

DAYS HOTEL ON UNIVERSITY

2407 University Avenue SE • Minneapolis, MN 55414 • Phone 612-623-9303 Fax 612-623-4741

Mkt. Code:
Date Booked:
DIRC:
GRC Entry:

ROOMS BOOKING CONFIRMATION AGREEMENT

DATE OF ARRIVAL:
DATE OF DEPARTURE:
ORGANIZATION/GROUP NAME: Regents of the University of Minnesota

CONTACT:
EMAIL ADDRESS:

ADDRESS: PHONE:

	FRI	SAT	SUN	MON	TUE	WED	RATE	TAX
DATE								
NDD2							\$	13.4%
GROSS ROOMS							TOTAL GROSS	
NET							TOTAL NET	
PICKUP							TOTAL PICKUP	

SPECIAL ROOMING REQUIREMENTS:

Hotel Policies: Check in time: 3:00 PM, Check out time: 11:00 AM, **PETS ALLOWED.**

ROOM BLOCK CUT-OFF DATE : N/A

METHOD OF RESERVATION: <input type="checkbox"/> Rooming List <input type="checkbox"/> Reservation Reply Cards <input type="checkbox"/> Individual <input type="checkbox"/> Housing Bureau	All Reservations Must Be Guaranteed
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GROUP RESERVATIONS POLICY:

- A Damage Deposit in the amount of \$ N/A
- A Damage Deposit will not be required

PAYMENT INSTRUCTIONS:

- Individuals responsible for own room, tax and incidentals upon arrival
- Organization pays room, tax and incidentals.
- Organization pays all room and tax; individuals pay own incidentals.
- Other – Balance is due upon arrival.
- Other – Credit Card to guarantee:
- Direct Billing and other special credit arrangements must be approved minimum of (2) two weeks in advance through hotel credit department.
- Please see event confirmation for meeting/banquet arrangements.

If all arrangements meet with your approval please sign and return one copy of this agreement for our record by **[DATE]** on A **Definite** basis. **If this confirmation is not returned by the above date, the hotel reserves the right to release the reservations and cancel this booking.**

Director of Sales	Date	Accepted By	Date
		Regents of the University of Minnesota	

[DATE]

[CONTACT NAME]

[ADDRESS]

[ADDRESS]

[ADDRESS]

Dear [Contact Name]:

We are delighted that you have chosen the Days Hotel on University to host your group. We know you will be pleased with our handling of your function. Attached you will find a room booking agreement for your group. As we discussed, the following is our understanding of your arrangements:

Arrival:

Departure:

Non-smoking double rooms at a rate of \$[RATE] plus tax, per room, per night

Non-smoking queen rooms at a rate of \$[RATE] plus tax, per room, per night

Organization responsible for room, tax

Individuals responsible for incidentals

Please look over the booking agreement and see if everything meets with your approval. Then please fax (612) 623-4741 or mail a signed copy back to our office by [DATE]. Reservations should be made directly through the Days Hotel on University Sales Department at (612) 623-9303. To ensure the correct rate is given for your group, please have the rooming list and/or individual reservations into our office at the date mentioned above.

Please feel free to contact me for any reason at 612-623-9303 or email me at dayshotelsalesoffice@gmail.com.

[NAME], I believe this covers our conversation. We look forward to hosting your group, and if you have any questions, please do not hesitate to give me a call.

Sincerely,

LeAnne Lessard
Director of Sales

General Conditions

Applicable taxes and service charges will apply in addition to room rate prices quoted. Incidental charges are not included in quoted prices.

In order to establish credit with this DAYS HOTEL, please complete the enclosed credit application and return it to the hotel. Credit approval takes approximately 30 days. Unless credit approval is received in advance of arrival, payment in full of all group charges for the first night's lodging will be due and payable upon arrival.

Guest Room Requirements

If reservations are made individually, they should be accompanied by a check for the first nights lodging room rate and taxes or guaranteed under a valid American Express, Diner's Club, VISA, Master Card, or Discover Credit Card number.

If reservations are made by a room list, all rooms will be held based on a guaranteed payment by your organization. In such case, your organization will be held responsible for the payment of the first night's room and taxes only. Guaranteed reservations are held for the first night only and not the scheduled length of stay.

There is no charge for cancellation of individually made reservations up to 24 hours (48 hours in some locations) before arrival. There will be a fee equal to the first nights lodging for cancellations after this deadline. The penalty for no-shows will be equivalent of first nights lodging and taxes.

On the review dates indicated, we will make any necessary adjustments in the number of rooms blocked each night for your organization. After this date, all rooms that are not reserved in your block revert back to the hotel for general sale. Additional rooms for your organization may be reserved on a space and rate availability basis only.

We reserve the right to make reasonable substitutions in assigned guest rooms.

A damage deposit is required from your organization to reserve the accommodations. This Deposit, due, with the reservation deposit, will be held until the groups check out date, then, if necessary, applied toward the repair of any incurred property damage, resulting directly or indirectly from any party in your group during your visit. To eliminate any discrepancy, your group leader is encouraged to sign a guest room checklist at check in and check out. The required deposit amount will be directly applied to the master account at checkout if there are no damages to hotel property.

A damage deposit will not be required from your group. However if any property damage to assigned function rooms is incurred directly or indirectly as a result of any party in your group during group functions, the group will be responsible for the reasonable costs incurred and paid by Hotel to repair such damage. In no event will group be responsible for damage, loss or costs of any kind arising from the actions of group participants occurring in guest sleeping rooms. Neither party will be responsible for any consequential damages.

Rates quoted in this agreement are offered on the arrangements as outlined. Should the arrangements change the hotel reserves the right to renegotiate quoted rates.

The Hotel's rules and regulations apply to this agreement.

Hotel Policies

Check-in: 3:00 P.M. Check-out: 11:00 A.M.
Rollaway bed \$10.00

_____ Please Initial & Return