



## Holiday Inn Express Port St Lucie West, an IHG Hotel

1601 NW Courtyard Circle

Phone: 772-879-6565

Port St. Lucie, FL34986

Fax: 772-879-6870

### GROUP CONTRACT

**Group Name:** Church Event

**Arrival Date:** 07/17/2023

**Contact:** Dorothy Helligar

**Departure Date:** 07/21/2023

**Address:** PO Box 683576  
Orlando FL, 22868

**Phone:**

**Group Type:** SMRF-Social

**Fax:**

**Email:** globalkingdombuildersnetwork@gmail.com

Thank you for selecting **Holiday Inn Express Port St Lucie West, an IHG Hotel** to host your upcoming event. The following outlines the arrangement for your event and will serve as an agreement between Church Event Group and **Holiday Inn Express Port St Lucie West, an IHG Hotel** hereinafter referred to as 'Hotel' or 'we' and Church Event group hereinafter referred to as 'Client,' 'you,' or 'your group.'

### GUEST ROOMS:

<i>Church Event</i>								
	Mon 07/17/2023		Tue 07/18/2023		Wed 07/19/2023		Thu 07/20/2023	
	Rooms	Rate	Rooms	Rate	Rooms	Rate	Rooms	Rate
<b>King Suite Sleeper Sofa</b>	2	\$134.00	2	\$134.00	2	\$134.00	2	\$134.00
<b>One King Bed Standard</b>	5	\$114.00	5	\$114.00	5	\$114.00	5	\$114.00
<b>Two Queen Beds Standard</b>	5	\$114.00	5	\$114.00	5	\$114.00	5	\$114.00

\*Guest Rooms quoted are exclusive of applicable sales taxes\*

### CONFERENCE ROOMS:

Date	Time	Event Class	Room	Setup	Guests	Rental
Tue, 07/18/23	7:30pm (cutoff)	Meetings Simplified All Day	Meeting Room AB	Special Setup Instructions	70(max)	\$250.00
Wed, 07/19/23	7:30pm(cutoff)	Meetings Simplified All Day	Meeting Room AB	Special Setup Instructions	70(max)	\$250.00
Thur, 07/20/23	7:30pm (cutoff)	Meetings Simplified All Day	Meeting Room AB	Special Setup Instructions	70(max)	\$250.00

\*Conference Rooms quoted are exclusive of applicable sales taxes\*

**CUT OFF DATE:**

Each room in your room block must be *confirmed* in the manner described above, no later than 11:59PM on June 17, 2023. This date will be known as your “group block cut-off date”. Rooms in your block that are not Confirmed on or before your “group block cut-off date” will be released for general sale. Confirmation of rooms after the release date will only be accepted based on availability and may be subject to a higher rate.

**METHOD OF RESERVATIONS:**Individual

Attendees will contact the hotel directly to make their reservations. If individuals are required to pay for room and tax a valid credit card guarantee will be required to confirm their stay. All reservations will be considered part of the group block no matter how the reservation was made. This same process will apply for cancellations. The rooms are released according to “group block cut – off date.”

Rooming List

Your complete rooming list will be required by June 17, 2023.

**PRE-ARRIVALS AND/OR STAY OVERS:**

The contracted group rate will be honored for the dates listed in the rate grid above. Early arrivals or late departures, outside of that date range will be quoted the best available rate.

**CHECK-IN: 03:00PM CHECK-OUT: 11:00AM**

The hotel will do our best to accommodate early arrivals based on availability.

**METHOD OF PAYMENT:**

It is our understanding that each attendee is responsible for own room, tax, and incidentals. Rooms need to be guaranteed by each individual with a major credit card or cash deposit.

**NO SHOW AND INDIVIDUAL CANCELLATION:**

In the event that a guest from this group no shows or requires an early departure once the guest has checked-in, a one-night room fee will be charged to the guarantor of the room. Individual reservations cancelled within 48 hours of scheduled arrival will be subject to one night room and tax by individual guaranteeing reservation. Should any individual cancellations affect the group’s total room usage, please note that attrition fees may apply.

**PARKING:**

Complimentary – One Vehicle per Guest Room.

**NON-COMMISSIONABLE:**

The group rate(s) listed above are non-commissionable.

**RELOCATION:**

If the Hotel cannot honor all reservations accepted and/or confirmed by the Group, the Hotel shall be considered overbooked and, at the Hotel’s sole expense, the Hotel shall provide: alternative lodgings of equal value for one (1) night the guest is displaced; round trip ground transportation between Hotel and alternate hotel; one (1) phone call; an offer to relocate displaced guest back to Hotel when rooms are available. If guest elects not to return to Hotel, Hotel shall have no further obligations. If guest chooses to return to Hotel, they will receive a complimentary upgraded room if available, welcome amenity and note from Management. Group contact must be consulted prior to walking any Group guest. All displaced room nights will be counted towards overall guestroom pickup for Group block.

**GROUP'S PROPERTY:**

Group agrees and acknowledges that Hotel will not be responsible for the safe keeping of equipment, supplies, written material or other valuable items left in function rooms, guest rooms or anywhere on Hotel property. State laws will govern Hotel's liability for items stolen. Accordingly, Group agrees that it will be responsible to provide security of any such aforementioned items and hereby assumes responsibility for loss thereof. Group may not rely on any verbal or written assurances provided by Hotel staff, other than as provided in this Agreement.

**MEETING PLANNER BONUS PROGRAM:**

**HOTEL AWARDS BONUS POINTS ONLY – NOT AIRLINE MILES:** **Dorothy Helligar** (“Meeting Planner”) is eligible to earn bonus points for a qualifying event. Only the meeting planner who is specifically named in the Agreement will be eligible for this Meeting Planner Bonus Program. Eligible revenue will include Sleeping Room Revenue (for any guestrooms applied to the Master account), Food and Beverage Revenue, and Room Rental, up to a maximum of \$100,000 of eligible revenue.

The Meeting Planner Bonus Acknowledgment Form confirms that the Group is aware that the Meeting Planner Bonus will be provided to Meeting Planner and that the receipt of such Meeting Planner Bonus by Meeting Planner does not violate the Group’s policies. You agree that you take full responsibility for determining whether further disclosure of the Meeting Planner Bonus is required and for making such disclosure if it is required, and you further agree to reimburse Hotel for any fees, costs, liabilities or expenses that Hotel incurs should any person claim that disclosure was insufficient.

**Member Number:** \_\_\_\_\_

**INSURANCE:**

The Hotel is not responsible for property brought onto or stored on the Hotel's premises by the Group or its vendors, exhibitors, or attendees, and it is the responsibility of the Group to obtain or maintain any insurance coverage on such property. The Group shall give written notice of this policy to all vendors, exhibitors or attendees that are to utilize function space in the Hotel in connection with the Group's function. The Group shall furnish evidence of liability insurance coverage to the Hotel upon request, and in the event that the Hotel reasonably determines it to be necessary, shall name Hotel as "additional" insured on such policy or policies.

**OUTSIDE CONTRACTORS:**

If the group chooses to retain vendors other than the Hotel's preferred in-house vendors to provide services and/or any equipment for the Group's event at the Hotel, the Group understands, acknowledges and agrees that any damage to the Hotel, to the Group, or to the outside vendor's employees, equipment or property, or to any guest or third party caused in whole or in part by the outside vendor, is the sole responsibility of the Group and the outside vendor. Not later than thirty (30) days prior to your Event, all non-preferred outside vendors are required to (1) execute agreements to indemnify, defend and hold the Hotel harmless from any act or omission committed by the vendor while the vendor is on Hotel property; and (2) provide proof of insurance, with a carrier and with limits acceptable to the Hotel, and identify the Hotel as an additional named insured on said insurance policies. Group agrees that if the outside vendor fails to provide items (1) and (2) above, the Hotel, acting reasonably, may refuse access of the outside vendor to the Hotel property.

**GOVERNING LAW:**

The Agreement will be governed by and interpreted pursuant to the laws of the state in which Hotel is located, excluding any laws regarding the choice or conflict of laws.

**IMPOSSIBILITY:**

If unanticipated events beyond the reasonable control of the parties (including, but not limited to: acts of God; declared war in the United States; government regulations in effect 60 days or less before the Event dates that would prevent the Event from taking place as contracted; terrorist attacks in the city in which Hotel is located; or curtailment of transportation either in the city in which Hotel is located or in the countries/states of origin of the attendees that prevents at least 40% of the attendees from arriving for the first peak night of the Event) any of which make it illegal or impossible to perform under this Agreement, the affected party may terminate this Agreement, without liability, upon providing written notice to the other party. If the Event is terminated due to a valid Impossibility/force majeure occurrence, then Group agrees to negotiate promptly and in good faith with the Hotel in an effort to rebook the cancelled Event, based on space and rate availability at the Hotel, over mutually acceptable dates. If the parties agree on rebook dates, then Hotel will retain the advance deposits paid under the cancelled Event and apply the deposits toward the Master Account of the rebooked event. Advance deposits applied to a rebooked event may not be applied to cancellation or performance damages for the rebooked event and any unused credit will be retained by Hotel. If the parties cannot agree on mutually acceptable rebook dates, then Hotel agrees to refund all prepaid advance deposits, less all documented expenses incurred by Hotel in preparation for the cancelled Event (i.e., food and beverage products purchased for the Event that cannot be used in other outlets at the Hotel, labor costs incurred by Hotel if staff schedules were posted and the Event is cancelled, etc.).

**COVID-19**

We take great pride in providing excellent service experience to our guests. As we endure the COVID 19 (Coronavirus) pandemic we continuously assess and improve our operation and cleanliness policies and procedures. The hotel requires all guests including our meeting attendees to follow the guidelines set forth by the Center for Disease Control (CDC). All meeting attendees assume all risks related to exposure to COVID-19 and agree not to hold the hotel employees or agents liable for any illness or injury resulting from such exposure.

**AMERICANS WITH DISABILITIES ACT:**

The Hotel wishes to make its facilities reasonably accessible by persons with disabilities as required by Title III (Public Accommodations and Services Operated by Private Entities) of the Americans with Disabilities Act. As soon as practical, the Group will need to determine if any participant of the Group has a special need. The Group will provide the Hotel in writing at least thirty (30) days prior to arrival of determined special needs. The Group will be responsible for making all auxiliary aids and services available to participants who indicate they have a special need for their participation in the Group's functions, except for those reasonably provided by the Hotel. The Group shall pay for any extraordinary costs, determined by the Hotel, for such auxiliary aids unless otherwise agreed upon by both the Group and the Hotel.

**NO ASSIGNMENT:**

Group may not assign or transfer this Agreement or any part thereof without the written consent of Hotel. Any attempted assignment or transfer by Group without such consent may, at the option of Hotel, be deemed to be a cancellation of this Agreement by Group, in which case Group shall remain liable for all cancellation charged set forth herein.

**RIGHT OF HOTEL TO TERMINATE:**

If any information provided by Group to Hotel regarding Group's financial status, its activities, purpose or other material information about Group changes or is incorrect, Hotel terminate this Agreement in whole or part and Group will be liable for all payments due pursuant Cancellation and Performance Damages paragraph above.

**RIGHT OF INSPECTION/ENTRY:**

The Hotel reserves the right to inspect and control all private functions within the Hotel to ensure that they are being conducted in a manner consistent with the operations of the Hotel, safety procedures, federal, state and local laws or regulations, and with the comfort and safety of other guests in mind. You will be responsible for all damage to the Hotel and to persons and/or property on or about the Hotel property which result from acts or omissions of you, your guests, members and their guests. If Hotel observes any illegal activity or activity that may result in harm to persons or objects, Hotel has the right to immediately cancel the event, in which case all of Group's guests and invitees must immediately vacate the meeting room premises. In such event, Group will remain liable for all fees and charges related to the function pursuant to the terms of this Agreement.

**ACCEPTANCE:**

If these arrangements meet with your approval, please sign and return the duplicate, along with the completed billing form, to the attention of **Daveyanna Cadet** at **PSLEX\_Sales@NaplesHotelGroup.com** no later than **October 27, 2022**. Acceptance will occur upon receipt of an original, emailed copy or a facsimile (fax) transmittal of a fully signed original by the Hotel. If a fax transmittal is used by either party, then the email or fax copy shall serve as an original until an actual original is executed and received by both parties.

This Agreement constitutes the entire understanding between the parties and supersedes any previous communications, representations, or agreements, whether written or oral.

CLIENT	HOTEL
Church Event	<b>Holiday Inn Express Port St Lucie West, an IHG Hotel</b>
Dorothy Helligar	Daveyanna Cadet
<b>Printed Name:</b> _____	Sales and Events Coordinator
<b>Signature:</b> _____	<b>Signature:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____