



**GROUP SALES AGREEMENT**

The following represents an agreement between Courtyard by Marriott Fredericksburg Historic District 620 Caroline Street Fredericksburg VA, 22401 and **ECASECS**.

**ORGANIZATION: ECASECS**

**CONTACT:**

Name: Marie McAllister  
Job Title:  
Street Address: 1301 College Ave  
City, State, Postal Code: Fredericksburg, VA 22401  
Phone Number: 540-373-8201  
Fax Number:  
E-mail Address: mmcallis@umw.edu

**NAME OF EVENT: ECASECS**

**OFFICIAL PROGRAM DATE: October 27<sup>th</sup> – 30<sup>th</sup>, 2016**

**GUEST ROOM COMMITMENT/GROUP ROOM RATES**

The Hotel agrees that it will provide, and **ECASECS** agrees that it will be responsible for utilizing, **90** room nights in the pattern set forth below (such number and such pattern, the “Room Night Commitment”):

<b>Date</b>	<b>Day</b>	<b>Room Type</b>	<b>Room Rate</b>
10/27/16	Thursday	35 King, Queen/Queen Rooms	\$149.00
10/28/16	Friday	45 King, Queen/Queen Rooms	\$149.00
10/29/16	Saturday	10 King, Queen/Queen Rooms	\$149.00

Hotel’s room rates are subject to applicable state and local taxes (currently 11.3%) in effect at the time of check-out.

**COMMISSION**

The group room rates listed above are net non-commissionable. **ECASECS** will advise its designated agency of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

**CHECK-IN/CHECK-OUT**

Check-in time is after 3:00pm Eastern Time and check-out time is 12:00pm Eastern Time. Guests arriving prior to 3:00pm will be accommodated as rooms come available.

**METHOD OF RESERVATIONS**

Reservations for the Event will be made by individual attendees directly with Marriott reservations at 1-800-321-2211 or 540-373-8300.

**CUTOFF DATE**

Reservations by attendees must be received on or before **9/27/16** (the “Cutoff Date”). At the Cutoff Date, Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the **ECASECS** group rate after this date.

**NO ROOM TRANSFER BY GUEST**

**ECASECS** agrees that neither **ECASECS** nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with **ECASECS** reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

**PARKING**

The hotel has the options of valet and self parking. Either option is \$12.00 per vehicle, per night.

**BILLING ARRANGEMENTS**

**ECASECS** will provide a credit card to open and guarantee the room block and have a master account for all food, beverage, tax, and gratuity charges to be paid via payment method selected above should any charges be incurred.

The following billing arrangements apply:

- Cash, Money Order or other guaranteed form of payment
- Credit Card (All major credit cards accepted; see attached credit card authorization form)
- Company Check

**ECASECS** will have a master account for all food, beverage, tax, and gratuity charges to be paid via payment method selected above. An advance payment of \$250.00 will be required in order to hold arrangements on a definite basis. This advance payment is due on completion of the contract and will be credited toward **ECASECS**’s Master Account. Expenditures beyond deposit will be due at the end of the event. Full payment of the food and beverage services to be provided will be collected twelve (12) days prior to the event.

**FUNCTION INFORMATION AGENDA/EVENT AGENDA**

Based on the requirements outlined by **ECASECS**, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

Date	Day	Start Time	End Time	Function Type	Setup	Number of People	Rental
10/27/16	Thursday	630PM	8PM	Reception	Reception	50	WAIVED
10/27/16	Thursday	8PM	930PM	Dramatic Reading	Theater	50	WAIVED
10/28/16	Friday	8AM	530PM	Meeting	Theater	50	WAIVED
10/28/16	Friday	8AM	530PM	Meeting	Theater	50	WAIVED
10/28/16	Friday	8AM	530PM	Meeting	Theater	50	WAIVED

All meeting room, food and beverage, and related services are subject to applicable taxes (currently 11.3%) and service charge (currently 20%) in effect on the date(s) of the event.

**FOOD AND BEVERAGE CANCELLATION**

If any food and beverage event is cancelled within twelve (12) days of its scheduled starting time, **ECASECS** agrees to pay Hotel 100% of the food and beverage revenue guaranteed.

**CANCELLATION**

Cancellation of this contract's room block must be received in writing no later than thirty (30) days prior to arrival. If cancellation of this contract is done after that time, **ECASECS** will be held liable for up to 50% of the room revenue plus applicable taxes of the original room block.

**ECASECS** agrees that if it cancels the meeting it will pay Hotel \$**600.00**, plus applicable taxes, within 30 days after cancellation as a reasonable estimate of the harm the cancellation will cause the Hotel. Hotel agrees that after receiving this payment, it will not seek additional damages.

**CODE OF CONDUCT (Liability for unacceptable behavior)**

It is the Hotel's desire to provide a safe and relaxing atmosphere for our guest. To that end the Courtyard by Marriott Fredericksburg Historic District requires that all guests adhere to a code of conduct that ensures that noise is kept to a reasonable level and unacceptable behavior is curtailed. The Hotel's code of conduct includes but is not limited to excessive noise; intoxication; vulgar language; or activities that cause damage to hotel property. **ECASECS** agrees to advise its group, team, guest or attendees of the Hotel's code of conduct.

In the unlikely event that you; members of your group, team; guest; or attendees fail to adhere to the Hotel's code of conduct, the Hotel reserves the right to ask the violators of the Hotel's code of conduct to vacate the premises. Violators will be given one warning that their activities are in violation of the code of conduct.) Additionally, should the Hotel incur additional cost associated with the unacceptable behavior, the Hotel reserves the right to seek restitution from the registered guest violating the Hotel's code of conduct or in its discretion from the **ECASECS**.

Outside alcohol is prohibited in public areas of the Hotel (lobby, hallways, pool, etc.). Please advise your guests against bringing any open, alcoholic beverages inside/outside the building, in accordance with local and state laws.

**CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT**

Any changes, additions, stipulations, or deletions, including corrective lining out by either Hotel or **ECASECS** will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

**DISPUTE RESOLUTION**

In the event of dispute resolution, the non-prevailing party will pay the other's costs and attorney's fees.

**REWARDS PROGRAM - REWARDING EVENTS**

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and **ECASECS** has otherwise complied with the material terms and conditions of this Agreement), the Hotel will either award Points or submit an award for airline miles:

**CHECK ONE OPTION BELOW:**

- Award Points** to the Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement)  
Member Name \_\_\_\_\_  
Rewards Program Member Number \_\_\_\_\_
  
- Award Airline Miles** to the Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement)  
Member Name \_\_\_\_\_  
Rewards Program Member Number \_\_\_\_\_  
Airline frequent flier account number \_\_\_\_\_  
Name of airline \_\_\_\_\_

- Decline to Award Points or Airline Miles.** The Contact and the Authorized Signer of this Agreement elect not to receive (and hereby waive the right to receive) an award of Points or airline miles in connection with the Event.

The number of Points or airline miles to be awarded shall be determined pursuant to the Rewards Program Terms and Conditions, as in effect at the time of award. The Rewards Program Terms and Conditions are available online at marriottrewards.com, and may be changed at the sole discretion of the Rewards Program at any time and without notice.

The individual(s) identified above to receive either Points or airline miles may not be changed without such individual(s)' prior written consent. By inserting the airline mileage account information, the recipient elects to receive airline miles rather than Points. All Rewards Program Terms and Conditions apply.

**SIGNATURES**

We will hold the dates outline in this agreement on a first option tentative basis until **2/25/16**.

Approved and authorized by **ECASECS**.

Name: (Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Title: (Print) \_\_\_\_\_ Date: \_\_\_\_\_

Approved and authorized by Hotel:

Name: (Print) Jennifer Childs Signature: \_\_\_\_\_

Title: (Print) Director of Sales and Marketing Date: \_\_\_\_\_