

## Executive Summary of the Contract

### Oakhurst Inn



#### Hotel Amenities and Services

- **Parking**
  - Complimentary on-site self-parking
- **Breakfast/Dining**
  - Chateau Lobby Bar
  - Oakhurst Inn Café- food available for purchase
- **WiFi**
  - Complimentary WiFi in all guest rooms and public areas
- **Fitness**
  - Outdoor pool and deck
- **Laundry**
  - N/A
- **Pets**
  - Pet-friendly rooms available
- **Transportation**
  - N/A
- **Other Amenities**
  - 36 Quaint Guestrooms
  - Long-term rentals available
- **UVA guests receive the \*Distinguished Guest\* package:**
  - Early check in (based on availability)
  - Complimentary upgrade (based on availability)
  - Use of our 4 libraries with complimentary coffee in the main lobby and a water station in each building.
  - Nightly turndown service, house made cookies, chilled purified water, and daily refreshment of the room.
  - Complimentary express check out
  - Luggage hold for pre-check in and post-check out
  - Complimentary self-parking after check out

## Lodging Rates

Local Lodging	Nightly Rate
University Business: Employees, Students, Guests	Discount <u>20% off BAR</u>
Friends & Family	Discount <u>15% off BAR</u>
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
General Session Room 1:	\$500	\$400
General Session Room 2:	N/A	N/A
Breakout Room 1:	N/A	N/A
Breakout Room 2:	N/A	N/A
Breakout Room 3:	N/A	N/A
Reception Room / Area 1:	N/A	N/A
Reception Room / Area 2:	N/A	N/A

Audio Visual	List Cost Per Day	University Price
Wireless Microphone	N/A	N/A
Wireless Lavalier Microphone	N/A	N/A
LCD Projector	\$	\$50
Projection Screen	\$	\$15
A/V System	\$	\$50
A/V Table or Cart	N/A	N/A
Conference Room Internet Connection	Included in rental	Included in rental
Conference Room WiFi	Included in rental	Included in rental

## Catering Rates & Fees

Catering Services	List Cost	University Price
Breakfast	a-la-carte	10% discount
Lunch	a-la-carte	10% discount
Dinner	a-la-carte	10% discount

## 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**
  - UVA Graduation weekend (Thursday-Monday)
  - UVA Parents Weekend
  - Select other 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.
- **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. Group lodging attrition fees are as follows and are based on cumulative attrition (total room pickup for the room block):**

Days before Event	Allowable Attrition / % Charge Beyond the Allowable Amount	Cancellation Percentage Amount Due
Time of Reservation – 60 days	100% / no charge	No charge
59 – 7 days	25% / 100%	75%
6 – 0 days	0% / 100%	100%

- 2. Catering attrition and cancellation fees are as follows:**

Days before Event	Allowable Attrition / % Charge Beyond the Allowable Amount	Cancellation Percentage Amount Due
Time of Reservation – 60 days	100% / no charge	No charge
59 – 7 days	25% / 100%	75%
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 the Allowable Amount
Time of reservation – 60 days	100%	0%
59 – 15 days	25%	100%
14 – 0 days	0%	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	75%
14-0 days	100%