

## Questions Addressed to Hotel

The following are questions addressed to the hotel regarding the possible use of the hotel as a site for 12<sup>th</sup> Night 2006

### Room Nights

Q: How is the number of rooms used determined? Can the 400 room nights be met over the weekend and not just as estimated under Accommodations?

A: *We will count all the rooms that you pick up under your group towards your contracted amount. So if you pick up more pre and post nights then that counts towards your block.*

Q: If we do not meet the 400 room nights, are there any penalties?

A: *In a way, yes. However, if you pick up rooms on side or your block, pre and post nights, and all of your room block adds up to 400 then you would not be charged attrition (a penalty). In your contract you will be allowed a 20% "slippage" on your rooms so you should be ok.*

Q: Can you expand on the 20% slippage cost?

A: *It means that you can reduce your guestroom block by 20% of your contracted amount without a penalty.*

Q: So... We have to have at least 320 room nights not to incur a penalty?

A: *Correct*

Q: So, what would be the penalty if we didn't meet the minimum room nights?

A: *When we do the contract we estimated liquidated damages. It's confusing but once you understand it simple. What we do is forecast what our damages would be if you would cancel your meeting as well as if you didn't pick up your rooms. This helps if either party wanted to take the other party to court. Liquidated damages are fairer for both parties.*

*If you cancel we will do a percentage based on the date that you cancelled. In other words, if you cancelled 6 months prior to your meeting you would be charged 75% of your anticipated guestroom revenue. Base all of your calculations on 400 room nights at 79.00 per night.*

*The Performance clause is if you did not pick up your rooms. This is based on a sliding scale as follows:*

*80%-100%= 0% charge*

*65%-79%=10% charge=\$3,160.00*

*50%-64%=15% charge=\$4,740.00*

*0%-49%=20% charge=\$6,320.00*

*This is estimated until we actually do the contract and lock in the room nights but this should make it clearer to you.*

Q: What happens if there are cancellations related to weather? (i.e. we have a snow storm similar to January 2004) How does that impact everything?

A: *The hotel will include an Acts of God clause that is in the contract.*

### **Acts of God**

If events beyond the reasonable control of the Parties, including but not limited to, acts of God, war in the United States, strikes, terrorist attacks in the city in which the hotel is located, or curtailment of transportation either in the Conference City or in the countries/states of origin of the attendees, which prevents at least 40% of the attendees from arriving for the first scheduled day of the event, make it impracticable, illegal, or impossible to perform as originally contracted under this Agreement, the affected party may terminate this Agreement, without liability, upon written notice.

### **Meeting Rooms**

The rates for the meeting rooms are based on the number of rooms used. The number of rooms need for the meeting rooms to be complimentary is 344 or more. The number of room nights required for the meeting rooms to be complimentary is based on the weekend and not each night.

*Meeting room rental is totally different from the cancellation and performance clause. Meeting room rental is just based on the number of rooms you pick up on the sliding scale that I quoted to you in the proposal.*

Q: Is water service included in the use of the meeting rooms?

A: *Yes, pitchers can be placed in the room or on the tables.*

Q: Is coffee service included in the use of the meeting rooms? If not, what are the prices for these services.

A: *No, Coffee service is \$35.00 per gallon.*

Q: Is there a charge for any tables used or only for those used in the exhibit hall? Example we need some for seating, registration, and activities in the meeting room.

A: *Charges for tables are for the exhibit hall since we drape and skirt them. They are included for your meetings & registration.*

## **Food**

Q: What is your policy for individuals bringing in food (i.e. someone goes to Subway and brings food back to the hotel and eats it in one of the meeting rooms) This is something that happens often and we wouldn't want it to be an issue later.

A: *You can bring food into the hospitality suites but not your own food into the meeting rooms.*

Q: Can we bring in outside catering?

A: *No*

Q: I was looking through the menus and I didn't see exactly what I was looking for.

A: *One of our Planners along with our Chef can work with you on this once we confirm a contract and start the planning process.*

Q: The cost for this on the menu seemed higher than I can budget for.

A: *We can talk to the Chef.*

Q: Can you give me an explanation for why outside food can't be brought into the meeting rooms? That way I can explain it if some one asked me "But why...."

A: *Health reasons. We are responsible for any food or beverage served in the meeting rooms. If someone became sick or the food did not meet health and safety standards then we would be responsible for it.*

## **Special considerations**

Q: The one complimentary room for every fifty is - one free room night for every fifty rooms rented, correct?

A: *Yes, cumulative. Not one free room for the weekend for every fifty rooms rented.*