



HOMEWOOD SUITES

— Hilton —

Homewood Suites Nashville Downtown
706 Church Street
Nashville, TN 37203

February 29, 2012

The University of Tennessee
Group Name
Contact Name
Address
Phone:
E-mail:

Dear Name:

Enclosed is the contract which has been prepared for your **Event Dates** event. Your signature and return of the enclosed copy is needed to confirm these arrangements as definite.

Name, thank you for selecting the Homewood Suites Nashville Downtown. If you have any questions, or if I can be of assistance to you, please feel free to contact me.

Sincerely,

Lori Sansing
Director of Sales

Enclosure



HOMEWOOD SUITES

Hilton

Homewood Suites Nashville Downtown
706 Church Street
Nashville, TN 37203

February 29, 2012
The University of Tennessee
Group Name

<u>DATES:</u>	<u># OF ROOMS</u>	<u>ROOM TYPE</u>
		King Studio Suites
		King Studio Suites
		King Studio Suites
		King Studio Suites

<u>GROUP RATES:</u>		<u>REGULAR RATES:</u>	
Studio King Suite-	\$.00	Studio King Suite -	\$169.00
One Bedroom King Suite-	\$.00	One Bedroom King Suite -	\$179.00
One Bedroom 2 Queen Bed Suite-	\$N/A	One Bedroom 2 Queen Suite-	\$189.00

These rates do include complimentary continental breakfast, complimentary welcome home dinner reception (Monday-Thursday), and complimentary high speed wireless and wired internet access. The University of Tennessee is tax exempt, and it will only pay those taxes that are imposed directly on it.

CHECK-IN TIME: After 3:00P.M. or based upon availability.

CHECK-OUT TIME: 12:00 Noon

CUT-OFF DATE:

The guest room commitment will be held until **Cut-off Date** at which time we will release the unused portion of the room block. Additional reservations will be accepted based on availability only and the discounted group rate will not apply after this date.

GUARANTEED ROOMS:

All guest room reservations must be guaranteed with a valid credit card or to a direct bill account.

RESERVATION METHOD:

ROOMING LIST

A rooming list must be submitted to the hotel by **Cut-off Date**. If the hotel has not received the list by this date, the room reservation block will be released and reservations will be taken on the basis of availability and the discounted group rate will not apply. For your convenience the rooming list can be emailed directly to lsansing@hsnashville.com.



HOMEWOOD SUITES

— Hilton —

Homewood Suites Nashville Downtown
706 Church Street
Nashville, TN 37203

February 29, 2012
The University of Tennessee
Group Name

INDIVIDUAL

Individuals making their own reservations must identify themselves with your group by calling the hotel directly at 615-742-5550, visiting our website at www.nashvilledowntown.homewoodsuites.com and use the 3 letter group code provided with signed copy of agreement, or by calling 1-888-370-0983

BILLING INSTRUCTIONS:

It is understood that each guest is responsible for all of their own charges. Please let me know if you would like any guest charges to the Master Account.

PAYMENT POLICY:

No personal checks can be accepted for payment of any services rendered. Master Account charges will be direct billed, and The University of Tennessee will pay by University check.

DEPOSIT INFORMATION:

The University of Tennessee has an approved direct bill on file.

BAGGAGE SERVICE:

Baggage service is available at \$2.00 per bag/ round trip.



HOMEWOOD SUITES

Hilton

Homewood Suites Nashville Downtown
706 Church Street
Nashville, TN 37203

February 29, 2012
The University of Tennessee
Group Name

MEETING AND FUNCTION REQUIREMENTS:

The following outlines the function space reserved for your group:

Date	Start	End	Agenda Item	Setup	# of People	24 Hour hold	Room	Room Rental

*Room rental is subject to 20% Service Charge and 9.25% Sales Tax

FUNCTION SPACE ASSIGNMENT

The space listed above is on a definite basis and the rooms will be guaranteed. Following discussion with The University of Tennessee, Hotel reserves the right to reassign function space, provided the revised function space adequately accommodates needs and based upon the expected and/or guaranteed number of attendees.

MENU SELECTIONS:

All meal service will be arranged through a list of preferred vendors. Banquet and meeting selections are to be made 14 days prior to your function and a guaranteed count of the number of people to be served 72 hours prior to your function. Once guarantee is made, it cannot be lowered.

For simple am/pm breaks please contact the Hotel Sales Department. The Hotel has a limited supply of food and beverage options available.



HOMEWOOD SUITES

— Hilton —

Homewood Suites Nashville Downtown
706 Church Street
Nashville, TN 37203

February 29, 2012
The University of Tennessee
Group Name

AUDIO VISUAL SELECTIONS:

All audio/visual equipment can be ordered through our sales department and is supplied by Homewood Suites.

CANCELLATION CLAUSE:

Should your organization cancel definite arrangements with the Homewood Suites Nashville Downtown, cancellation will only be accepted in writing on your company or organization letterhead, and the following schedule will apply:

If Canceled Within the Following Time Frame

More than 1 Year	20%
12 Months to 6 Months	35%
6 Months to 3 Months	50%
90 Days to 30 Days	75%
Within 30 Days	100%

*Percentage is applied to total contracted Guest Room, Food & Beverage and Meeting Revenue.

The Homewood Suites Nashville Downtown agrees to reduce the cancellation fee for any guest rooms resold between the time of cancellation and the dates of the canceled meeting. Guest rooms resold will be determined after the event has passed, by subtracting the total number of rooms sold that day by the total number of rooms that had been sold prior to the group canceling on the day the group cancelled.

If your organization books and consumes a comparable function within 12 months of cancellation, the cancellation fee will be applied towards that function.

However, should events occur beyond either party's control, such as strikes, acts of God, civil disturbances, which materially affect the party's ability to perform this Agreement, this Agreement shall be terminated without prejudice.



HOMEWOOD SUITES

— Hilton —

Homewood Suites Nashville Downtown
706 Church Street
Nashville, TN 37203

February 29, 2012
The University of Tennessee
Group Name

DEFINITE CONFIRMATION:

This signed Agreement serves as a definite confirmation and is legally binding in that the Homewood Suites Nashville Downtown will be utilized for this function on said specified dates. If acknowledgment is not received by **Due Date**, the Homewood Suites Nashville Downtown reserves the right to release these reservations or renegotiate the agreement.

MISCELLANEOUS:

The University of Tennessee is an agency of the State of Tennessee and, as such, it is not authorized to indemnify or hold harmless other parties. Any liability of the University to the Homewood Suites Nashville Downtown and third parties for any claims, damages, losses, or costs arising out of or related to acts performed by the University under this Agreement shall be governed by the Tennessee Claims Commission Act, Tenn. Code Ann. §§ 9-8-301, *et. seq.*

In compliance with the requirements of Tenn. Code Ann. § 12-4-124, the hotel hereby attests that it shall not knowingly utilize the services of an illegal immigrant in the United States in the performance of this Agreement and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the United States in the performance of this Agreement.

The maximum amount that the University will pay for goods and services under this Agreement is \$ _____ (“Maximum Financial Obligation”). The University’s Maximum Financial Obligation is not subject to increase for any reason, unless this Agreement is amended by a written amendment that is signed by authorized officials of both parties.

Neither party shall be liable for failure or delay in the performance of any duties under this Agreement when such delay or failure is due to causes beyond the party’s control that could not have been avoided by the exercise of due care, including, but not limited to, acts of God; natural disasters; riots; war; epidemics; terrorist activities; government restrictions; failure of suppliers, subcontractors, or carriers; or the like. The impacted party shall give the other party notice of the failure or delay as soon as possible.

The hotel's agreement to provide you with the accommodations, meeting space and/or other facilities described herein at the rates and prices specified is based upon your representation to us of the

requirements for your meeting or other function. Accordingly, the Hotel reserves the right to terminate this Agreement, or to renegotiate the terms thereof, if there are any changes in such requirements.

Name, the Homewood Suites Nashville Downtown is looking forward to making your **Event Dates** stay most enjoyable.

Contact Name
The University of Tennessee
Group Name

DATE SIGNED

Lori Sansing
Director of Sales
Homewood Suites Nashville Downtown

DATE SIGNED

INDEPENDENTLY OWNED BY THE HOTEL AND OPERATED BY CHURCH STREET LODGING ASSOCIATES, LLP