

Group Accommodation Contract

Client Information

Group Name:

Client Name:

Telephone:

Email:

Arrival:

Departure:

Hotel Information

Sales Manager:

Email:

Telephone:

Fax:

Business

School

Sports Team

Wedding

Other

Important Date Reminders

Contract Due Date

Guest Room Block
Release / Cut-Off Date:

Taxes

The following taxes apply to accommodations, and are subject to change without notice:

- Goods & Services Tax (GST): 5.0%
- Tourism Levy (TOMSA): 4.0%
- Destination Marketing Fee (DMF): 3.0%
- GST on DMF: 0.15%
- Tourism Levy on DMF: 0.12%

Accommodations

Subject to completion of this contract, the Hotel agrees to provide guest rooms to the Group, for this event, as set forth below:

- Rooms not reserved by _____, will be released for general sale
- Guest room block rates
- Check-in time is after _____
- Check-out time is _____

Reservation Procedure

Reservation Method

Option 1: Group Call-In

- Send in rooming list with guest names, specifying any coaches/leaders or main Group contacts
- Please email rooming list to _____ or by fax: _____

Option 2: Individual Call-In

- Individuals may take their own reservations directly through our Reservations Department by telephone: _____ or by email: _____
- Individuals must identify themselves as being with the _____ group or provide the Black Code: _____ to receive the established room rate

Payment Method

Option 1: Group Payment

- Send in Hotels credit card authorization form by _____
- Please email group credit card authorization form to _____ or by fax: _____

Option 2: Individual Payment

- Reservations **must** be reserved with a credit card

Accommodation Rules & Guidelines

1. Both the Group and the Hotel will work together to ensure that the Group's stay is successful, but not at the expense of damage to the Hotel Property or disturbance of other Hotel guests.
2. The Hotel is non-smoking and no pets property; there is _____ fine for violation.
3. Children must be properly supervised and wearing proper footwear at all times. Children sixteen (16) years of age and younger must be supervised by an adult when engaging in the Hotels amenities (i.e. fitness centre, pool & hot tub). The consumption of alcohol is not permitted in any public area of the Hotel. Violation will result in the eviction of that guest and any additional guests in the room.
4. Lobby areas are for the quiet enjoyment of all Hotel patrons and are not to be used for Group gatherings. Hospitality and meeting rooms are available at special rates for these events and must be made a minimum of 48-hours in advance.

5. Individual rooms are responsible for any damages/fines that are incurred. Any misuse of the guestrooms will be at the guests' expense. However, if any damages are caused to any areas of the Hotel, it is the responsibility of the main Group contact to pay for these charges or refer them to the appropriate party. Extensive cleaning that may be required in a guest room is at the rate of _____ + taxes per additional fifteen minutes. In the event that a credit card is declined, it will be at the main Group contact's expense.

The Hotel requires all guests to keep the noise down to a minimum by _____. If the Hotel has to compensate a guest because of excessive noise from any of your team rooms, those charges and taxes will be applied to the Group contact's room. In the event that the Hotel has issued 3 or more warnings, the main Group contact will be notified. If the problem persists, violation will result in the eviction of that guest and any additional guests in the room and the compensation of another guest's charges and taxes will be applied to the Group's contact's room.

Term & Conditions

1. If you wish to cancel the whole Group you must do so by _____. Cancellations made after the above set date will result in a charge equal to the first night's stay per room to the credit card on the reservation.

2. Any reservation within your Group block can be modified or cancelled 24 hours prior to arrival. Cancelling a reservation before 6 pm (Hotel local time) will result in no charge. Cancelling a reservation after 6 pm (Hotel local time), or failing to show, will result in a charge equal to the first night's stay per room to credit card on the reservation. Failing to call or show before 7 am after first night of a reservation will result in cancellation of the remainder of your reservation.

3. If you wish to depart earlier than the agreed upon checkout date, you must advise the front desk by 11 am on the day of your early departure (Hotel local time). Checking out following this time but before 2 pm will be subject to a late checkout fee of _____% of the room rate plus applicable taxes. Checking out after 2 pm will be subject to a full night's rate plus applicable taxes.

4. All cancellations must be received prior to or on the day of arrival by 6 pm (Hotel local time). Full payment for all services must be received prior to the Group's departure from Hotel.

5. The negotiated rate is based on the number of rooms committed by your Group. On the cut-off date, management will total the number of rooms reserved, if it is lower than ten, than a regular room rate will be charged.

Client/Group Contact

Name

Date

Signature



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