

Executive Summary of the Contract

Quirk Hotel



Hotel Amenities and Services

- **Parking**
 - Discounted rate of \$18 per car per night
- **Breakfast**
 - Breakfast available for purchase in the Quirk Cafe
- **WiFi**
 - Complimentary WiFi
- **Fitness**
 - Fitness Center
- **Laundry**
 - Valet laundry service available
- **Transportation**
 - N/A

Lodging Rates

Local Lodging	Nightly Rate
University Business: Employees, Students, Guests	Weekdays <u>\$159.00</u> Weekends <u>25% off BAR</u>
Friends & Family	Discount <u>20% off BAR</u>
Visiting Athletic Teams	Weekdays <u>\$159.00</u> Weekends <u>25% off BAR</u>

*BAR- Best Available Rate

Conference Room Rates & Fees

Conference Rooms	List Cost Per Day	University Price Per Day
Primrose Ballroom:	\$2,500.00	\$750.00
Fiddlehead Ballroom:	\$1,000.00	\$500.00

Screening Room:	\$1,000.00	\$350.00
Lower Gallery:	\$1,500.00	\$500.00
Rooftop 7am -4pm	\$2,500.00	\$750.00
Rooftop 4pm-10pm per zone	\$5,000.00	\$1,000.00
Audio Visual	List Cost Per Day	University Price
Wireless Microphone	\$200	\$140
Wireless Lavalier Microphone	\$200	\$140
LCD Projector	\$350	\$225
Projection Screen	\$500	\$350
A/V System	n/a	n/a
A/V Table or Cart	\$50	\$0
Conference Room Internet Connection	\$125	\$0
Conference Room WiFi	\$125	\$0
A/V Technician (Hourly Rate)	\$150	\$75

Catering Rates & Fees

Catering Services	List Cost	University Price
Breakfast	Avg \$37 per person	Avg \$37 per person
Lunch	Avg \$42 per person	Avg \$42 per person
Dinner	Avg \$87 per person	Avg \$87 per person

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 17 & 18, 2024
 - August 30 & 31, 2024
 - September 13 & 14, 2024

Group Lodging

- **Group Lodging Rates**
 - Group Lodging of 10 or more rooms will be negotiated per each reservation at the transient rate or better.
- **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	50%/50%	50%
6 – 0 days	0%/80%	70%

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	50%/70%	70%
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	25%	90%

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 Reservations for 10-25	Days before Check-In	% Charged for Cancellation of Group Reservations for 26+
Time of Reservation – 60 days	No Charge	Time of Reservation- 60 days	No charge
59-15 days	50%	59-21 days	50%
14-0 days	70%	20-0 days	70%