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aloft Tallahassee Downtown
200 North Monroe
Tallahassee, FL 32301
Phone 850-513-0313 Fax 850-513-0316
CATERING CONTRACT

TODAY'S DATE: January 27, 2017
ON-SITE CONTACT: Kara Byrd
ACCOUNT: Association of Florida Colleges Foundation
ADDRESS: 113 East College Avenue
CITY: Tallahassee
STATE: FL
ZIP CODE: 32301
SIGNED CONTRACT DUE: 01/27/2017
MENU DUE: 01/27/2017
READER BOARD: Association of Florida Colleges Foundation
CONTACT: Michael Brawer
TELEPHONE: 850-222-3222
FAX: 850-222-2327
EMAIL: doug@dougyranconsulting.com

Table with 9 columns: DAY, DATE, START, END, FUNCTION, ROOM, SETUP, ATTD, RENTAL. Row 1: Wednesday, 2/8/2017, 05:30 PM, 07:30 PM, Reception, Tactic 3, Flow Reception, 75, \$350.00++

Tax & Gratuity: To ensure the superior service of aloft Tallahassee Downtown, 7.5% tax and 21% gratuity will be added to all room rental, food, beverage, and audiovisual costs.

Guarantee: In order to provide for all attendees, a guaranteed headcount is required in writing 7 business days in advance of the function.

Labor Charge: In the case of set up changes within 24 hours of event start, an additional fee may be assessed.

Food & Beverage: Because of market fluctuations, all prices are subject to change.

Room Rental: Room rental fees are determined upon original program details.

Room Assignments: The Catering Department reserves the right to reassign functions rooms to best service and utilize space according to the final guaranteed number of guests.

Signage and Banners: Signs and banners are not permitted in the hotel lobby.

Billing: All catering charges, including room rental, audio visual equipment rental, food and beverage, and labor will be charged to the master's credit card on file.

Cancellations: aloft Tallahassee Downtown is holding the aforementioned space for the exclusive use by your group.

Cancellation Prior Total Estimated Revenue

- 0 - 14 days 100%
15 - 21 days 50%
22 - 30 days 30%

Acceptance: Space will be confirmed on a definite basis with the return of your signed agreement by 01/27/2017 and a completed Credit Card Authorization form.

Client Approval: [Signature]
Title:
Date: 01/30/17

Kara Byrd
Sales & Service Coordinator
January 27, 2017