**RADISSON HOTEL ROSEVILLE**

**2540 NORTH CLEVELAND AVENUE**

**ROSEVILLE, MN 55113**

Date Prepared:

Group Name: Regents of the University of Minnesota, thru

Block Name:

Group Contact:

Address:

Telephone:

Fax:

Event Dates:

Radisson Contact: Samantha Miller

**Regents of the University of Minnesota And**

**Radisson Hotel Roseville (Hotel) agrees as follows:**

The Hotel agrees to hold the space listed below on a tentative basis until \_\_\_. If the Hotel and the Group do not have a fully executed contract on \_\_\_\_\_\_, the Hotel will release the space for sale to the public.

**GUEST ROOM BLOCK**

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All rates are net, non-commissionable and are subject to state and local taxes currently assessed at 10.125%.

**ROOM RESERVATION PROCEDURE:**

The hotel shall receive all reservations no later than \_\_\_\_ . After this date, the Hotel will release all unreserved rooms for general sale. Rooms reserved after this date are subject to space availability and at prevailing room rates.

**INDIVIDUAL CALL IN**

It is our understanding that room reservations for your event will be made by your attendees on an individual basis. Individuals should contact the Hotel through our toll free number at **800-333-3333**. The hotel should receive all reservations no later than \_\_\_\_\_\_\_. Rooms reserved after this date are subject to space availability and at prevailing room rates.

**RESERVATION GUARANTEE:**

All room reservations must be guaranteed for late arrival and secured with a deposit equal to the first night’s room and tax or with a major credit card. Failure to cancel a guaranteed reservation by 4:00pm on day of arrival or occupy the room will result in a charge of one night’s room and tax applied to the master account, forfeiture of the deposit or charged to the credit card on file.

**BILLING INSTRUCTIONS:**

Each attendee will be responsible for all of their charges. Payment will be accepted in the form of a major credit card, cash, or check.

**CUT OFF DATE:**

The room block, as previously outlined, will be held until \_\_\_\_\_ at which time all rooms not reserved will be released for general sale. Reservations received after this date will be accepted on a space and rate available basis. If the group rate is not available after this date, the prevailing rates will apply for any reservations confirmed.

**CHECK IN/CHECK OUT:**

The Hotel’s check in time is after 3:00pm Central time, and check out is by 12:00pm Central time. Guests arriving prior to 3:00pm will be accommodated as rooms become available. The front desk can arrange to check baggage for those arriving early when rooms are not available.

**AMERICANS WITH DISABILITIES:**

The Hotel represents that in accordance with the compliance dates established or required under Title III of the Americans With Disabilities Act and the regulations promulgated thereunder (“ADA”), the Hotel facilities being used by the Group under this agreement, its guest rooms and common areas will be in compliance with the public accommodation requirements of the ADA.

The Group agrees it will furnish to the Hotel a list of any auxiliary aids needed in any meeting rooms or function space by its attendees. Should such auxiliary aids be required, the Group shall pay all charges associated with the acquisition, rental or provision of such aids.

**ADDENDA:**

If there are any terms and conditions contained in any attachments or changes to the original contract which are inconsistent with the terms and conditions contained in the body of this contract, the terms and conditions of the contract shall prevail.

When signed by representatives of both parties, this contract, which includes the schedule of events, and the Hotel policies and procedures which are incorporated by reference will constitute a binding agreement between the Group and the Hotel. In the event of a conflict between a provision of this agreement and any hotel policy or procedures, the provision of this agreement will rule.

By the Group’s Authorized Representative By the Hotel’s Authorized Representative

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 Samantha Miller

 **Sales Manager**

 **Radisson Hotel Roseville**

**Regents of the University of Minnesota**

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Date Date