

Executive Summary of the Contract

Holiday Inn University



Hotel Amenities and Services

- **Parking**
 - Complimentary self-parking
- **Breakfast/Dining**
 - Emmet's Restaurant and Lounge: serving breakfast, dinner, and room service for purchase
 - Kids eat free: Up to 2 kids ages 11 and under eat free per adult ordering from the main menu
- **WiFi**
 - Complimentary WiFi
- **Fitness**
 - Fitness Area
 - Heated pool
- **Laundry**
 - On-site guest self-laundry facilities
- **Transportation**
 - Complimentary shuttle service to/from nearby Charlottesville-Albemarle Airport (CHO)

Lodging Rates

Local Lodging	Nightly Rate
University Business: Employees, Students, Guests	Discount <u>Prevailing Per Diem- Currently \$133.00</u>
Friends & Family	Discount <u>10% off BAR</u>
Visiting Athletic Teams	Discount <u>10% 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:	\$7,000-\$10,000	\$6,000
General Session Room 2:	\$3200-\$7,200	\$4,000

Breakout Room 1:	\$1,000-\$1,900	\$800
Breakout Room 2:	\$2,200- \$6,200	\$1500
Breakout Room 3:	\$700-\$1,500	\$750
Reception Room / Area 1:	\$7,000-\$10,000	\$6,000
Reception Room / Area 2:	\$3200-\$7,200	\$4,000
Other Area:	\$500	\$350
Other Area:	\$500-\$2500	\$750
Audio Visual	List Cost Per Day	University Price
Wireless Microphone	\$25.00	\$20.00
Wireless Lavalier Microphone	\$	\$
LCD Projector	\$150.00	\$100.00
Projection Screen	\$100.00	\$80.00
A/V System	\$100.00	\$80.00
A/V Table or Cart	\$50.00	\$40.00
Conference Room Internet Connection	comp	comp
Conference Room WiFi	comp	comp
A/V Technician (Hourly Rate)	NA	NA
Other (provide details):	500.00	350.00
Other (provide details):	250	150.00

Catering Rates & Fees

Catering Services	List Cost approx based on selection	University Price approx based on selection
Breakfast	\$25.95	\$22.95
Lunch	\$34.95	\$34.95
Dinner	\$44.95	\$44.95
Other (provide details):	\$16.95	\$13.95
Other (provide details):	\$36.00 per gallon	\$34.00 per gallon

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**
 - May 16 & 17
 - August 8 & 9
 - September 6 & 7
 - October 4 & 5
 - October 11 & 12
 - October 18 & 19
 - October 25 & 26
 - November 1 & 2
 - November 8 & 9
 - November 15 & 16

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 Allowable Amount	Cancellation Percentage Amount Due
Time of Reservation – 60 days	100% / No charge	No charge
59 – 7 days	20% /80%	80%
6 – 0 days	0% / 100%	100%

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	20% /80%	80%
6 – 0 days	0% /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%	70%
14 – 0 days	30%	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	70%
14-0 days	100%