

Executive Summary of the Contract

Omni Charlottesville Hotel



Hotel Amenities and Services

- **Parking**
 - Complimentary self-parking for overnight guests. All other guests pay \$12 per day.
- **Breakfast**
 - Available for purchase at the hotel restaurant
- **WiFi**
 - Complimentary WiFi in guest rooms
- **Fitness**
 - Fitness Center
 - Indoor and Outdoor Pools
- **Laundry**
 - N/A
- **Transportation**
 - N/A

Lodging Rates

Local Lodging	Nightly Rate
University Business: Employees, Students, Guests	Discount <u>25% off BAR</u>
Friends & Family	Discount <u>10% off BAR</u> <u>Book on hotel website with code UNVAV</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
Jefferson Ballroom	\$20,000	\$15,000
2/3 of Ballroom	\$14,000	\$10,500
1/2 of Ballroom	\$12,000	\$9,000
Shenandoah	\$850	\$637.50
Ivy Creek	\$650	\$487.50
Meadow Creek	\$550	\$412.50
Afton	\$350	\$262.50
Sugar Hollow	\$350	\$262.50
Piedmont	\$350	\$262.50
Virginia	\$550	\$412.50
Skyline	\$2,000	\$1,500
Rivanna	\$350	\$262.50
Blue Ridge	\$550	\$412.50
Suite 225	\$850	\$637.50

The quotations listed do not include gratuities, taxes, and service charges, 5.3% tax for rental charges 24% gratuities/ service charge. Taxes and service fees are subject to change. In addition, if significant changes are made to the room set up details after receipt of the signed Event Orders (including on-site changes), a re-set fee of \$150.00 per meeting room or change will be assessed.

Appropriate function space will be assigned to suit the specific requirements of your meeting. Due to the possibility of changes in the number of people, number of guestrooms, format, and dates, the Hotel must reserve sign all public spaces.

Audio Visual	List Cost Per Day	University Price (-25%)
<p>Omni Hotels and Resorts has a preferred in-house Audio-Visual department relationship with Pinnacle Live. We maintain a well-trained and professional on-site staff and an expansive inventory of the most technically advanced equipment and services to support your audio-visual, sound, lighting, video, rigging, power, and high-speed internet access needs.</p> <p>If you choose to use a third-party supplier for your event's technology needs, charges for load-in and load-out supervision and house system technical assistance will apply. Omni Hotels and Resorts reserves the right to approve all outside contractor(s). Certificates of insurance and liability release will be required at a minimum. All outside contractors must adhere to Omni's published Audio-Visual Services Standards/Production Guidelines requirements.</p> <p>To ensure proper use and function of house sound systems, Omni reserves the right to:</p> <ol style="list-style-type: none"> 1) Supply all audio support whenever the use of the in-house sound systems is utilized. 2) Supply all wireless microphones to ensure all utilized frequencies are managed appropriately. <p>Pinnacle Live is the exclusive provider of all rigging, power, and breakout room equipment & labor. All rigging performed within the meeting space will be designed per specification, installed, and removed exclusively by Pinnacle Live. Power and rigging requirements must be stated in writing a minimum of 30 days prior to the event's installation date.</p> <p>Pinnacle Live is the exclusive provider of all high-speed internet and networking requirements within the meeting and hotel public space. Third-party HSIA provisioning is strictly prohibited without prior written consent and arrangement with Omni Hotels & Resorts and Pinnacle Live.</p> <p>The following Audio-Visual discounts or concessions are contingent upon University of Virginia (UVA) utilizing Pinnacle Live as their sole Audio-Visual provider for their event. Audio Visual discounts provided are for all audiovisual equipment owned, in stock, and available. The discount does not apply to labor, sub-rental items, service charges, and tax. The University of Virginia agrees to allow Pinnacle Live the opportunity to submit a proposal for UVA's audio-visual requirements over the meeting dates.</p>		

Wireless Microphone	\$165.00	\$123.75
Wireless Lavalier Microphone	\$165.00	\$123.75
LCD Projector 5000 Lumen	\$400.00	\$300.00
Breakout Projection Package	\$525.00	\$393.75
Conference Room Wired Internet Connection per line	\$136.00	\$102.00
Conference Room Wi-Fi 3Mbps	\$17.00 per user per day	\$10.00 per user per day
A/V Technician (Hourly Rate) Float Set/Strike per hour Basic Operator per hour Advanced Operator per hour	\$90.00 \$100.00 \$120.00 \$140.00	Labor Rates not Subject to Discounting
Powered Speaker 8"	\$95.00	\$73.25
Laptop	\$195.00	\$146.25
Breakout Room Complete Package Screen, Projector, Laptop, Audio	\$900.00	\$675.00

Catering Rates & Fees

Catering Services	List Cost	University Price
Breakfast	\$34	\$34
Lunch	\$38	\$38
Dinner	\$55	\$55
Other (provide details): AM/PM Break, and All-day Break	\$18	\$18
Other (provide details):	The quotations listed are rough estimates and do not include gratuities, taxes, and service charges, which are currently 11.8% tax and 24% gratuities / service charge. All food and beverage taxes and service charge fees are subject to change. Hotel menu prices will be guaranteed six (6) months prior to the group's arrival. Final meal prices will vary depending on the selection of your preferred menu.	
Miscellaneous: Bar Tender Fee	\$250	\$250
Miscellaneous: Small Meeting Fee	\$75/Day	\$75/Day
Miscellaneous: Catering and Banquet Service Fee (Subject to change without prior notice)	24%	24%

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**
 - UVA Graduation Weekend

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**
 - Omni does not offer courtesy blocks.
- **Complimentary Rooms & Benefits**
 - 1 per 50 Complimentary guestroom policy per day for Group blocks utilizing 50 or more on peak nights, subject to Director of Sales and Marketing’s approval.
 - Complimentary upgrade to a suite at the group rate, upon availability, for groups utilizing 20 or more guestrooms on peak nights, subject to Director of Sales and Marketing’s approval.
 - Omni Select Guest benefits for group attendees.
 - Omni Select Rewards benefits for meeting planner available upon request.

Attrition and Cancellation

Sales tax is not applicable on cancellation/attrition fees. Federal, Virginia State, and Local Tax laws must be followed by the parties. Cancellations and reductions should be requested in writing.

4-week cutoff policy for group reservations– Group rate after the cutoff date is not guaranteed.

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 – 120 days	100% / no charge	No charge
119 – 0 days	30% / 70%	70%

*Allowable attrition must be requested and confirmed in writing per the above chart. The Hotel shall not automatically assume allowable attrition at any time. The Group understands that the Hotel may reassign meeting spaces based on the reduced numbers.

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 – 120 days	100% / no charge	No charge
119 – 0 days	30% / 70%	70%

* Allowable attrition must be requested and confirmed in writing per the above chart. The Hotel shall not automatically assume allowable attrition at any time. The Group understands that the Hotel may reassign meeting spaces based on the reduced numbers.

The credit on cancellation fees for rebooking similar events will depend on the catering season. If cancellation of peak-season bookings occurs, Omni will extend up to 10% of the cancellation fee as credit toward a future event. If a cancellation of off-season bookings occurs, Omni will offer up to 15% of the collected cancellation fee as a credit toward a future event. Parties will mutually agree to final percentage at the time of cancellation.

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	Group Room Rate % Charge
Time of Reservation – 120 days	100% / no charge	No charge
119 – 0 days	30%	100%

*Allowable attrition must be requested and confirmed in writing, preferable at least 60 days prior to the group’s arrival date. Hotel shall not automatically assume allowable attrition with the Rooming List and/or the Group cutoff date.

For example: If a group contracts 100 rooms per night, and only confirms 60 rooms by the Cutoff, the group will automatically incur attrition in the amount of 10 room nights (10 rooms x 100% group rate). To avoid attrition fees, the group must request allowable attrition in writing at least 60 days prior to arrival.

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 – 120 days	0%
119-0 days	70%