



## Rooms Contract

<b>Date of Event:</b> 9/21/2008 – 9/28/2008	<b>Today's Date:</b> 6/21/2008
<b>Company:</b> CT Task Force One	
<b>Post As:</b> CT Task Force Canine Training	
<b>Contact:</b> Mark Dawson	
<b>Address:</b> 413 Sanford Road Southbury, CT 06488	
<b>Phone:</b> mobile 203-253-4795	<b>Fax:</b> N/A

Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>Date</b>	9/21	9/22	9/23	9/24	9/25	9/26	9/27
<b># Rooms Blocked</b>	20	20	20	20	20	20	10
<b>Rates Per Night</b>							
<b>Studio Suites</b>	\$94.00						
<b>One Bedroom Suites</b>	\$129.00						
Rates do not include 12% CT occupancy tax.							

**Comments:** A reduced pet fee of \$35 per room for the entire week will be posted on the first night of the reservation.

**Payment:** Each guest will be responsible for their own charges. A credit card is required at the time of booking the reservation. A credit card authorization form is required if the payment will be through a third party, this form may be obtained by contacting the hotel directly. If any room is to be paid for through a Purchase Order, the purchase order must be mailed to the hotel no later than three (3) days prior to arrival along with a credit card authorization form.

### **Priority Club Meeting Rewards**

Meeting Planner can earn Priority Club Rewards points for planning Qualified Meetings at IHG branded properties within the U.S., Canada and Mexico, unless prohibited by his/her employer, by becoming a member of the Priority Club Meeting Rewards Program.

To earn points, Meeting Planner must provide his/her **Priority Club Meeting Rewards membership number** in the blank below prior to signing this Agreement. Priority Club points will not be retroactively credited for previously booked and/or held meetings. If Meeting Planner is already a Priority Club Rewards member, his/her Priority Club membership number will not change, but separate enrollment into the Priority Club Meeting Rewards program is required by enrolling online at [PriorityClub.com/meetingrewards](http://PriorityClub.com/meetingrewards).



- **Qualified Meeting:** A Meeting of ten or more paid guest rooms for a minimum five consecutive nights each booked and held at Candlewood Suites Windsor Locks.
- **Earning Schedule:** Planner will earn three (3) Priority Club points for every \$1USD spent on negotiated group guest room rates for Qualified Meetings and other Qualified Meeting Charges, exclusive of associated taxes, gratuities, service fees, set-up fees, any outside vendor/supplier charges, and any attendee incidentals or other expenses.
- **Qualified Meeting Charges:** Attendee negotiated guest room rates within the guest room block, meeting food and beverages, and meeting room rental.

Priority Club points will be credited to Meeting Planner’s member account 6-8 weeks after the qualifying meeting has been held and paid for in accordance with this Agreement. Planner does not need to attend the meeting or event to take advantage of the Priority Club Meeting Rewards program.

The Priority Club Meeting Rewards program’s full Terms and Conditions apply and may be viewed at [priorityclub.com/terms](http://priorityclub.com/terms).

Priority Club Meeting Rewards membership number: \_\_\_\_\_

Reservations Made By:		Billing Arrangements			
	Rooming List	<i>Room and Tax</i>		<i>Incidentals</i>	
X	Individual Call-In	X	Individual	X	Individual
860-623-2000/1-800-candlewood			Master		Master
			Direct Bill		Direct Bill

To guarantee rates quoted, the availability of sleeping rooms requested and all other terms of this contract, this contract must be signed and returned to the hotel by **Monday, June 30, 2008**.

Reservations must be made on or before **Tuesday, September 2, 2008**. At that time any remaining, unsold rooms will be released back to the hotel for sale to the general public. Any guest of your group calling after the cutoff date, rates will be subject to availability.

If individual cancellation becomes necessary, please do so **24 hours prior to arrival date** to avoid charges of one night’s room and tax.

I have read the above contract and the hotel’s group booking policies and agree to the terms and conditions.

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

HOTEL REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_



**Candlewood Suites**

149 Ella Grasso Turnpike  
Windsor Locks, CT 06096  
(860) 623-2000  
(860) 623-2001  
[www.candlewoodsuites.com](http://www.candlewoodsuites.com)

**Credit Card Authorization Form**

I, \_\_\_\_\_ authorize the Candlewood Suites at Bradley International Airport to charge my credit card for our guests staying at the Candlewood Suites.

**Name of Company:** \_\_\_\_\_

**Address of CC Holder:** \_\_\_\_\_  
\_\_\_\_\_

**Type of Credit Card:** \_\_\_\_\_ AX \_\_\_\_\_ MC \_\_\_\_\_ VI \_\_\_\_\_ DC \_\_\_\_\_ DS

**Credit Card Number:** \_\_\_\_\_ **Exp:** \_\_\_\_\_

**Please indicate which charges are authorized:**  
\_\_\_\_\_ All Charges                      \_\_\_\_\_ All Banquet Charges  
\_\_\_\_\_ Rm/Tx Only                      \_\_\_\_\_ Room Rental Only  
\_\_\_\_\_ Rm/Tx/Phone                      \_\_\_\_\_ A/V Charges Only  
\_\_\_\_\_ Other (Please indicate): \_\_\_\_\_

**Signature of Card Holder:** \_\_\_\_\_

**MUST include a clear copy of the front and back of your credit card along with the authorization.**

**Specify the names of the individuals (other than yourself) who are authorized to request billing to the above credit card and the dates of their stay.**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_