



# BANQUET CENTER

At The Galaxy

December 20, 2017

## Confirmation Agreement

Bob Marquis  
1128 Southerland Avenue  
Akron, OH 44314

### RE: Midwest Pen Turner Gathering

Dear Bob:

I am very pleased to present our confirmation agreement for your event on **Friday, May 18, 2018 - Monday, May 21, 2018**. The staff at the Comfort Inn & Suites Wadsworth is looking forward to providing you with the highest quality service and welcoming your guests.

#### GENERAL HOTEL INFORMATION:

The Comfort Inn & Suites Wadsworth is located just off I-76 and minutes from I-80 and I-77. Our rates include a complimentary, full, hot breakfast buffet daily and indoor pool with a splash pad and game room. Wadsworth has great shopping, movie theater and many restaurants. Next door to the hotel is the Galaxy Restaurants featuring three restaurants in one building: The Wine Room Restaurant, Circle L Steakhouse and the Galaxy sports bar and patio.

#### GUEST ROOM ACCOMMODATIONS:

The hotel agrees that it will provide room nights in the pattern set forth below:

	Fri 05/18	Sat 05/19
Run of House	40	40

#### GUEST ROOM RATE:

Standard Deluxe Guest Room	\$100.00
Executive Suite (One King or Two Queens):	\$110.00
Whirlpool Suite:	\$115.00

The above rates are based on single or double occupancy and are subject to State and Local lodging taxes that are currently 12.75% per room per night in effect at time of check-in or cancellation.

#### CHECK-IN/CHECK-OUT:

The hotel offers a 3:00 pm check-in time and a 12:00 pm noon check-out time. Guest arriving prior to 3:00 pm will be accommodated as guestrooms become available. The hotel provides complimentary baggage storage.

5 Park Center Drive • Wadsworth, OH 44281 • 330/336-7692 • Fax: 330/336-5984

Owned by Park Center Lodging, LLC and operated by PCL Management, LLC under license from Choice Hotels



# BANQUET CENTER

At The Galaxy

## CUT-OFF DATE:

The reservation cut-off date for the Group is **Wednesday, April 18, 2018**. The sleeping rooms will be held for the Group until the date indicated as the "cut-off date". After the cut-off date, all sleeping rooms/suites not reserved with individual guest names and guaranteed, will be released to general inventory for sale. The hotel will continue to accept reservations after the cut-off date at the group rate up to the hotel filling to 95% occupancy, and then all reservations will be at the hotel's published rates on a space available basis only.

## METHOD OF RESERVATIONS:

### *Individual Reservations:*

Reservations will be made by individual guests by the cut-off date directly with the hotel by calling 330.336.7692. Please ask that they identify themselves as being with **International Association of Pen Turners** in order to receive your special rate.

## GUARANTEE OF RESERVATIONS:

All reservations must be guaranteed by credit card or by advanced deposit. A guaranteed room reservation assures a room to your attendees regardless of their arrival time. Any guaranteed reservations not canceled 24 hours prior to the day of arrival will be billed, one night room and tax, to the credit card or advanced deposit.

## PAYMENT PROCEDURE:

Individuals pay their own charges.

## CANCELLATION:

In the event of cancellations the GROUP is liable to the hotel. The cancellation penalties are as follows:

- Cancellation more than 91 days, but less than 179 days prior to arrival, 50% of anticipated revenue based on your signed agreement.
- Cancellation more than 31 days, but less than 90 days prior to arrival, 75% of anticipated revenue based on your signed agreement.
- Cancellation less than 30 days prior to arrival, 100% of anticipated revenue based on your signed agreement.

## MEETING AGENDA:

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
5/18/2018	1:00 PM	11:59 PM	Exhibits	Ohio Room	Theatre	50	Based on Sliding Scale
5/18/2018	1:00 PM	11:59 PM	Exhibits	Wadsworth Room	Flow	120	0.00
5/19/2018	8:00 AM	11:59 PM	Exhibits	Wadsworth Room	Flow	120	600.00
5/19/2018	8:00 AM	11:59 PM	Exhibits	Ohio Room	Theatre	50	Based on Sliding Scale
5/20/2018	8:00 AM	12:00 PM	Exhibits	Wadsworth Room	Flow	120	600.00
5/20/2018	8:00 AM	12:00 PM	Exhibits	Ohio Room	Theatre	50	0.00





# BANQUET CENTER

At The Galaxy

## Ohio Room Sliding Scale

Total Group Rooms Consumed	Rental
0-30	\$200 per day
31-50	\$100 per day
51+	Waived

## MEETING AGENDA: AT THE GALAXY EVENT CENTER

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
5/18/2018	6:00 PM	9:00 PM	DINNER	GALAXY TO DETERMINE	ROUND S	30	F&B MINIMUM \$600

### DEPOSITS:

A deposit of **\$600.00** is due with the signed contract to hold your event space as definite, at the Comfort Inn & Suites. A deposit of **\$100** is due to the Galaxy for the Friday May 18<sup>th</sup> dinner. All deposits received will be applied toward the total charges of the event.

### BANQUET RENTAL:

The Comfort Inn & Suites is pleased to extend a ***Banquet Minimum of \$600.00*** for your event. Failure to meet the established Banquet Minimum will result in a room rental charge being applied to reach the required Banquet Minimum.

### PAYMENT:

The balance based on the guaranteed number of attendees is due the **three business days prior to the event**. Acceptable forms of payment include cash, credit card or cashier's check; unless prior payment arrangements have been made with the Banquet Director. Any additional charges resulting from such things as increased number of attendees or damage to the facility will be due upon departure. If a remaining balance is left outstanding, an interest fee will be assessed at the rate of 1.5% per month.

### BANQUET REGULATIONS:

The Comfort Inn & Suites must provide all food and beverage, catered by The Galaxy Restaurant, unless approved by Banquet Director. All alcohol must be purchased through The Comfort Inn & Suites. All bartenders must be employees of The Comfort Inn & Suites. Purchaser agrees to abide by all state laws regarding alcohol consumption including restrictions of consumption by a minor. Management reserves the right of refusal or discontinuance of alcoholic beverage to any individual guests. All serving of alcohol at banquet functions are to cease at 11:45 PM. Your group acknowledges that The Comfort Inn & Suites cannot be responsible for the safekeeping of equipment, supplies, written material or other valuable items. Accordingly, your group acknowledges that it will be responsible for providing security for any such aforementioned items and hereby assumes the responsibility for loss thereof. Likewise, the function host will be responsible and charged for any damage(s) or theft of The Comfort Inn & Suites facilities caused by its group during the scheduled function. The Comfort Inn & Suites will arrange for security



# BANQUET CENTER

At The Galaxy

personnel when necessary at any contracted event, the charge for which will be an additional fee to the function host. In accordance with local and state health department regulations, no food or beverage may be taken out of the banquet facility following the event.

## MENUS:

We will be contacting you in the future to finalize your menu selections. Menu selections should be finalized and submitted no later than fourteen (14) days prior to the event. If you do not find specifically what you would like, we would be pleased to design special menus to fit your needs. *As economic conditions and inflation vary, The Comfort Inn & Suites reserves the right to adjust pricing at its sole discretion. The Comfort Inn & Suites will guarantee the price per person for your event for 180 days prior to your event.*

## SET-UP TAX & FEE:

The set-up fee covers expenses of setup, clean up, centerpieces, standard linens and any overhead expenses. The set-up fee (18%) will be added to the food and beverage total. Applicable Ohio sales tax (6.75%) also apply to this charge. Any specialty requested services may also be added to the event total by the client and said services will be subject to Ohio sales tax.

## GRATUITY:

Our banquet staff is paid wages that are not dependent on gratuity to meet minimum wage requirements. If you feel the staff went above and beyond your expectations please feel free to provide gratuity based on your discretion.

## CONTRACT TERMS:

To guarantee the rates quoted, the availability of the sleeping rooms, and other terms of this agreement, the following deadlines must be met or the rooms may be cancelled.

Sign agreement and return by January 15<sup>th</sup> 2018.

I have read the above contract and agree to the terms and conditions as stated.

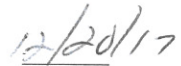
GROUP REPRESENTATIVE:

HOTEL REPRESENTATIVE:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Denise Bebko- Director of Sales

  
\_\_\_\_\_  
Date

**PLEASE SIGN AND RETURN**