

## Executive Summary of the Contract

### Sonesta ES Suites



#### Hotel Amenities and Services

- **Parking**
  - \$5 per night, complimentary for groups and TravelPass members
- **Breakfast/Dining**
  - A complimentary full-hot American breakfast served daily.
- **WiFi**
  - Complimentary WiFi for all guests.
- **Fitness**
  - 24/7 Fitness center with treadmills, cycles, ellipticals and weights.
  - Seasonal outdoor pool, BBQs, SportCourt with basketball, tennis and volleyball
- **Laundry**
  - Coin-operated laundry facilities on property and same-day dry cleaning service available
- **Pets**
  - Up to 2 dogs or cats are welcome for a non-refundable pet cleaning fee.
- **Transportation**
  - N/A
- **Other Amenities**
  - A 108 all-suite hotel featuring studios, one bedrooms, and two bedroom suites, all with fully equipped kitchens, roomy work areas, free WiFi, and fireplaces in select suites.

#### Lodging Rates

Local Lodging	Nightly Rate
University Business: Employees, Students, Guests	Discount <u>23% off BAR</u>
Friends & Family	Discount <u>15% off BAR</u>
Visiting Athletic Teams	Discount <u>15% off BAR</u>

\*BAR- Best Available Rate

- **Other Sonesta Locations:**
  - Business Pass discount of 12% will apply to travel at ANY Sonesta location in North America (available for business and pleasure travel). The discount is for individual stays (1-9 people), groups (10-20 people), and meeting facilities. No additional contract is needed when using this 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**
  - May 17, 18, 19, 2024 and each Friday, Saturday, and Sunday of Final Exercises Weekend in subsequent years.

### **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. 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%	50%
14 – 0 days	20%	80%

2. 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	50% of Anticipated Room Night Revenue
14-0 days	100% of Anticipated Room Night Revenue