



HOTEL PARQ CENTRAL



GROUP SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between:

Hotel Parq Central
806 Central Ave SE
Albuquerque, NM 87102

And **NASSGAP** and outlines specific conditions and services to be provided.

NASSGAP – National Association of State Student Grant & Aid
Irala Magee
Oklahoma State Regents for Higher Education
405.225.9378
imagee@osrhe.edu

NAME OF EVENT: **Educational Group Dinner**
OFFICIAL PROGRAM DATES: October 17, 2018
ANTICIPATED ATTENDANCE: Approximately 45 attendees

PAYMENT BY CASH OR CREDIT CARD

NASSGAP may pay any portion of its financial obligation by cash or credit card. Regardless of the preferred method of payment, a credit card authorization form must be filled out, signed, and returned prior to execution of this Agreement.

ADVANCE PAYMENT SCHEDULE

The payment schedule for your Event is outlined below:

<u>Deposit/Payment Amount</u>	<u>Time Frame</u>
[30]% of minimum revenue commitment	at time of signed agreement
Remaining estimated balance	3 days prior to event

GUEST ROOM COMMITMENT

The Hotel agrees that it will provide a **complimentary** room block for the **NASSGAP**

Date(s)	Total Rooms	Rates	Additional
October 15-19, 2018	TBD Currently Rate Offer	\$132 for Traditional King Guest Rooms	\$10+ additional per upgrade

Hotel room rates are subject to applicable New Mexico State and local taxes (currently 13.875%) in effect at the time of check in.

8/8/2018

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on the requirements outlined by NASSGAP the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

Date	Day	Start Time	End Time	Function Type	Setup	Number of People	Rental
October 17, 2018	Wednesday	6:30 PM	7:15 PM	Cocktail Hour	Existing	45	Apothecary Patio
October 17, 2018	Wednesday	7:15 PM	9 PM	Dinner	Rounds	45	Parlor & Courtyard

All meeting room, food and beverage, and related services are subject to applicable taxes (currently 7.875%) and service charge (currently 22%) in effect on the date(s) of the event. Hotel reserves the right to adjust function space in direct proportion to any changes in the number of attendees.

MINIMUM REVENUE COMMITMENT

Hotel Parq Central will require a **Minimum Revenue Commitment** of **\$2,500.00**. This amount will include all banquet food and non-alcoholic beverages. Meeting Room Rental will be added if the Minimum is not met. These quotations do not include any applicable New Mexico State tax (currently 7.875%) and a non-taxable service charge of 22%. All food and beverage served in the Hotel must be purchased from the Hotel.

Additional Fees:

- Bartender Fee: \$75
- Tax: 7.875%
- Service Charge: 22%

FOOD AND BEVERAGE ATTRITION/CANCELLATION

NASSGAP agrees that a loss will be incurred by Hotel if there is a cancellation or reduction in the number of food and beverage functions and the number of food and beverage covers.

NASSGAP agrees that it will provide Hotel with combined food and beverage revenue of \$2,500.00 exclusive of taxes and service charges (“Agreed Event F&B Revenue”), subject to change(s) by NASSGAP no later than 72 hours prior to the Event.

If NASSGAP fails to provide Hotel with the full Agreed Event F&B Revenue; or provide Hotel with any increase in the Agreed Event F&B listed in the Banquet Event Order, NASSGAP pay Hotel within thirty (30) days, as liquidated damages and not as a penalty, the following amount:

<u>Time Frame for Cancellation</u>	<u>Payment Amount (% of Minimum)</u>
Within 6 months of event	50% of Minimum
Within 1 month of event	100% of Minimum

*Rescheduling may be a possible option, within the year, based on availability.

Hotel agrees that after receipt of this amount, it will not seek further damages resulting from the cancellation or attrition of such catered functions.

FOOD AND BEVERAGE POLICY

All food and beverages served at the Event must be provided, prepared, and served by the Hotel and must be consumed on Hotel premises.

LIQUOR LICENSE

Group understands that Hotel’s liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age. Alcohol may only be brought on property by an approved vendor.

USE OF OUTSIDE VENDORS

If Group wishes to hire outside vendors to provide any goods or services at Hotel during the Event, Hotel may, in its sole discretion, require that such vendor provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance.

PERFORMANCE LICENSES

NASSGAP will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including, without limitation, music, audio, or video recordings, art, etc.) that Group may use or request to be used at the Hotel.

DAMAGE TO HOTEL PROPERTY

NASSGAP agrees to pay for any damage to the function space that occurs while Group is using it. Group will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than Group and its attendees. Hotel Parq Central prohibits the use of all tobacco products on property. NASSGAP understands infractions of the policy will result in a \$250.00 fee per occurrence.

IN-HOUSE EQUIPMENT

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, chalkboards, etc). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate guest's needs. If such special setups or extraordinary formats are requested, Hotel will present Group two (2) alternatives: (1) charging Group the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If Group requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations, or deletions, including corrective lining out by either Hotel or NASSGAP will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

LITIGATION EXPENSES

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

8/8/2018

HOTEL PARQ CENTRAL CONFIDENTIAL AND PROPRIETARY INFORMATION

ACCEPTANCE

Upon signature by both parties and receipt of a deposit, **NASSGAP** and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by **NASSGAP**

Name: **Irala Magee**
Title: **Treasurer**
Signature: _____
Date: _____

Approved and authorized by **Hotel Parq Central:**

Name: **Noelle Wallace**
Title: **Director of Sales**
Signature: _____
Date: _____