

Executive Summary of the Contract

The Draftsman Hotel

THE Draftsman

AUTOGRAPH COLLECTIONSM
HOTELS

Hotel Amenities and Services

- **Parking**
 - Free valet services (waived for UVA employees)
- **Breakfast/Dining**
 - Restaurant that serves breakfast, lunch, and dinner
- **WiFi**
 - Complimentary WiFi in all rooms, meeting spaces, and public areas
- **Fitness**
 - Fitness Center with Peloton
- **Laundry**
 - Laundry/dry cleaning services available
- **Pets**
 - Pet-friendly
- **Transportation**
 - N/A
- **Other Amenities**
 - Bellman service
 - 24-hour Business Center

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>
Group Lodging	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 1: Madison Room	\$800	\$640
General Session Room 2: Jefferson Room	\$600	\$480
Breakout Room 1: Monroe Room	\$400	\$320
Breakout Room 2: Founders Lounge	\$250	\$200
Other Area: Madison/Jefferson Room	\$1400	\$1120
Audio Visual	List Cost Per Day	University Price
Wireless Microphone	(outsourced)	(outsourced)
Wireless Lavalier Microphone	(outsourced)	(outsourced)
LCD Projector	\$100 daily	\$80 daily
Projection Screen	Complimentary	Complimentary
A/V System	\$	\$
A/V Table or Cart	No Fee	No Fee
Conference Room Internet Connection	No Fee	No Fee
Conference Room WiFi	No Fee	No fee
A/V Technician (Hourly Rate)	(outsourced)	(outsourced)

Catering Rates & Fees

Catering Services	List Cost	University Price
Breakfast	\$32	\$25.60
Lunch	\$45	\$36.00
Dinner	\$64	\$51.20

Cancellation and Blackout Dates

- **Cancellation**
 - Accept cancellations for room reservations up until 4 pm on day of arrival for no charge, for all reservations involving less than 10 rooms. If reservations are not canceled by 4:00 pm a “no show” charge may be applied for the first night’s room and tax.
- **Blackout Dates**
 - Graduation 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.
 - 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 rental attrition and cancellation fees are as follows:

Days before Event	Allowable Attrition / % Charge Beyond the Allowable Amount	Cancellation Percentage Amount Due
Time of Reservation - 31 days	100% / no charge	No charge
30 - 15 days	NA	50%
14 - 8 days	NA	70%
7 - 0 days	NA	100%

2. Catering attrition and cancellation fees are as follows:

Days before Event	Allowable Attrition / % Charge Beyond the Allowable Amount	Cancellation Percentage Amount Due
Time of Reservation - 31 days	100% / no charge	No charge
30-15 days	NA	No Charge
14 - 8 days	NA	70%
7 - 0 days	NA	100%

3. 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 the Allowable Amount
Time of reservation - 60 days	100%	0%
59 - 15 days	70%	70%
14 - 0 days	100%	100%

4. 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	40%
14-0 days	70%