

Executive Summary of the Contract
Hampton Inn, India Road Charlottesville



Hotel Amenities and Services

- **Parking**
 - Complimentary parking
- **Breakfast/Dining**
 - Complimentary hot buffet breakfast
 - Complimentary evening social one day a week
- **WiFi**
 - Complimentary WiFi
- **Fitness**
 - Fitness Center
 - Outdoor Pool
- **Laundry**
 - N/A
- **Transportation**
 - N/A

Lodging Rates

Local Lodging	Nightly Rate
University Business: Employees, Students, Guests	% Discount based on length of stay 1-6 nights 20% off BAR 7-29 nights 5% off BAR 30+ nights \$102.00
Friends & Family	% Discount based on length of stay 1-6 nights 20% off BAR 7-29 nights 5% off BAR 30+ nights \$102.00
Visiting Athletic Teams	% Discount based on length of stay 1-6 nights 20% off BAR 7-29 nights 5% off BAR 30+ nights \$102.00__

*BAR- Best Available Rate

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**
 - None

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.

Attrition and Cancellation

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

1. **Group Lodging Attrition Fees**
 - a. Hotel does not charge attrition fees. All unused rooms are released 30 days prior to arrival.

2. 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.

- a. Groups may cancel up to 30 days prior to arrival. If a group consumes lodging rooms and then cancels after 30 days the group will be responsible for the below amount of lodging revenue originally booked.

Days Before Check-In	% Charged for Cancellation of Group Reservation
Time of Reservation – 30 days	No charge
29 - 15 days	50% of original revenue booked
14 - 0 days	100% of original revenue booked