

Executive Summary of the Contract

The Graduate Hotel



Hotel Amenities and Services

- **Parking**
 - Valet parking is \$20/evening. Discounted parking is available at \$11 for day events.
- **Breakfast/Dining**
 - The Trophy Room is open for dinner 7 days a week on the ninth floor, offering beautiful rooftop views of Charlottesville. Poindexter is open seven days a week, providing coffee, breakfast, and grab & go options.
- **WiFi**
 - Complimentary WiFi
- **Fitness**
 - 24-hour fitness center
- **Laundry**
 - Laundry available through third party (guests responsible for payment)
- **Transportation**
 - N/A

Lodging Rates

Local Lodging	Nightly Rate
University Business: Employees, Students, Guests	Prevailing per diem rate for UVA faculty/staff with proper identification, as well as guests with federal/state identification upon check-in (Not Last Room Availability). GSA Per Diem Rates 20 % off BAR (Last Room Availability)
Friends & Family	<u>20% off BAR (Not Last Room Availability)</u>
Visiting Athletic Teams	Prevailing per diem rate: GSA Per Diem Rates
Group Lodging	Varies based on day of the week, at least 20% off BAR

*BAR- Best Available Rate

Conference Room Rates & Fees

Conference Rooms	List Cost Per Day	University Price Per Day
Piedmont Ballroom	\$3000	\$500-\$1500
9 th Floor	\$4000	\$1500-\$3500
Trophy Room	\$3000	\$1000-\$2000
Breakout Room 2: Piedmont A	\$1500	\$250-\$750
Breakout Room 3: Piedmont B	\$1500	\$250-\$750
Game Room	\$2000	\$500-\$1500
Other Area: Dolley Madison Suite	\$800	\$125-\$400

Audio Visual	List Cost Per Day	University Price
Wireless Microphone	\$200	\$30
Wireless Lavalier Microphone	NA	NA
LCD Projector	\$500	Complimentary
Projection Screen	\$200	Complimentary
A/V System	\$	\$
A/V Table or Cart	\$200	Complimentary
Conference Room Internet Connection	NA	NA
Conference Room WiFi	\$	Complimentary
A/V Technician (Hourly Rate)	NA	NA

Catering Rates & Fees

Catering Services	List Cost	University Price
Breakfast	\$22-\$28	\$22-\$28
Lunch	\$28-\$40	\$28-\$40
Dinner	\$38-\$62	\$38-\$62
Other (provide details):	<i>Per Diem menu will be available to University groups</i>	

Cancellation and Blackout Dates

- **Cancellation**
 - Graduate Charlottesville will 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 (Thursday-Sunday); additional dates to be determined

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, Graduate Charlottesville will provide one complimentary hospitality suite with minimum spend of \$5000 or more.
 - For group bookings of 40 rooms or more, accompanied by a tour conductor, Graduate Charlottesville will provide one complimentary guest room.

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 Allowable Amount	Cancellation Percentage Amount Due
Time of Reservation – 60 days	100% / no charge	No charge
59 – 7 days	50% allowable attrition	50% of conference room rental
6 – 0 days	20% allowable attrition	80% of conference room rental

2. Catering attrition and cancellation fees are as follows:

Days Before Event	Allowable Attrition / % Charge Beyond Allowable Amount	Cancellation Percentage Amount Due
Time of Reservation – 60 days	100% / no charge	No charge
59 – 7 days	30% / 100%	50%
6 – 0 days	10%/ 100%	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 Allowable Amount
Time of reservation – 60 days	100%	0%
59 – 15 days	50%	80% of total guest room rate
14 – 0 days	20%	100% of total guest room rate

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	50%
14-0 days	100%