

Home2 Suites Tallahassee
 210 South Magnolia
 Tallahassee, FL 32301
 850-402-8900
 FAX 850-402-8925



GROUP ROOM RESERVATION AGREEMENT

Organization:	Assoc of FL Colleges	ARRIVAL	Tuesday, 01/30/2018
Contact:	Michael P. Brawer	DEPARTURE	02/02/2018
Address:	1725 Mahan Drive Tallahassee, FL 32308	GROUP CODE	
Phone:	850-567-3212	TYPE	Association
Fax:			
Email:	doug@dougryanconsulting.com		

ROOM TYPE	RATE	01/30/2018	01/31/2018	02/01/2018			
		Tuesday	Wednesday	Thursday			
Single	\$169.00	25	50	50			
		25	50	50			

Check-in time for all rooms is 3:00 p.m. and check-out time is 12:00 noon.

RESERVATIONS

<p>Method of Reservations Individual Call-in. Reservations can be made by calling 1-877- 6HOME02 or 850-402-8900 and asking for the Association of Florida Colleges group rate.</p>	<p>Requests</p> <p>We have noted your request for: Every attempt will be made to accommodate special requests for room types, smoking preferences and location, however, due to the arrival and departure patterns not all requests may be able to be fulfilled.</p>
<p>Cut off Deadline Reservations must be received by 01/07/2018. After this date reservations will be accepted on a space a rate available basis only.</p>	

TERMS OF PAYMENT

<p>Posting Instructions</p> <p>Double Hilton Honors Event Planner Points to CEO</p>	<p>Billing Instructions</p> <p>Individuals are responsible for their own room, tax and incidentals</p>
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SPECIAL INSTRUCTIONS

10% commissionable to Doug Ryan Consulting

TERMS AND CONDITIONS

<p>Deposit</p>	<p>Guaranteed Reservation</p> <p>Hotel requires individual reservations to be guaranteed with a valid credit card.</p> <p>NO SHOWS: "No show" guests will be billed one night's room and tax in accordance with the guarantee given (i.e., deposit, individual credit card, company credit card, master account). Any remaining nights of a "no show" reservation will be cancelled.</p>
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CANCELLATION POLICY

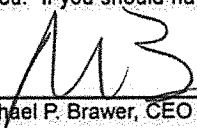
INDIVIDUAL CANCELLATIONS: Individual cancellations must be received no later than 4:00 p.m. on the day prior to scheduled arrival. Individual cancellations received after 4:00 p.m. on day prior to arrival will be billed one night's room and tax.

CONTRACT TERMS

Please note these room rates are per room, per night, and are subject to applicable taxes. Enclosed is an additional copy of this contract, which when signed and returned will confirm the above arrangements on a definite basis. Please note that due to the volume of requests for these rooms please return this confirmation no later than 05/28/2017.

We at the Home2 Suites Tallahassee are looking forward to being of service to you. If you should have any questions concerning these details, please feel free to contact me. We will be happy to serve you!

Meko Rice
 Director of Sales


 Michael P. Brawer, CEO

5/30/17
 Date

ADDENDUM TO CONTRACT

between

**THE ASSOCIATION OF FLORIDA COLLEGES, Inc. (The Association) and
Home 2 Suites Tallahassee Jan. 2018**

Notwithstanding other provisions in this agreement and addendums, it is agreed that:

1. Act of Government Affecting Attrition

The total number of room nights specified in this agreement is based on pick up history for this event, and is the Association's best estimate of total room nights at the signing of the agreement. The hotel agrees that in the event the Florida Legislature fails to adequately appropriate publicly supported Florida colleges to reasonably support Association members' attendance and travel costs to meet the specified room block, the Association reserves the right to revise the number of room nights specified in this contract within fifteen (15) days of the enactment of the annual state Appropriations Bill by the Florida Legislature. The Association may also reduce room nights as a result of any appropriations reduction during a special Legislative session or executive order of the Governor, within seven (7) days of such action. Should the estimated number of room nights be reduced under the provisions of this clause by more than 25%, the Hotel has the option of accepting the reduced room block or canceling this agreement within thirty (30) days of notification of said reduction without penalty to either party.

2. Public Accommodation

The Hotel represents and warrants it is in compliance to the extent applicable with the provisions of Title III of the Americans with Disabilities Act. Hotel facilities, including, but not limited to, meeting space, restrooms, dining areas, other common areas, and sufficient guest rooms, shall be reasonably accessible and usable by persons with disabilities.

3. Tax Exempt Certificates

The Hotel agrees to accept authorized tax exempt certificates/cards if presented at check-in by authorized college employees. In addition, the Hotel also agrees to accept authorized college purchase orders for individual room reservations and guarantee.

4. Uncontrollable Acts

The performance of this Agreement by either party is subject to uncontrollable circumstances. Such circumstances include but are not limited to acts of nature, war, public disorder, impairment of transportation access, acts of government, the Legislature, and agencies which regulate and/or fund Florida's publicly funded colleges, that make it inadvisable, illegal, or impossible to provide the facilities or hold the event/meeting. Both parties agree that this agreement may be terminated for any one or more of such reasons without penalty by written notice from one party to the other.

5. Audio Visual

The Hotel understands that a majority of the Association's audio/visual needs will be provided by the host colleges for the meeting and that there will be no fees or charges due the Hotel or any other entity as a result of the use of Association or host college audio/visual equipment.

6. Hold Harmless

To the extent permitted by law, the Hotel agrees to protect, indemnify, defend and hold harmless the Association, its employees, volunteers, attendees, and representatives against all claims, losses or

damages to persons, property or entities, governmental charges or fines, and costs including attorney fees, arising out of the activities, actions, inactions, negligence or acts of the Hotel and/or its owners, operators, employees, and officers except those claims arising out of the sole negligence or willful misconduct of the Association. The Hotel agrees to reimburse the Association all reasonable costs and legal fees incurred by the Association for such defense and said reimbursement shall be made to the Association in a timely manner as such fees are incurred by the Association.

7. Room Block credit

The Hotel agrees to credit to the Association's room block all individual room nights used by persons attending all or some of the meetings related to this event during the period of times covered by this agreement regardless of the rate paid. In addition, to the extent possible, the Hotel agrees to not sell a room during the dates covered by this agreement for a price lower than the group rates specified in this contract.

8. Discrepancies

If there is a discrepancy between the hotel's reported room-night pickup figures and the figures believed to be accurate by the Group, the Group will furnish the hotel with a list of attendees to be compared with the hotel's list of in-house guests over the Group's dates. All rooms determined to be occupied by the Group's attendees shall be credited to the Group's room block for pickup purposes. Credit shall also be given for guests relocated to another hotel due to hotel overbooking and for guaranteed no-shows with forfeited deposits or credit card debits.

9. Meeting Space and Agenda changes

The Hotel agrees that all meeting rooms will be provided on a complimentary basis unless otherwise stipulated in this agreement, and that each meeting room will include at least one 110 volt 20 amp circuit per room or ballroom section and that the access and use of the available electrical circuits will be without charge to the Association. The Hotel also understands and agrees that the agenda included in this agreement is based on the historical agenda for this meeting for planning and estimating purposes only and that substantial changes may be made to that agenda, including the number of catered food and beverage functions. As a result, nothing in the Agenda attached to this agreement obligates the Association in any way; however, the Association agrees that all major food and beverage functions sponsored and paid for by the Association as part of this meeting will be held on Hotel property. The Association also agrees to provide the Hotel a relatively final agenda no later than 30 days prior to meeting, and will release unneeded meeting rooms to the Hotel at that time. The Association also agrees that should anticipated attendance significantly decrease, the Hotel and the Association will negotiate suitable alternate arrangements for meeting space and function rooms. The Hotel shall not re-assign the Association's event meeting space without written agreement,

10. Food costs

Because attendees at this convention are public college employees on limited budgets, the Hotel agrees to provide custom menus, when requested by the Association, for any food function. The Hotel also agrees to pricing for breakfasts not to exceed \$22, luncheons \$34, and dinner banquets \$58. All prices shall be inclusive of service charges and taxes. Prices for other food and beverages served at other functions will not exceed the banquet menu prices in effect at the Hotel on the date of this contract.

11. Master Account charges

The Hotel understands that no charges of any kind can be made to the Association's Master Account without the prior written authorization of the Association's CEO or his designee(s).

12. Renovations/Construction

If Hotel renovations or construction affects the guest room comfort or event space, causing a negative conference going experience as determined by the Association or contracted meeting planner, the Hotel will inform the Association of such work six months prior to the Associations contracted event. At which time, the Association will inform the Hotel whether it intends on moving forward with the contracted event or will seek a mutually agreeable date to the reschedule.

13. Addendum

This addendum is made a part of the original contract. Should any part of this addendum conflict with any part of the original agreement, the addendum prevails.

Accepted by: *Meko A. Rice*

For the Hotel *Home2 Suites Tallahassee*

Hotel Representative *Meko A. Rice, Director of Sales*
Date *5/18/17*

For the Association

MPB
Michael P. Brawer, Chief Executive Officer
Date *5/30/17*