



## Group Sales Agreement

Holiday Inn Chicago Schaumburg  
1998 N Roselle Road  
Schaumburg, Illinois 60195

February 1, 2023

### PROPERTY CONTACT

Sales Manager: Juliana Monsalve  
Phone: +1 (651) 402-2500  
Email: jamonsalve@sandcompanies.com

### GROUP DETAILS

Account: Henry Ford College  
Group: Henry Ford College  
Arrival: Friday, February 17, 2023  
Departure: Saturday, February 18, 2023  
Contact: Grant Mackenzie  
  
Address: 5101 Evergreen Rd. Dearborn MI 48128  
Phone: 313-318-4022  
Email: grantmackenzie@me.com

### GUESTROOMS & RATES

	Fri Feb 17	
	Rooms	Rate
Double Queen Standard	5	\$119.00
King Standard	2	\$119.00

### Room Information

All guest rooms come equipped with complimentary wi-fi, workspace with great lighting, along with a mini-fridge and coffee maker.  
Check-in: 3:00 PM Check-Out: 11:00 AM.

### Rate Information

Rates listed are based upon a per night bases and are subject to hotel occupancy taxes of 15%.

<p style="text-align: center;"><b>Method of Reservation</b></p> <p>Reservations will be made by .</p>	<p style="text-align: center;"><b>Cutoff Date: Wednesday, February 1, 2023</b></p> <p>Quoted rates will be offered, based on availability, until February 1, 2023. After the cutoff date, the balance of the guest rooms in your block that have not yet been reserved will return to the Hotel's general inventory. It is important that reserved rooms are received by this time because, during certain high occupancy periods, the group rate may not be available after your designated cut-off date. In order to inquire if your group rate is available after your release date, attendees must contact the hotel directly.</p>
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**BILLING INFORMATION**

Billing Method: Bill to Master  
Billing Contact: Grant Mackenzie  
Phone: 313-318-4022  
Email: grantmackenzie@me.com

METHOD OF PAYMENT: Hotel will accept Credit Card payments for all transactions. A credit card on file is required at time of contracting.

**GENERAL TERMS AND CONDITIONS**

MEETING PLANNER REWARDS: The Meeting Planner for this event is eligible to earn IHG Business Rewards for a qualifying event. For more information visit <https://www.ihg.com/content/us/en/customer-care/member-tc.html>. Only the meeting planner who is specifically named below will be eligible for this rewards program.

Name: \_\_\_\_\_ IHG One Rewards Number: \_\_\_\_\_

TAX EXEMPT: To be tax exempt, you must provide the hotel with exemption documentation in the name of the organization issues by the State of Illinois. You agree that if you do not provide adequate documentation as to your group's tax-exempt status then said group will be liable for all applicable taxes.

- Yes, we qualify for tax exemption and will provide a tax-exempt form to the Hotel prior to the event.
- No, we do not qualify for tax exemption.

INDEMNIFICATION: To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the hotel, and the owner of the hotel, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the hotel.

SPECIFIC RESPONSIBILITIES OF THE HOTEL: The Hotel assumes no responsibility for the damage or loss of any merchandise or articles into the Hotel. Arrangements may be made for security by contacting your Hotel contact. The Hotel shall not be liable for non-performance of the contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State, or Municipal) regulations of or restrictions upon travel or transportation, non-availability of food, beverage or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not which are beyond reasonable control of the Hotel.

**Cancellations:**

NO SHOW AND INDIVIDUAL CANCELLATION: If a guest from this group no shows, a one-night room fee will be charged to the guarantor of the room. Individual reservations cancelled within 24 hours of scheduled arrival will be subject to one-night room and tax by individual guaranteeing reservation.

GROUP CANCELLATION: If the Hotel cancels this agreement or is unable to provide the requested rooms or meeting space, the Hotel will work with Group to arrange alternative accommodations and space at the prices set forth herein. The Hotel will arrange for comparable space in the same vicinity. The Hotel liability is limited to these remedies and shall not be liable for any consequential, punitive or special damages.

The Hotel will reserve all rooms for the Group under the terms of this Agreement until noon on the assigned cutoff date. Your group may reduce or cancel up until 12 noon Central Standard Time on this date. After this date, Hotel will have the right to re-sell any rooms at current prevailing rate. Any rooms that are committed as of this date shall be considered a binding commitment and guaranteed by the Group, whether or not all of such rooms are consumed. If the Group cancels this Agreement after the assigned cut-off date, Group shall pay a termination fee equal to 100% of anticipated revenue.

**Force Majeure:** The performance of this Agreement is subject to any circumstances making it illegal or impossible to provide or use the Hotel facilities, including Acts of God, war, government regulations, disaster, strikes (except neither party may terminate or suspend this Agreement for strikes, labor disputes or work stoppages involving their respective employees or agents), civil disorder, COVID-19 pandemic or other pandemic regulations and restrictions for the state of SD or curtailment of transportation facilities. This Agreement may be terminated for any one of the above reasons by written notice from one party to the other.

**Changes/Additions/Modifications:** All changes, additions, deletions, or stipulations including corrective lining out by either the Hotel or Group will not be considered agreed to or binding to the other unless such modifications have been initialed or otherwise approved in writing by the other.

**Additional Information:**

This agreement (and any additional pages attached hereto) constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by Holiday Inn Chicago Schaumburg and an authorized representative of Henry Ford College.

To guarantee rates quoted, the availability of sleeping rooms requested, and all other terms, this contract must be signed and returned by Wednesday, February 08, 2023 or Holiday Inn Chicago Schaumburg reserves the right to release the guest rooms held.

I hereby accept the above stated terms and conditions, and further warrant that I have authority to sign on behalf of Henry Ford College.

**Customer**

Name: Grant Mackenzie

Title:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Property**

Name: Juliana Monsalve

Title: Director of Sales

Signature: \_\_\_\_\_

Date: \_\_\_\_\_