

Executive Summary of the Contract

Kimpton The Forum Hotel



Hotel Amenities and Services

- **Parking**
 - Valet parking available for:
 - Overnight: \$26 per night
 - 8 hours: \$14
 - 2 hours: \$8
- **Breakfast/Dining**
 - Birch & Bloom – Upscale, Ingredient-Driven Steakhouse
 - The Good Sport – Lively Neighborhood Pub
 - In-room dining available
 - Sunrise coffee service
 - Hosted evening social hour
 - Fully stocked honor bar with gourmet and organic options
- **WiFi**
 - UVA guests receive complimentary high-speed WiFi throughout the hotel
- **Fitness**
 - Fully equipped on-site fitness center
 - Custom-designed Kimpton PUBLIC bikes for riding around town
 - A yoga mat in every guest room
- **Laundry**
 - Overnight laundry and dry cleaning
- **Pets**
 - Bring your loyal companion with you – our [pet-friendly accommodations](#) require no deposits or fees.
 - Enjoy complimentary access to [Wag! Premium](#) during your stay (including 10% off all services booked, waived booking fees, and 24/7 access to licensed veterinary professionals). Wag! connects pet parents with professional pet caregivers for pet walking, boarding or sitting.
- **Transportation**
 - N/A
- **Other Amenities**
 - 198 Sleeping Rooms including 10 Suites
 - Five acre botanical garden
 - IHG One Rewards members get extended 2:00 p.m. late check out, subject to availability

- “Forgot it? We’ve got it!” essential travel items
- Through our [Kimpton Plant Pals Program](#), guests can request to have a plant placed in their room to brighten their stay. Simply ask the front desk.
- Our complimentary On-Demand Family Fridge Program helps guests safely store breast milk while staying with us. Upon request, one of our dedicated Mini Me Milk Fridges will be delivered to your room for personal use.

Lodging Rates

Local Lodging	Nightly Rate
University Business: Employees, Students, Guests	Discount <u>15% off BAR</u>
Friends & Family	Discount <u>15% off BAR</u>
Visiting Athletic Teams (paid by UVA)	Discount <u>15% off BAR</u>

*BAR- Best Available Rate

- **Other IHG Hotels:**
 - The IHG Portfolio Discount of 7% will apply to all University business stays at IHG properties

Conference Room Rates & Fees

Conference Room Rental	List Rental Cost Per Day	University Rental Price Per Day
Grove Ballroom	\$7,500	\$6,000
a. Grove III	\$2,500	\$2,000
b. Grove II	\$2,500	\$2,000
c. Grove I	\$2,500	\$2,000
Oak Boardroom	\$750	\$600
Academy Classroom	\$450	\$350
Washington Room & Casa 88	\$800	\$500
Socrates Classroom	\$600	\$500
Lyceum Classroom	\$450	\$350
Case Study	\$3,500	\$3,000
C-Suite	\$3,500	\$3,000
Event Lawn	\$7,500	\$6,000
Camilla Promenade	\$7,500	\$6,000
Forum Amphitheater	\$600	\$500
Viburnum Garden	\$500	\$400
Jefferson Garden	\$750	\$650
Inquire about Restaurant Space Rentals		

Audio Visual	List Cost Per Day	University Price
AV provided by a third party	Standard Pricing Applies	Standard Pricing Applies

Catering Rates & Fees

Catering Services	List Cost Per Day	University Price
	Standard Banquet Menu Pricing applies	Standard Banquet Menu Pricing applies

Cancellation and Blackout Dates

- **Cancellation**
 - Sunday- Wednesday Check In:
 - Accept cancellations for transient room reservations until 4 p.m. on the day of arrival if checking in Sunday through Wednesday for no charge for all reservations involving nine or fewer rooms. If reservations are not canceled by 4 p.m., a "no show" charge may be applied for the first night's room and tax.
 - Thursday- Saturday Check In:
 - Accept cancellations for transient room reservations until 12 p.m. five days prior to arrival if checking in Thursday through Saturday for no charge for all reservations involving nine or fewer rooms. If reservations are not canceled by 12 p.m. a "no show" charge may be applied for the first night's room and tax.
- **Blackout Dates**
 - Darden & UVA Graduation Weekends (Final Exercises) (Thursday-Sunday)
 - Darden Reunion Weekend
 - Law School Reunion Weekend
 - UVA Reunion Weekends (Thursday-Sunday)
 - Fall Foxfield Weekend
 - UVA Home Football Weekends

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.
 - Groups/events of \$50,000 and up, will be paid by Purchase Order. Department should submit a requisition in Workday and attach the OCD.

- **Courtesy Blocks**

- Courtesy blocks will be offered based on availability.
- 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 are required to be submitted to the hotel in writing.

1. Conference Room Rental and Catering attrition and cancellation fees are as follows:

Days before Event	Cancellation Percentage Amount Due
Signature date – 180 days	5% of total revenue
From 179 – 90 days	20% of total revenue
From 89 – 60 days	40% of total revenue
From 59 – 30 days	50% of total revenue
From 29 days – 0 days	70% of total revenue

2. Group Lodging attrition fees are as follows and are based on cumulative attrition (total room pickup for the room block and calculated after the group has departed).

- a. Allowable attrition for Group Lodging is 20% from the time of signature. 100% of the group room rate will be charged on additional unused rooms over 20% attrition.

3. Group Lodging Cancellation Fees (10-25 Rooms Per Night) are as follows:

Days Prior to Arrival	Amount of Cancellation Fees Due
179 days - 90 days	20% of total planned room revenue
89 days - 60 days	40%
59 days - 30 days	50%
29 days - 0 days	70%

4. Group Lodging Cancellation Fees (26+ Rooms Per Night) are as follows:

Days Prior to Arrival	Amount of Cancellation Fees Due
Signature date - 180 days	5% of total planned room revenue
179 days - 90 days	20%
89 days - 60 days	40%
59 days - 30 days	50%
29 days - 0 days	70%