

## Executive Summary of the Contract

### Country Inn & Suites



#### **Hotel Amenities and Services**

- **Parking**
  - Free parking
- **Breakfast**
  - Complimentary hot breakfast
- **WiFi**
  - Complimentary WiFi
- **Fitness**
  - Fitness Center
- **Laundry**
  - Self-service on-site laundry
- **Transportation**
  - N/A
- **Other Amenities**
  - Business Center
  - Express Checkout available

#### **Lodging Rates**

Local Lodging	Nightly Rate
University Business: Employees, Students, Guests	Discount <u>20% off BAR</u>
Friends & Family	Discount <u>20% off BAR</u>
Visiting Athletic Teams	Discount <u>20% off BAR</u>

\*BAR- Best Available Rate

## Conference Room Rates & Fees

Conference Rooms	List Cost Per Day	University Price Per Day
General Session Room (750 sq ft)	\$	\$500.00
General Session Room (1-4 hours):	\$	\$300.00 for 1/2 day

## Cancellation and Blackout Dates

- **Cancellation**
  - Accept cancellations for room reservations up until 4pm on the day of arrival for no charge for all reservations involving less than 10 rooms. If reservations are not canceled by 4pm, a “no-show” charge may be applied for the first night’s room and tax.
- **Blackout Dates**
  - UVA Graduation weekend
  - UVA Family weekend
  - UVA Homecoming weekend

## Group Lodging

- **Minimum Group Size**
  - The minimum number of rooms associated with a reservation before attrition or cancellation fees may apply is ten (10) rooms.
- **Order Confirmation Document (OCD)**
  - All University-booked groups should utilize the University-approved Order Confirmation Document to confirm group bookings/events.
- **Courtesy Blocks**
  - A courtesy block is defined as group lodging (10 or more rooms) held on behalf of the University with guests’ intent to complete reservations independently and with their own payment.
  - The OCD will be utilized for Courtesy Blocks.
  - For all group blocks the cut off date will be specifically listed on the OCD (Order Confirmation Document) that is to be reviewed and agreed upon both parties. Please note the hotel will attempt to send out a notification warning advising of the upcoming cut off within 5 days. However, please note failure to do so on the hotel’s side does not guarantee any additional rooms or any further extensions of the cutoff date for the group.
  - Firm may communicate the courtesy block cancellation date, but by definition, courtesy blocks do not have attrition/cancellation penalties.

## **Attrition and Cancellation**

Sales tax is not applicable on cancellation/attrition fees. Cancellations and reductions should be requested in writing.

### **1. Conference Room Rental Attrition and Cancellation Fees**

Days Before Event	Allowable Attrition / % Charge Beyond Allowable Amount	Cancellation Percentage Amount Due
Time of Reservation – 60 days	100% / No Charge	No Charge
59 – 3 days	100% / No charge	No Charge
2– 0 days	0% / 100% Charge	100%

### **2. Group Lodging Attrition Fees are as follows and are based on cumulative attrition (total room pickup for the room block):**

Days Before Check-in	Allowable % Attrition	% Charge Beyond Allowable Amount
Time of reservation – 60 days	100%	0%
59 – 15 days	50%	50%
14 – 0 days	20%	70% of the quoted room price

### **3. Cancellation fees for group lodging are as follows and are based on cumulative attrition (total room pickup for the room block). Cancellation calculations are made after allowable attrition allowances have been applied:**

Days Before Check-In	% Charged for Cancellation of Group Reservation
Time of Reservation – 60 days	No charge
59-15 days	50%
14-0 days	100%