

Executive Summary of the Contract

Hilton Garden Inn



Hotel Amenities and Services

- **Parking**
 - Complimentary parking
- **Breakfast**
 - Breakfast available for purchase
- **WiFi**
 - Complimentary WiFi. Premium WiFi available for purchase.
- **Fitness**
 - Fitness Center
 - Pool
- **Laundry**
 - On-site laundry
- **Transportation**
 - N/A
- **Other Amenities**
 - Business Center
 - Outside patio space

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 \$109.00
Friends & Family	% Discount based on length of stay 1-6 nights 20% off BAR 7-29 nights 5% off BAR 30+ nights \$109.00
Visiting Athletic Teams	% Discount based on length of stay 1-6 nights 20% off BAR 7-29 nights 5% off BAR 30+ nights \$109.00

*BAR- Best Available Rate

Conference Room Rates & Fees

Conference Rooms	List Cost Per Day	University Price Per Day
General Session Room 1:	\$800.00	\$400.00
General Session Room 2:	\$800.00	\$400.00
Board Room	\$600.00	\$350.00

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. 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 - 15 days	100% / No charge	No Charge
14- 0 days	0%	100%

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 - 30 days	NA	0%
29 - 0 days	50%	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 - 30 days	No Charge
0-29 days	50% of Original Revenue Booked