

## Motion Number 20101214

Name	Maker	Second	Aye	Nay	Abstain
Hanavan	X		X		
Bird			X		
Murphy			X		
Cunliffe			X		
Dimon		X	X		
Neumayer			X		
Phillips			X		

**Title:** Hotel and Catering Contracts for 2012 Reunion

**Text of Motion:**

I move that the attached room and catering contracts be approved and signed for our reunion in Dover, DE from 17-21 October 2012 and that the deposit of \$1000.00 be sent to the hotel.

**Rationale or explanation:**

Expenditures over \$500 require Board approval

**Vote Result:** Carried 15 December 2010.

Holiday Inn Dover  
 561 North DuPont Highway  
 Dover, DE 19901  
 302-747-5050  
 FAX 302-730-3574



**GROUP ROOM RESERVATION AGREEMENT**

Organization:	C-7A Caribou Association	ARRIVAL	Wednesday, 10/17/2012
Contact:	Pat Hanavan	DEPARTURE	10/21/2012
Address:	12402 Winding Branch San Antonio, TX 78230	GROUP CODE	
Phone:	210-479-0226	TYPE	Association
Fax:			

ROOM TYPE	RATE	10/17/2012	10/18/2012	10/19/2012	10/20/2012		
		Wednesday	Thursday	Friday	Saturday		
King Room Non-Smoking	\$95.00	60	60	60	60		
Queen Room Non-Smoking	\$95.00	50	50	50	50		
	0.00						
	0.00						
	0.00						
		110	110	110	110		

Check-in time for all rooms is **3:00 p.m.** and check-out time is **11:00 a.m.**

**RESERVATIONS**

<p><b>Method of Reservations</b> Individual guest will call hotel direct for reservations.</p>	<p><b>Requests</b> We have noted your request for: <b>Room rate is effective from 10/15/2012 through 10/22/2012</b> <b>The group sleeping room rate is \$95.00, plus 8% accommodation tax for a total of \$102.60 per sleeping, room per night. Comp rooms are 1 in 25 paid.</b></p>
<p><b>Cut off Deadline</b> Reservations must be received by 09/17/2012. After this date reservations will be accepted on a space and rate available basis only.</p>	<p>Every attempt will be made to accommodate special requests for room types, smoking preferences and location, however, due to the arrival and departure patterns not all requests may be able to be fulfilled.</p>

**TERMS OF PAYMENT**

<b>Posting Instructions</b>	<b>Billing Instructions</b>
C-7A Caribou Association	<b>Guest are responsible for charges.</b>

**SPECIAL INSTRUCTIONS**

*
---

**TERMS AND CONDITIONS**

<b>Deposit</b>	<b>Guaranteed Reservation</b>
	All rooms must be guaranteed by a credit card number or first night's deposit

**CANCELLATION POLICY**

<b>14 days prior to event without penalty, 0 – 14 days 1 night room and tax</b>
---

**CONTRACT TERMS**

Please note these room rates are per room, per night, and are subject to applicable taxes  
 Enclosed is an additional copy of this contract, which when signed and returned will confirm the above arrangements on a definite basis. Please note that due to the volume of requests for these rooms please return this confirmation no later than **01/07/2011**.  
 We at the Holiday Inn Dover are looking forward to being of service to you. If you should have any questions concerning these details, please feel free to contact me. We will be happy to serve you!

Cindy Durham  
 Director of Sales

Client Name \_\_\_\_\_ Date \_\_\_\_\_

*Holiday Inn Dover*  
 561 North DuPont Highway  
 Dover, Dover 19901  
 Phone 302-747-5050 Fax 302-730-3574  
**CATERING CONTRACT**

TODAY'S DATE:	December 15, 2010	MENU DUE:	10/03/2012
SIGNED CONTRACT DUE:	01/07/2011	DEPOSIT DUE:	01/07/2011 \$1000.00
ACCOUNT:	C-7A Caribou Association	READER BOARD:	C-7A Caribou Association
ADDRESS:	12402 Winding Branch	CONTACT:	Pat Hanavan
CITY:	San Antonio	ON-SITE CONTACT:	Pat Hanavan
STATE:	TX	TELEPHONE:	210-479-0226
ZIP CODE:	78230	FAX:	

DAY	DATE	START	END	FUNCTION	ROOM	SETUP	ATTD	RENTAL
Monday	10/17/2012	07:00 AM	Sunday 11:00 AM	General Session	Dover Ballroom	To vary according to Association's uses	150	Complimentary
DAY	DATE	START	END	FUNCTION	ROOM	SETUP	ATTD	RENTAL
Monday	10/17/2012	07:00 AM	Sunday 11:00 AM	Association's Memorabilia Room	Boardroom	To be determined	20	Complimentary

**Tax & Gratuity:** To ensure the superior service of Holiday Inn Dover, 20% gratuity will be added to all food, beverage, and audiovisual costs. Current sales tax will apply.

**Guarantee:** In order to provide for all attendees, a guaranteed count will be needed 72 hours in advance of the function. Unfortunately, this number may not be reduced. Should you be unable to provide us with a count, Holiday Inn Dover will refer to the originally contracted number and prepare accordingly. This will ensure the comfort of all in attendance.

**Labor Charge:** In the case on-site changes are requested, additional labor fees may be assessed.

**Food & Beverage:** Because of market fluctuations, all prices are subject to change. Should our prices increase, written notification will be given. Outside food and beverage is prohibited and Holiday Inn Dover does not permit the removal of any foods provided by the hotel. Association may bring in its own snacks, beer, wine, etc. for the War Room only. Catering for banquet, etc. to be discussed. Above deposit will be applied to food and beverage service during the reunion, e.g., the banquet on 10/20/2012.

**Room Rental:** Room rental fees are determined upon original program details. Revisions from the original contract may necessitate a revision in room rental fees.

**Boxes:** **Holiday Inn Dover** will gladly receive the supplies necessary for any function. The shipment of such material will be accepted no sooner than 5 days prior to the function.

**Signage and Banners:** Signs and banners are not permitted in the hotel lobby. In an effort to maintain appearances, the attachment of these items to function walls, floors, ceilings or curtains is also prohibited. Should these restrictions be of concern, please discuss them with your Catering Manager. Hotel will hang Association's memorabilia in the Boardroom with materials that will not damage memorabilia or Boardroom walls.

**Cancellations:** **Holiday Inn Dover** is holding the aforementioned space for the exclusive use by your group. Should the entire or partial program cancel, the Hotel will collect, as liquidated damages, fees according to the following schedule:

<u>Cancellation Prior Total Estimated Revenue</u>
0 - 14 days 100%
15 - 21 days 50%
22 - 30 days 30%

**Acceptance:** Space will be confirmed on a definite basis with the return of your signed agreement by **01/07/2011**. Failure to do so will result in function space being released and contract void.

Client Approval _____	Cindy Durham _____	
Title _____	Vice President _____	
Date _____	December 15, 2010 _____	