

# TOWNEPLACE SUITES<sup>®</sup>

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BY MARRIOTT

**DESCRIPTION OF GROUP**

The following represents an agreement between: Easton’s Group of Hotels, a Franchise independently owned and licenced to use the TownePlace Suites Brand.

**COMPANY/GROUP NAME: NAN Legal**

**OFFICIAL PROGRAM DATES: March 4-7,2024**

**GROUP AGENDA: Meetings**

**CONTACT: Rachel Catroppa**

**PHONE: 807-627-7698**

**E-MAIL ADDRESS: rcatroppa@nanlegal.on.ca**

**PAYMENT TYPE (Must be given in order to validate contract): Purchase Order**

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

ROOM TYPE	RATE	DATES AND ROOM INVENTORY						
		Mar 4	5	6	7			
QUEEN STANDARD SUITE	\$199.00	3	3	3	c/o			
KING STANDARD SUITE	\$199.00	4	4	4	c/o			
Lake Superior East	\$350.00		1	1				

**Please note:** Guestroom types are on a request basis only, and cannot always be guaranteed.

\*We cannot guarantee that group guests will be situated on the same floor as the rest of the block. Please know that we will do our best to try and accommodate this request wherever possible.

\*\*Early departure by guests may result in room charges unless agreed with Sales Manager.

\*\*\*Catering Manager reserves the right to move groups to similar sized venues within the hotel.

## CUT-OFF RELEASE DATE / ROOMING LIST

Group organizers must either provide a rooming list before the above due date or they must instruct guests within the group to individually call the front desk at 807-346-9000 before the cut-off date if they wish to guarantee this rate or these rooms. Any rooms remaining after this date will be released back into general inventory for re-sale at the best available rate. The hotel may not be able to honor the negotiated rate of this agreement, or room type or availability, beyond the cut-off date.

CUT OFF DATE: February 10, 2024

\_\_\_\_\_ INITIALS

## CHECK-IN/CHECK-OUT

Check In 4:00PM / Check Out 12:00PM

**IMPORTANT:** Each individual guest is required to provide a valid credit card upon check-in to the hotel in the name of the registered guest for pre-authorization of estimated charges as a security deposit. As we have a no smoking policy in all of our rooms, a deep cleaning charge of \$250.00 will be applied to any rooms that have evidence of being smoked or presence of foul odor. Misuse of the elevator may result in a \$1,000 damage, service or maintenance fee.

**SPECIAL CONDITIONS: No food or beverage of any kind may be brought into the hotel by the client or guest for group use without special permission from the hotel. The hotel reserves the right to charge for the usage of such food and beverage. Due to hotel insurance regulations, no leftover food or beverage shall be removed from the premises for which the hotel provided. At the conclusion of the function, such food becomes property of the hotel.**

**ROOM ASSIGNMENT AND SET UP:** The hotel reserves the right to move functions to similar size meeting/banquet rooms other than those appearing on contract without prior notification. If patron requests a change in set-up on the day of the function, or early access to a function room, an additional charge may apply. The patron will not affix to the walls, columns, glass, doors, floors or ceiling nails, tacks, foam tape, staples or double stick tape. Any damage will have extra charges applied.

**SCHEDULE:** Patron agrees to begin the function no earlier than the scheduled time and agrees to vacate at the closing time contracted, or overtime charges may be incurred.

**GUARANTEE:** Attendance and covers must be confirmed no later than 7 business days prior to function. This number will be considered a guarantee and will not be subject to reduction. All charges will be based on this number. If the catering office is not advised at this time, the estimated figure on the Banquet Event Order (BEO) or original estimate will be considered the guarantee.

## CANCELLATION & EARLY CHECK OUT POLICY

**CANCELLATION:** If the group wishes to cancel group rooms or function space, the group leader must call or email the Sales Department directly and get confirmation of cancellation no less than 10 business days before arrival, or charges may apply. Meeting space or catering must be cancelled no less than 10 business days before arrival to avoid payment and charges for guestrooms, function space and ordered catering food and beverage.

Please Initial to show understanding of all the above policies \_\_\_\_\_

**DISCLOSURE**

The Hotel requires full disclosure of the nature of the event / group booking and the parties responsible for the event. The Hotel reserves the right to cancel any group booking without penalty should this information not be disclosed at the time of the booking. Patrons also agree to reimburse the hotel for fair value of any damages or losses caused to hotel property or to third persons or their property by Patrons, Patrons’ Guests’ or Patrons Invitees.

In the event that this agreement is signed in the name of a corporation, partnership, association, club or society, the person signing represents to the hotel that he or she has full authority to sign such contract. The signee, with signature agrees and is in compliance of the above stated terms.

No person(s) other than the signee is to make changes to the room block, banquet space or catering needs without the permission of the catering department.

As of, September 1<sup>st</sup> 2018, The City of Thunder Bay Municipal Accommodation Tax (MAT) at 4% will be added to each guest room for each night.

Catering Order will be due 10 days prior to event. Order for catering will be due on **February 20<sup>th</sup>,2024**.  
By Noon.

\_\_\_\_\_ INITIALS

To be valid, this agreement MUST be signed along with PO and or Credit Card Auth and returned by this DUE DATE:

**ACCEPTANCE**

1-Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

2- Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: *A. Culp*