

Executive Summary of the Contract

Hampton Inn & Suites University



Hotel Amenities and Services

- **Parking**
 - On-site parking discounted at \$10 per day
- **Breakfast**
 - Complimentary Buffet Breakfast
 - Complimentary coffee in lobby daily
- **WiFi**
 - Complimentary WiFi
- **Fitness**
 - Fitness center
- **Laundry**
 - N/A
- **Transportation**
 - N/A

Lodging Rates

Local Lodging	Nightly Rate
University Business: Employees, Students, Guests	Discount <u>20% off BAR</u>
Friends & Family	No Discount Offered
Visiting Athletic Teams	Discount <u>15% off BAR</u>

*BAR- Best Available Rate

Conference Room Rates & Fees

Conference Rooms	List Cost Per Day	University Price Per Day
Etheridge	\$650	\$520

Audio Visual	List Cost Per Day	University Price
Limited Availability		
Projection Screen	Complimentary	Complimentary
Conference Room WiFi	Complimentary	Complimentary

Cancellation and Blackout Dates

- **Cancellation**
 - Accept cancellations for room reservation up until 24-hours prior to check-in for no charge, for all reservations involving less than 10 rooms. If reservations are not canceled by 24 hours prior to check-in, a “no show” charge may be applied for the first night’s room and tax.
- **Blackout Dates**
 - September and October weekends, and first two weekends in November

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**
 - Courtesy blocks will be offered when possible.
 - 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 allowable amount	Cancellation Percentage Amount Due
Time of Reservation – 60 days	100% / no charge	No charge
59 – 7 days	NA	NA
6 – 0 days	NA	NA

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	30% of block	100%
14 – 0 days	30% of block	100%

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	75%
14-0 days	100% pay all charges