



801 N. Division St., Spokane, WA
509 328 8505

GROUP BOOKING CONTRACT

Origination Date: October 10, 2018
Revision Date:
Cancellation Date:

Tentative Definite
 Revision Cancellation

Group Name: Steubenville NW Conference

Group Contact: Peggy Martinez

Phone: 360-789-1000

Email: spiritusministries.peggy@gmail.com

Address: P.O. Box 7710, Olympia, WA 98507

Director of Sales: Jess Parsons

Phone: 509-594-2537

Fax: 509-325-9842

E-Mail: jparsons@impressguest.com

Day	THU	FRI	SAT	SUN	Total
Date	7/25	7/26	7/27	7/28	RmNts
2 Qn Beds N/S		50	50	c/o	100
1 King Bed N/S					
Suites					
Daily Total		50	50	c/o	100

(net) GROUP RATE: \$114.00 per room per night.

Rates are exclusive of local taxes and fees, currently 12%, plus \$2.00 per room per night County Tourism Tax

Individual Call In/Individual pays all charges (A credit card will be required to guarantee all reservations)

Reservation Cutoff Date: Friday, May 26, 2019 (two months prior to arrival)

Room Types to Block: Double Queen Bed Rooms (up to 4 per room)

Credit Card for Full Payment (credit card required at time of reservation to guarantee room. A credit card authorization form can be filled out prior to arrival for those schools that are paying for multiple rooms)

Rate includes a full hot breakfast every day. Hotel offers complimentary cookies and milk in the evening as well as complimentary shuttle service to and from the airport and within 5 miles of hotel. (Based on availability of shuttle).

If any of the above information changes, contact the hotel immediately. Space is currently held on a tentative basis and will become valid once signed by the client **and counter-signed by hotel management.**

Please sign and return a copy of this agreement by: 10/10/18

Space is subject to immediate release, without notice, for failure to submit signed contracts/deposits as scheduled.

TERMS AND CONDITIONS

CLIENT: 

HIX: _____



1. **ACCOMMODATIONS:** The guest rooms indicated above will be blocked for you upon our receipt of this contract signed by you. We require that all reservations be made by the method indicated no later than the cutoff date listed. After the cutoff date, we reserve the right to offer rooms held in your block to other customers. Reservations by your attendees after the cutoff date will be accepted if space is available at the lowest applicable rate.
2. **CUT OFF DATE:** The cutoff for the group block will be May 26, 2019. This is a two-month cutoff. Please ensure that guests make reservations prior to cutoff. After the cutoff, any remaining rooms in the block will be released back to regular inventory for resale. A two-month cutoff is in place in lieu of attrition clause. Therefore, the cutoff date cannot be extended.
3. **OUTSIDE FOOD AND BEVERAGE:** Alcoholic beverages from outside sources may not be brought into any hotel functions. Liability guidelines require that all food and beverage be ordered through the Hotel Sales department.
4. **YOUR PROPERTY:** We are not responsible for any loss or damage to your property and do not maintain insurance covering it.
5. **SECURITY:** If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our prior approval.
6. **INDEMNIFICATION:** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the hotel, Holiday Inn Express, and the owner of the hotel, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the hotel.
7. **AUXILIARY AIDS:** The hotel represents, and you acknowledge, that the hotel's facilities being rented for you, including guest rooms, common areas and transportation services, will follow our public accommodation requirements under the Americans with Disabilities Act. You agree that one week in advance you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space. You agree to pay all charges associated with the provision of such aids by the hotel. When your attendees make room reservations, please ask them to notify us of their auxiliary aid needs so that we may notify you as to the names of businesses which you may contract to obtain those aids.
8. **DELIVERIES:** Arrangements for delivery of packages should be made through your sales contact. You must prepay all packages sent to the hotel.
9. **GOVERNING LAW:** This contract shall be construed and interpreted in accordance with the laws of the state in which the hotel is located.
10. **PROMOTIONAL CONSIDERATIONS:** We have the right to review and approve any advertisements or promotional materials in connection with your function which specifically references the Holiday Inn Express name or logo.
11. **ATTORNEY'S FEES:** The parties agree if any dispute arises in any way relating to or arising out of this contract, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable attorney's fees and costs.
12. **ARBITRATION:** The parties agree that any dispute in any way arising out of or relating to this contract may be resolved by arbitration before JAMS/ENDISPUTE®. The parties further agree that any arbitration proceeding they may conduct reasonable discovery pursuant to the Federal Rules of Civil Procedure, that the law of the state in which the hotel is located will be the governing law, and any arbitration award will be enforceable in state or federal court.
13. **AMENDMENTS/CHANGES:** Any amendments or changes to the arrangements described in this contract must be made in writing, signed by both you and us.

The undersigned are authorized to sign and enter into this contract.

ACCEPTED AND AGREED TO:

By: Reggy Martinez, President
 Date: 10/10/18

Holiday Inn Express Hotel & Suites

By: Jess Parsons
 Date: 10/10/18

CLIENT: PM

HIX: _____