

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

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GROUP ROOM RESERVATION AGREEMENT

Organization:	AFC Trustees Conference	ARRIVAL	Tuesday, 01/09/2018
Contact:	Michael Brawer	DEPARTURE	01/11/2018
Address:	1725 Mahan Drive Tallahassee, FL 32309	GROUP CODE	
Phone:	850-567-3212	TYPE	Association
Fax:			
Email:	doug@dougyranconsulting.com		

ROOM TYPE	RATE	01/09/2018	01/10/2018				
		Tuesday	Wednesday				
Single	\$169.00	25	25				
		25	25				

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 AFC Trustees Conference 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 12/16/17. 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</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. Rates are available 2 days prior and 2 days post.

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 8/10/2017.

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!

 08/21/17

Meko Rice
 Director of Sales

Michael Brawer
 Executive Director

Date