

1. Attrition and Cancellation Terms

A. For transient lodging (defined as being a reservation with nine or fewer rooms)

1. 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.
2. 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.

B. For group lodging:

1. The minimum number of rooms associated with a reservation before attrition or cancellation fees may apply is **ten rooms**.
2. All rooms that are proven to be used by persons attending the Event shall be counted in the Room Block. These include, but are not limited to: all persons who, for whatever reason, do not receive the Group rate – late reservations, corporate rates, government rates, etc.
3. Any pre and/or post nights rooms proven to be used by persons attending the Event shall be counted in the Room Block. These include, but are not limited to: all persons who, for whatever reason, do not receive the group rate – late reservations, corporate rates, government rates, etc.
4. The attrition and cancellation fees will only apply if the Hotel is unable to resell the rooms
5. Attrition invoices will be sent after the date of the event. Cancellation invoices will be sent at the time of cancellation.
6. Calculations and percentages used for Group Lodging Attrition fees are as follows:
  - a. 30% allowable attrition from the time of signature.
    - i. Should the guest room nights used by the Group be less than seventy percent (70%) of the total room nights reserved, the Group agrees to pay the difference between seventy percent (70%) of the total room nights reserved and the actual room nights purchased, multiplied by the applicable Group Room Rate(s).

7. Group Lodging Cancellation

- a. Cancellation must be received in writing. Calculations and percentages used for group lodging cancellation fees 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% of total planned room revenue
89 days - 60 days	40% of total planned room revenue
59 days - 30 days	50% of total planned room revenue
29 days - 0 days	70% of total planned room revenue

C. For Courtesy Blocks:

1. The Boar's Head Resort does not offer courtesy blocks. Please refer to "Group Lodging."

D. For Catering and Conference Services:

1. The cancellation fees will only apply if the Hotel cannot book another event of at least 75% of the canceled event's anticipated revenue.
2. Attrition invoices will be sent after the date of the scheduled event. Cancellation invoices will be sent at the time of cancellation.
3. Calculations for catering cancellation and attrition fees will be based upon the food minimum agreed upon in the OCD.
4. No catering or cancellation penalty will be applied if a function is re-booked and actualized within six months of the original event date.
5. Catering attrition and cancellation fees are as follows:

Days prior to arrival	Amount of Cancellation Fees Due
Signature date - 180 days	5% of total planned food minimum
179 days - 90 days	20% of total planned food minimum
89 days - 60 days	40% of total planned food minimum
59 days - 30 days	50% of total planned food minimum
29 days - 0 days	70% of total planned food minimum