclosure of payments is required and for making disclosure of all such payments and defend and indemnify Hotel in any claims arising out of or related to disclosure. **NOT APPLICABLE**

3. Cancellation and Performance: The rates offered by us are based in part upon the total gross revenue anticipated by Hotel from Organization's agreement to use and pay for the rooms and events listed above. It is understood that Hotel loses substantial revenue upon the unexpected cancellations of an event. The amount of those losses is often difficult or impossible to determine. Hotel has set forth the following fee schedule in the event of cancellation. The parties agree that these fees are a fair and reasonable estimation of Hotel's loss as a result of cancellation. Organization shall pay the cancellation fee as liquidated damages, plus applicable taxes, if Organization's event is canceled. *All cancellations must be submitted in writing.

<u>Date of Cancellation</u>	<u>Percentage owed</u>	
Less than 90 days prior to arrival	50% of total anticipated revenue	/ \ / \ / \ / \ NOT APPLICABLE
Less than 60 days prior to arrival	75% of total anticipated revenue	
Less than 30 days prior to arrival	100% of total anticipated revenue	

Hotels accepts up to 3 individual cancellations within the block. These cancellations have to be made with 72 hour-notice to avoid penalty charge of 1 room night and tax.

4. Attrition: If the event is held, but Hotel does not realize the total estimated revenue from sleeping rooms, room rental, food and beverage and any additional contracted items anticipated from the event, Organization agrees to pay liquidated damages. The damages owed will be in the amount necessary for Hotel to receive no less than 90% of each minimum expected revenue, plus applicable taxes and service charge. **Not Applicable**

5. Payment Arrangements: Unless Organization has established credit in advance with Hotel, Organization will pay the entire contract price in cash, credit card or by certified check at least seven (7) business days prior to your function or by personal bank check 14 days prior to function. Hotel may terminate this agreement and retain the portion of Organization's deposit or seek additional amounts necessary to equal the Cancellation Fee if payments are not made as agreed. If Organization has established credit, payment in full will be due within thirty (30) days of Organization's function. If preferred, all charges can be paid by credit card. Hotel accepts American Express, Diners Club, Discover Card, JCB International, Master Card or Visa. If credit has not been approved for Organization's function, Organization will provide Hotel with the credit card to which all estimated Master Account charges will be charged no later than . If credit has been approved, Organization will provide Hotel with its credit card information at the time of Organization's function.

6. Damage Clause: Group agrees to assume all liability and indemnify Hotel for expense of any damage to Hotel caused by its members. Hotel may charge Group's Master Account or directly bill Group for all such charges. Group shall indemnify, defend and hold harmless Hotel and its agents, directors, partners, affiliates, members and employees from and against all demands, claims, damages to persons and/or property, losses and liabilities, including reasonable attorney fees (collectively "Claims") arising out of or cause by Group's negligence or intentional misconduct.

Signature: Heather Rebhan
 Name: Heather Rebhan
 Title: Group Sales Coordinator
 Date: 4/19/2019

Signature: Sarah J. Donovan
 Name: Sarah J. Donovan
 Title: _____
 Date: 4/19/2019