

## Executive Summary of the Contract

### Doubletree by Hilton



#### Hotel Amenities and Services

- **Parking**
  - Complimentary self-parking
  - Complimentary on-site bus parking
- **Breakfast/Dining**
  - On-site restaurant (open for breakfast, dinner, and room service)
- **WiFi**
  - Complimentary WiFi in Guest rooms and Meeting Space
- **Fitness**
  - 24-hour Indoor pool and fitness center
- **Laundry**
  - Available at an additional cost
- **Transportation**
  - 24-hour Shuttle within 3-mile radius and to/from CHO Airport
- **Other Amenities**
  - Complimentary signature cookies and water at check-in
  - 239 guest rooms including 5 suites
  - 16,000 square feet of meeting space

#### Lodging Rates

Local Lodging	Nightly Rate
University Business: Employees, Students, Guests	Discount <u>25% off BAR</u>
Friends & Family	Discount <u>15% off BAR</u>
Visiting Athletic Teams	Discount <u>15% off BAR</u>

\*BAR- Best Available Rate

**Conference Room Rates & Fees**

<b>Conference Rooms</b>	<b>List Cost Per Day</b>	<b>University Price Per Day</b>
Rotunda Ballroom (1 to 4 rooms)	\$5,000 to \$10,000	\$3,500
Rotunda Foyer	\$2,500	\$1,000
Promenade Ballroom	\$3,500 to \$7,000	\$2,500
Ashlawn Boardroom	\$500	\$250
Gallery Room (1 to 3 rooms)	\$1,500 to \$3,000	\$750 to \$1,500
Albemarle Room	\$500	\$250
Montdomaine Room	\$500	\$250
Giorgio's	\$1,500	\$750
Root 29 Private Dining	\$750	\$350
<b>Audio Visual</b>	<b>List Cost Per Day</b>	<b>University Price</b>
Wireless Microphone	\$115	\$103
Wireless Lavalier Microphone	\$115	\$103
LCD Projector	\$325	\$293
Projection Screen	\$180 / \$250	\$162 / \$225
A/V System	\$650	\$585
A/V Table or Cart	\$50	\$45
Conference Room Internet Connection	Complimentary	Complimentary
Conference Room WiFi	Complimentary	Complimentary
A/V Technician (Hourly Rate)	\$50	\$50

**Catering Rates & Fees**

<b>Catering Services</b>	<b>List Cost</b>	<b>University Price</b>
Breakfast	\$27	\$25
Lunch	\$35	\$32
Dinner	\$48	\$43

## **Cancellation and Blackout Dates**

- **Cancellation**
  - Cancel by 4PM on day of arrival for no charge for transient stays booked at the University Rate
- **Blackout Dates**
  - May 17-19, 2024
  - August 30-31, 2024
  - September 6-7, 2024
  - September 13-14, 2024
  - October 4-5, 2024

## **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.
  - Courtesy Blocks are available based on demand and availability of the hotel. Not all groups will be given courtesy status.
  - The OCD will be utilized for Courtesy Blocks.
  - Firm may communicate the courtesy block cancellation date, but by definition, courtesy blocks do not have attrition/cancellation penalties.
  - The Firm agrees to communicate with the University Department holding the courtesy block as the cancellation deadline approaches. The Firm will communicate at least five (5) days prior to the first cancellation deadline to confirm that any unfilled rooms will be cancelled with no penalty.
- **Complimentary Rooms**
  - For Conference Bookings, the Selected Firm will provide one complimentary hospitality suite.
  - For Group Bookings of 20 rooms or more, accompanied by a Tour Conductor, the Selected Firm will provide one complimentary guestroom.

## Attrition and Cancellation

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

### 1. Conference Room Cancellation Fees

Days Before Event	Cancellation Percentage Amount Due
Date of Booking to 181 Days in Advance of Event	0% of Total Anticipated Revenue
180 Days to 90 Days in Advance of Event	70% of Total Anticipated Revenue
89 Days to 60 Days in Advance of Event	100% of Total Anticipated Revenue
59 Days or Less in Advance of Event	100% of Total Anticipated Revenue

### 2. Catering Cancellation Fees

Days Before Event	Cancellation Percentage Amount Due
Date of Booking to 181 Days in Advance of Event	0% of Total Anticipated Revenue
180 Days to 90 Days in Advance of Event	70% of Total Anticipated Revenue
89 Days to 60 Days in Advance of Event	100% of Total Anticipated Revenue
59 Days or Less in Advance of Event	100% of Total Anticipated Revenue

### 4. 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
Date of Booking to 181 Days in Advance of Event	<b>100%</b>	0% of Total Anticipated Revenue
180 days to 90 days	<b>20%</b>	70% of Total Anticipated Revenue
89 days to 60 days	<b>20%</b>	90% of Total Anticipated Revenue
59 - 15 days	<b>0%</b>	100% of Total Anticipated Revenue
14 - 0 days	<b>0%</b>	100% of Total Anticipated Revenue

6. 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	100 %
14-0 days	100 %