

CORPORATE GROUP BOOKING AGREEMENT

Contract No: CGB-2024-007

Date: March 8, 2024

Event: TechCorp Annual Executive Retreat

CONTRACTING PARTIES

Hotel: Luxury Hotel Chain Inc. - Napa Valley Property

Address: 456 Vineyard Road, Napa Valley, CA 94558

Contact: Jennifer Walsh, Director of Sales

Phone: (707) 555-0187

Email: j.walsh@luxuryhotels.com

Client: TechCorp Industries

Address: 500 Technology Drive, San Jose, CA 95110

Primary Contact: Robert Kim, Executive Assistant to CEO

Phone: (408) 555-0295

Email: r.kim@techcorp.com

Billing Contact: Maria Santos, Accounts Payable

Phone: (408) 555-0296

EVENT DETAILS

Event Name: TechCorp Annual Executive Retreat 2024

Event Dates: September 15-18, 2024 (4 days, 3 nights)

Arrival Date: Sunday, September 15, 2024

Departure Date: Wednesday, September 18, 2024

Guest Count: 45 executives + 8 support staff = 53 total guests

Room Block Requirements:

- 35 Deluxe King Rooms @ \$485/night
- 12 Executive Suites @ \$725/night
- 6 Premium Suites @ \$950/night
- Complimentary WiFi and parking for all rooms

MEETING SPACE & CATERING

Conference Facilities Reserved

Main Conference Room (Vineyard Ballroom):

- Capacity: 60 theater-style seating
- Daily rate: \$1,200/day (September 16-17)
- Includes: AV equipment, flipcharts, whiteboards
- Setup: U-shape configuration for 45 attendees

Breakout Rooms:

- Sonoma Room: \$400/day - 15 person capacity
- Mendocino Room: \$400/day - 15 person capacity
- Both rooms reserved September 16-17

Catering Package

Welcome Reception (September 15):

- Location: Terrace Pavilion
- Time: 6:00 PM - 8:00 PM
- Menu: Premium wine tasting with artisanal cheese selection
- Guest count: 53 attendees
- Price: \$95 per person

Business Breakfast (September 16-17):

- Location: Vineyard Ballroom
- Time: 7:00 AM - 9:00 AM
- Menu: Continental breakfast with fresh fruit station
- Price: \$35 per person per day

Executive Lunch (September 16-17):

- Location: Vineyard Ballroom
- Time: 12:00 PM - 1:30 PM
- Menu: Three-course plated lunch with wine pairing
- Price: \$68 per person per day

Farewell Dinner (September 17):

- Location: Private Dining Room
- Time: 7:00 PM - 10:00 PM

- Menu: Five-course chef's tasting menu with premium wine selection
- Price: \$155 per person

FINANCIAL TERMS

Room Revenue Summary

- Deluxe King Rooms: $35 \text{ rooms} \times 3 \text{ nights} \times \$485 = \$50,925$
- Executive Suites: $12 \text{ rooms} \times 3 \text{ nights} \times \$725 = \$26,100$
- Premium Suites: $6 \text{ rooms} \times 3 \text{ nights} \times \$950 = \$17,100$
- **Total Room Revenue: \$94,125**

Meeting & Catering Revenue

- Meeting room rental (2 days): \$3,200
- Welcome reception: \$5,035 ($53 \times \95)
- Business breakfasts: \$3,710 ($53 \times \35×2)
- Executive lunches: \$7,208 ($53 \times \68×2)
- Farewell dinner: \$8,215 ($53 \times \155)
- **Total F&B; Revenue: \$27,368**

Additional Services

- Airport transportation (luxury coaches): \$2,400
- Spa services block (reserved availability): \$5,000 credit
- Golf tournament green fees: \$3,200
- **Total Additional Services: \$10,600**

CONTRACT TOTAL: \$132,093

Tax Rate: 14.5% (inclusive of state, local, and tourism taxes)

Total with Tax: \$151,246

PAYMENT SCHEDULE

Initial Deposit: \$45,000 due upon contract signing

Second Payment: \$50,000 due 60 days prior to arrival (July 16, 2024)

Final Payment: Remaining balance due 14 days prior to arrival (September 1, 2024)

Acceptable Payment Methods:

- Corporate check
- Wire transfer
- Corporate credit card (3% processing fee applies)

CANCELLATION POLICY

90+ days prior: Full refund minus \$2,500 administrative fee

60-89 days prior: 25% of total contract value penalty

30-59 days prior: 50% of total contract value penalty

Less than 30 days: 100% of total contract value penalty

Force Majeure Exceptions: Natural disasters, government travel restrictions, and documented health emergencies will be evaluated case-by-case.

SPECIAL ARRANGEMENTS & AMENITIES

Complimentary Services Included

- Welcome amenity in each room (local wine and gourmet chocolates)
- Dedicated event coordinator (Sarah Mitchell)
- Priority restaurant reservations
- Express check-in/check-out
- Business center access 24/7
- Fitness center and pool access

Custom Arrangements

- Private label wine bottles with TechCorp branding (48 bottles)
- Customized welcome signage in lobby and meeting spaces
- Special dietary accommodations (4 vegan, 2 gluten-free, 1 kosher)
- Executive car service for CEO suite
- Late checkout (2:00 PM) for all executive suites

PERFORMANCE STANDARDS

Service Level Commitments:

- Dedicated account manager available 24/7 during event
- Maximum 2-minute wait time for front desk service
- Room service delivery within 30 minutes
- Housekeeping response time within 15 minutes
- Concierge services available until 11:00 PM

Quality Guarantees:

- 100% room readiness by 2:00 PM on arrival day
- All AV equipment tested 2 hours before each session
- Backup internet connection available for all meeting rooms
- Temperature control maintained within 68-72°F range

INSURANCE & LIABILITY

Both parties maintain comprehensive general liability insurance with minimum coverage of \$2 million per occurrence. TechCorp agrees to provide certificate of insurance naming Luxury Hotel Chain as additional insured for the duration of the event.

SIGNATURES

Luxury Hotel Chain Inc.

Signature: _____

Name: Jennifer Walsh

Title: Director of Sales

Date: March 8, 2024

TechCorp Industries

Signature: _____

Name: Robert Kim

Title: Executive Assistant to CEO

Date: March 8, 2024

Approved By:

Signature: _____

Name: Elizabeth Chen

Title: CEO, TechCorp Industries

Date: March 8, 2024

This agreement is subject to the terms and conditions outlined in the Luxury Hotel Chain Master Service Agreement. All disputes will be resolved through mediation, followed by binding arbitration if necessary.