

**Holiday Inn Hotel & Suites, Columbus Airport**  
**750 Stelzer Road Columbus, OH 43219**  
**Phone: 614-324-4565 Fax: 614-324-4578**  
**GROUP ROOMS CONTRACT**

\_\_\_\_ Initial Here ACCOUNT: AXUM Alumni Association GROUP NAME: AXUM-Alumni Association ADDRESS: 8460 Sealyham Dr. CONTACT: Lula Amare CITY: Reynoldsburg TELEPHONE: 614-439-3303 STATE: OH ZIPCODE: 43068 FAX: This contract represents an agreement between Holiday Inn Hotel & Suites, Columbus Airport (also referred to as Hotel) and AXUM Alumni Association (also referred to as Client).

| 06/19/2009                 | 06/20/2009  | 06/21/2009             |
|----------------------------|-------------|------------------------|
| <b>ROOM TYPE</b>           | <b>RATE</b> | Friday Saturday Sunday |
| King Non-Smoking           | \$79.00     | 3 3 3                  |
| King Exec Non-Smoking      | \$89.00     | 2 2 2                  |
| 2 Doubles Exec Non-Smoking | \$79.00     | 2 2 2                  |
| 2 Doubles Non-Smoking      | \$89.00     | 3 3 3                  |
| \$0.00                     |             |                        |
| <b>TOTAL</b>               | <b>10</b>   | <b>10 10</b>           |

**Group Room Assignments:** Rooms are not guaranteed to be located together, on the same floor, or in the same building. Room numbers are not assigned until guest-check-in. Every attempt will be made to accommodate requests for room types, smoking preference, and location, but cannot be guaranteed. **Maximum Capacity:** Due to state fire laws, the maximum capacity of guest rooms must be adhered to. Rollaway beds are subject to availability, at a charge of \$10.00 per night, for King Bedded rooms only. Cribs are subject to availability. King Bedded Room 3 guests Two Double Bedded Room 4 guests King Bedded Two Room Suites 5 guests Hospitality Suite 40 guests **Party Policy:** In consideration for other guests, Hotel has a "No Party" policy for guest rooms. Hotel reserves the right to evict any guest or group found in violation of this policy. Use of Hotel amenities (including, but not limited to: pool, whirlpool, business center, and workout facility) are for registered guests only. Upon request, the Sales Manager will provide pricing for a Hospitality Suite or Meeting Room. **Reservations:** Reservations will be made by the following agreed upon method. Individual Call In Reservations must be made by 11:00 P.M. (Eastern Time) on the Cut-Off Date 5/29/09. Call the **Reservations Department at the hotel (614) 237-6360**, and refer to the group name. A major credit card (AMEX, Visa, MC, Discover) will be required to guarantee the reservation. All other forms of reservation must be received in the Sales Office by 3:00 P.M. (Eastern Time) on the Cut-Off Date listed below. Reservations received after the cut-off date are subject to hotel availability and will not be eligible for the group rates. Rooming List Reservation Cards Individual Call In 05/29/2009 Housing Bureau Deposit Check-in time is 3:00 P.M. Check-out time is 12:00 noon.

**Payment and Billing:** Terms of payment are to be determined when booking.  
 Individual Pays Room, Tax, & Incidental Charges \_\_\_\_\_ Organization Pays Room, Tax, & Incidental Charges  
 \_\_\_\_\_ Organization Pays Room & Tax - Individual Pays Incidental Charges  
 \_\_\_\_\_ Initial Here

Social Groups: Social groups (including, but not limited to, weddings, churches, reunions, and sports teams) cannot be direct billed. If the Client will be paying for all rooms, payment must be made prior to check-in by cash, organization check, or major credit card.

**Taxes:** Current Occupancy Tax and Sales Tax will apply. If Client is tax exempt, a State Tax Exempt Certificate is required to be on file at the Hotel prior to the arrival date. Tax Exemption will be honored if payment of the group is made by check or credit card from the appropriate exempted organization. No tax exemption can be honored with a cash transaction, personal or certified check. **Pet Policy:** Hotel does not allow pets. Working dogs are allowed. **Cancellations:** The Hotel is holding the aforementioned space for the exclusive use by Client. Should the group cancel, the Hotel will collect as liquidated damages, fees according to the following schedule:

| <b>Cancellation Period</b>    | <b>Cancellation Charge</b> |
|-------------------------------|----------------------------|
| 0 – 14 days prior to check in | 100% of total room revenue |

Any reservation considered a no show cancels the remainder of the reservation.

**Signage and Decorations:** In an effort to maintain appearances, the attachment of any items to walls, floors, ceilings or curtains is prohibited in guest rooms or common areas. Any display of signage or decoration must be approved in writing by the Sales Manager. Any approved signage or decoration must be fire retardant. Any damages incurred will be the responsibility of the guests and appropriate charges will be applied to the credit card on file. Under no circumstances may the exit signs be covered or fire extinguishers relocated or removed. Fire doors must be free from obstacles at all times. **Security:** Hotel does not assume responsibility for the damage or loss of any articles left in the Hotel prior to, during, or following the group stay. Hotel is not responsible for any personal possessions left unattended. Hotel does not assume responsibility for minors left unsupervised. Minors must be accompanied and supervised by an adult from the organization at all times. Hotel reserves the right to request that the organization pay for bonded security personnel. **Solicitation Policy:** Solicitation of employees or distribution of advertising materials, handbills, or printed or written literature of any kind to employees on the premises of the Hotel by persons who are not Hotel employees is prohibited at any time. Any group found to be in violation of this policy may forfeit all remaining contracted bookings and be banned from future bookings.

**Acceptance:** By signing this contract, you agree to all of the items in this document. Room block will be confirmed on a definite basis, with the receipt of this signed agreement by **05/4/2009**. Failure to do so by the aforementioned date will result in the rooms being released and the contract void.

**Client Signature** \_\_\_\_\_ **Title** \_\_\_\_\_  
\_\_\_\_\_ **Date** \_\_\_\_\_ **Sales Representative** \_\_\_\_\_  
\_\_\_\_\_ **Title** \_\_\_\_\_ **Date** \_\_\_\_\_  
\_\_\_\_\_