

Weber's Inn

3050 Jackson Road, Ann Arbor, Michigan 48103-1997
Sales and Catering 734-769-3237 • Hotel 734-769-2500
webersinn.com

Letter of Agreement

This letter of agreement is a confirmation of event space and reservations. In order to confirm these arrangements please read this agreement and the enclosed policies, sign and return with deposit, by or before the option date noted below.

December 12, 2017

Kerri Ferrari
MPLP/ Committee on Regional Training (CORT)

Dear Kerri:

RE: MPLP/ Committee on Regional Training (CORT)

Thank you for selecting Weber's Inn for your upcoming Meeting..

EVENT BOOKING: The following event space is being reserved.

NOTE: For the convenience of your guests please direct them to park at the hotel/banquet entrance.

Date	Start Time	End Time	Function	Setup	Agr	Room Rental	Room
Monday, July 23, 2018	11:00 AM	12:30 PM	Trainers Meeting & lunch	U-Shape	16	75.00	Directors
Monday, July 23, 2018	1:00 PM	5:30 PM	Meeting	Classroom Style	30	.00	West
Monday, July 23, 2018	5:30 PM	7:00 PM	Dinner	Rounds of 8	30	.00	East
Tuesday, July 24, 2018	8:00 AM	5:30 PM	Main Meeting Room	Classroom Style	30	.00	West
Tuesday, July 24, 2018	9:30 AM	5:30 PM	Breakout 1	Conference Style	8	75.00	Century
Tuesday, July 24, 2018	9:30 AM	5:30 PM	Breakout 2	Conference Style	8	75.00	Directors
Tuesday, July 24, 2018	9:30 AM	5:30 PM	Breakout 3	Conference Style	8	75.00	Room 133
Tuesday, July 24, 2018	9:30 AM	5:30 PM	Breakout 4	Conference Style	8	75.00	Room 131
Tuesday, July 24, 2018	12:00 PM	1:00 PM	Lunch	Rounds of 8	30	.00	East
Tuesday, July 24, 2018	3:00 PM	4:30 PM	PM Break	Existing	30	.00	West
Wednesday, July 25, 2018	8:00 AM	5:30 PM	Main Meeting Room	Classroom Style	30	.00	West
Wednesday, July 25, 2018	9:30 AM	5:30 PM	Breakout 1	Conference Style	8	75.00	Century
Wednesday, July 25, 2018	9:30 AM	5:30 PM	Breakout 2	Conference Style	8	75.00	Directors
Wednesday, July 25, 2018	9:30 AM	5:30 PM	Breakout 3	Conference Style	8	75.00	Room 133
Wednesday, July 25, 2018	9:30 AM	5:30 PM	Breakout 4	Conference Style	8	75.00	Room 131
Wednesday, July 25, 2018	9:30 AM	5:30 PM	Breakout 5	Conference Style	8	75.00	Ann Arbor Room
Wednesday, July 25, 2018	9:30 AM	5:30 PM	Breakout 6	Conference Style	8	75.00	Harvest
Wednesday, July 25, 2018	12:00 PM	1:00 PM	Lunch	Rounds of 8	30	.00	East
Wednesday, July 25, 2018	1:30 PM	3:00 PM	PM Break	Existing	30	.00	West
Wednesday, July 25, 2018	6:15 PM	7:45 PM	Dinner	Rounds of 8	30	.00	East
Thursday, July 26, 2018	8:00 AM	5:30 PM	Main Meeting Room	Classroom Style	30	.00	West
Thursday, July 26, 2018	9:30 AM	5:30 PM	Breakout 1	Conference Style	8	75.00	Century
Thursday, July 26, 2018	9:30 AM	5:30 PM	Breakout 2	Conference Style	8	75.00	Directors
Thursday, July 26, 2018	9:30 AM	5:30 PM	Breakout 3	Conference Style	8	75.00	Room 133
Thursday, July 26, 2018	9:30 AM	5:30 PM	Breakout 4	Conference Style	8	75.00	Room 131
Thursday, July 26, 2018	9:30 AM	5:30 PM	Breakout 5	Conference Style	8	75.00	Ann Arbor Room
Thursday, July 26, 2018	9:30 AM	5:30 PM	Breakout 6	Conference Style	8	75.00	Harvest
Thursday, July 26, 2018	12:00 PM	1:00 PM	Lunch	Rounds of 8	30	.00	East
Thursday, July 26, 2018	2:00 PM	3:30 PM	PM Break	Existing	30	.00	West
Friday, July 27, 2018	8:00 AM	5:30 PM	Main Meeting Room	Classroom Style	30	.00	West
Friday, July 27, 2018	9:30 AM	5:30 PM	Breakout 1	Conference Style	8	75.00	Century
Friday, July 27, 2018	9:30 AM	5:30 PM	Breakout 2	Conference Style	8	75.00	Directors
Friday, July 27, 2018	9:30 AM	5:30 PM	Breakout 3	Conference Style	8	75.00	Varsity
Friday, July 27, 2018	9:30 AM	12:00 PM	Breakout 4	Conference Style	8	75.00	Room 131
Friday, July 27, 2018	9:30 AM	4:00 PM	Breakout 5	Conference Style	8	75.00	Ann Arbor Room
Friday, July 27, 2018	9:30 AM	5:30 PM	Breakout 6	Conference Style	8	75.00	Harvest
Friday, July 27, 2018	9:30 AM	5:30 PM	Breakout 7	Conference Style	8	75.00	Atrium
Friday, July 27, 2018	12:00 PM	1:00 PM	Lunch	Rounds of 8	30	.00	East
Friday, July 27, 2018	2:00 PM	3:30 PM	PM Break	Existing	30	.00	West
Friday, July 27, 2018	2:00 PM	4:00 PM	Meeting	Rounds of 8	30	.00	East
Saturday, July 28, 2018	6:45 AM	9:00 AM	Breakfast	Rounds of 8	30	.00	Atrium

EVENT NOTES: Banquet event charges will be paid by direct bill with net 30 terms. Please provide a purchase order number if required for payment. If a confirmed event is cancelled cancellation charges will increase according to the schedule in the attached policies. **Your guaranteed number of attendees must be at least 70% of the original number of persons indicated above.** This number is the minimum number of meals that will be charged, even if fewer guests attend. Menus and pricing are subject to change. High speed Internet is available upon request in each meeting room. Weber's Inn allows access to your banquet room no more than 90 minutes before guest arrival.

HOTEL LODGING ACCOMMODATIONS: ___ Initials

The following group reservations are being reserved. **At one month prior to the arrival date all remaining unassigned rooms will be released to general reservations. Hotel availability is not guaranteed beyond the block amount, availability of increased room blocks will be based on the hotel availability at that time.**

	7/22/2018	7/23/2018	7/24/2018	7/25/2018	7/26/2018	7/27/2018
Run of House – Single / Double Beds	25	60	60	60	60	30

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
Run of House – Single / Double Beds	98	98	108	118

Due to availability at arrival, room types may be changed to a comparable or upgraded room. There will be a \$10.00 charge for each additional adult over double occupancy rates. Rates are net non-commissionable. Reservations for dates outside the above booking date(s) will be at standard published rates. Check in time is 4:00 p.m., and check out time is 11:00 a.m.

LODGING NOTES: ___ Initials

Hotel guest rooms and tax will be paid by group payment. In the event that individuals are responsible for their own incidentals; i.e., phone, movies, and restaurant charges. Guests will be asked to leave a valid credit card to secure these charges. Payment method will be by direct bill with net 30 terms. Weber's Inn is pleased to offer complimentary high speed Internet in all guestrooms and complimentary wireless Internet in all public spaces including the lobby, restaurant, lounge, and pool area.

RESERVATION METHOD: ___ Initials

It is understood that the method of reservations will be handled by Roomlist Reservations. Room List Pick-up means that you are guaranteeing all rooms reserved above. To ensure you receive the special rate quoted above, please refer to the **MPLP/Committee on Regional Training (CORT)**, group **MPLP72018**, when making reservations. **Reservations must be made before June 22, 2018.** Please call toll free for hotel reservations at 800-443-3050.

OPTION DATE: ___ Initials

To confirm the above arrangements please read this agreement and attached hotel and banquet policies, which are part of this agreement, sign the duplicate and enclose it with the deposit listed above. Return it to Weber's Inn by or before December 21, 2017. If we have not received your confirmation by this date, Weber's reserves the right to release all space for resale.

Thank you for selecting Weber's Inn. We look forward to extending our hospitality and services to you and your guests.

Sincerely,

Tina Hansen
Executive Director of Sales & Catering

I have read and understand the letter of agreement and attached hotel and banquet policies, which are part of this agreement.

Signature _____

Date _____

Weber's Banquet Policies

Weber's Inn • 3050 Jackson Road, Ann Arbor, Michigan 48103 • (734) 769-3237

FACILITIES ____ Initials

Weber's Inn Management reserves the right to inspect and control all functions being held on the premises. Function rooms are assigned according to the anticipated number of guests. The Hotel reserves the right to reassign banquet function rooms at its discretion. It is the policy of the Hotel that all times scheduled in the contract are strictly adhered to and rooms are vacated on schedule. If your time-schedule changes, please contact the Sales Office who will make every effort to accommodate your request. If a change from the original room set up is requested on the day of the function, a labor charge will be assessed. All banquets, music, and dancing scheduled for the Atrium Ballroom must end at 12:00 midnight and 1:00 a.m. for the Grand Ballroom. *It is at the discretion of Weber's Inn Management, to request the volume be lowered for all DJs and Bands performing at Weber's. Failure to comply may result in having the DJs/Bands stop the performance. This is necessary so that all guests of Weber's may enjoy their stay.* Alcoholic beverages prepared in hospitality suites or in an individual's hotel room are not permitted by state law to be carried into corridors, the pool area, and other public spaces including banquet facilities. The hotel requires photo ID for proof of age.

FOOD AND BEVERAGE ____ Initials

All food and beverage must be purchased through Weber's Inn and is subject to 6% state sales tax and 21% service charge. Wedding cakes are allowed to be brought in from an outside bakery. A \$2 per person fee will be charged if the wedding cake is provided through an outside bakery. Meal selection, approximate number of guests expected, equipment requests, room arrangements, and all details must be made two weeks prior to the function by contacting the Sales Office. Plated entrée selections will be limited to (2) choices, at an additional \$1.00 per person for both meals. This does not include a vegetarian meal, if needed. Please see your sales manager for specific restrictions. Functions with (2) entrée selections will be required to provide the hotel with place cards denoting the entrée choice for each guest. **It is the guest's responsibility to phone the Sales Office with the guaranteed number of attendees by 12:00 p.m., three business days prior to the function. Guaranteed counts for weddings will be required 5 days prior. This number must be at least 70% of the original number of persons indicated on the Letter of Agreement. If no guarantee count is provided to the Sales Office, we will consider your last indication of expected guests as the guarantee.** Any additional entrees requested, after the guaranteed count is received, will be at the Chef's discretion and based on availability. Upon request, we will set 5% above your guaranteed number. Room rental charges for meeting rooms, events where meals are not served, or for functions requiring unusually large amounts of space and/or break out rooms, will be determined through the Sales Office. Price quotations are subject to change due to rising food costs or increased costs of operations. All federal, state, and local laws with regard to food and beverage purchases and consumption are strictly adhered to. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of food borne illness.

DEPOSITS/BILLING ____ Initials

A deposit determined by the Sales Office may be required to confirm space. If billing privileges have been established, a cancellation fee determined by the Sales Office may apply in lieu of deposit. All functions must be paid in full five business days prior to function date unless billing privileges have been made at least 30 days in advance with the Sales Office. Payment must be in the form of cash, cashier's check, or a major credit card. If the function requires an open bar, a bar estimate must be paid in advance. Group must provide a major credit card for the balance of the function. Debit cards will not be accepted for final payment. Direct bills not paid within 30 days of receipt will be charged an additional 1.5% per month on all unpaid balances. A 2/3 prepayment may be required six weeks prior to event date in addition to the deposit. Groups claiming Michigan sales tax exemption status must provide Weber's Inn Sales & Catering office with a current State of Michigan form in order to waive the sales tax. Payments must be received by a check or credit card from the organization's account claiming the tax-exempt status. We cannot accept a cash payment from a group requesting tax-exempt status.

SHIPPING AND RECEIVING ____ Initials

Materials shipped must bear the group name and be addressed to the attention of the Sales Department. Materials will be accepted no earlier than three business days prior to the event date. No C.O.D.s will be accepted. Storage for fewer than 10 boxes of reasonable size and weight are available at no charge. Additional requirements must be arranged through the Sales Department and will be subject to storage and handling fees. Please be advised no loading docks are available. For social events Weber's Inn allows access to your banquet room no more than 90 minutes before guest arrival. Delivery of wedding cake, flowers, and any other items related to your event must be made with-in the 90 minute time period unless prior notice is given, and agreed to by Weber's Inn.

BANQUET ROOM LIABILITY ____ Initials

Liability for damages to the premises will be charged accordingly. Scotch tape, nails, pushpins or potentially damaging fasteners may not be used on walls or ceilings. No open flame candles are allowed. The hotel will not assume any responsibility for the damage or loss of any merchandise or articles left in the hotel prior to, during and following your function. The guest agrees to be responsible for any damages done to the premises during the period of time the premises are under guest control or for any independent contractor hired by the guest.

CANCELLATION POLICY ____ Initials

A cancellation letter will be required from the group/organization confirming the release of the space. If a confirmed event is cancelled your deposit will be the minimum cancellation charge and will increase according to the schedule below. All deposits are non-refundable. If billing privileges have been established, a cancellation fee determined by the Sales Office will apply and will increase according to the schedule below. Hotel shall not be liable for failure to perform this Agreement due to any "Act of God" or cause beyond the hotel's control nor for any consequential or special damages. If the group cancels any food and beverage function as outlined in your contract, the following fees will apply:

180 days to 91 days	25% of the total estimated revenue
90 days to 31 days	50% of the total estimated revenue
30 days or less	100% of the total estimated revenue

Weber's Inn

Group Hotel Room Reservation Policies

1. Your group's hotel rooms will be held exclusively for reservations from your guests until the release date on the letter of agreement. (Except as stated in policy number 2).
2. **Any group's hotel rooms of 10 or more rooms will be held as follows:**
 - A. **At six weeks prior to the arrival date, 50% of all unassigned rooms will be released to general reservations.**
 - B. **At one month prior to the arrival date, all remaining unassigned rooms will be released to general reservations.**

Any unassigned rooms may be held open with a deposit of the first night's rate plus tax per room. After your group's hotel rooms have been released or completely filled, reservations for your guests will be accepted on a "space available" basis only. We will attempt to obtain rooms at a nearby hotel when necessary.
3. Any group's hotel rooms assigned by a rooming list **MUST** be guaranteed with a 48-hour cancellation deadline on individual rooms. Any rooms canceled after this deadline will be billed for one night's room plus tax unless we are able to resell the rooms.
4. Quantities of specific room types may vary from original contract based on actual availability at arrival. Comparable or upgraded rooms may be substituted if original type is not available.
5. In the event that a cancellation is necessary, please request and record the computer generated cancellation number and the first name of the reservationist you canceled with. This is your **proof of cancellation** in the event there is a billing problem. Guaranteed no-show charges cannot be deleted without this proof of cancellation!
6. Group room reservations may be guaranteed as follows:
 - A. With a valid major credit card account number including expiration date and cardholder's name.
 - B. A cash deposit of the first night's rate plus tax per room to be received by Weber's Inn within ten days of receipt of this confirmation/contract.
 - C. Company guarantees if credit arrangements have been established through Weber's Inn sales department.
7. "Guaranteed Reservations" ensures that the hotel will hold your rooms all night on the date of arrival. You are guaranteeing payment for all rooms for the first night whether they are occupied or not. Multiple night reservation "no shows" will not be held beyond the first night.
8. Groups claiming Michigan Sales Tax Exemption status must make arrangements through Weber's Inn Sales Office 30 days prior to the scheduled function.
9. **A TEN-DAY CANCELLATION NOTICE WILL APPLY ON THE FOLLOWING SPECIAL EVENT DATES (i.e. HOME FOOTBALL GAMES, MIS RACE DATES, & ANN ARBOR ART FAIR). THE DEADLINE FOR CANCELING WILL BE NO LATER THAN 6:00 PM EASTERN TIME, TEN DAYS PRIOR TO THE SCHEDULED ARRIVAL DATE.**

A SIXTY-DAY CANCELLATION NOTICE WILL APPLY FOR U OF M GRADUATION. THE DEADLINE FOR CANCELING WILL BE NO LATER THAN 6:00 PM EASTERN TIME, SIXTY DAYS PRIOR TO THE SCHEDULED ARRIVAL DATE.

RESERVATIONS CANCELLED AFTER THIS TIME PERIOD WILL BE SUBJECT TO A CANCELLATION FEE OF THE FULL AMOUNT OF ROOM AND TAX FOR THE DATE OR DATES CANCELLED.

Michigan's Smoke Free Air Law

We look forward to hosting your upcoming event at Weber's Inn, and want to inform you of the law in Michigan regarding smoking.

Michigan's Smoke Free Air Law became effective May 1, 2010, expanding on previous restrictions in Washtenaw County. Michigan is now one of a growing number of states that does not allow smoking in any public building, workplace, restaurant or bar.

This law prohibits smoking in businesses, enclosed public spaces, hotel and motel rooms, bars and restaurants, and any outdoor areas where food and beverage is licensed to be served.

How this affects your event at Weber's Inn: It is a violation of State law for any individual to smoke anywhere in Weber's Inn or Restaurant or lounge, including all meeting and banquet spaces. Any individual violating this ordinance will receive a warning, may be refused service, and if necessary will be asked to leave the premises and will be subject to a criminal fine.

Smoking is ***not*** permitted on any outdoor patio, veranda, sundeck, or balcony space attached to the hotel, or where food and beverages are licensed to be served.

The ***only*** areas where smoking is permitted are outside the Hotel Entrance a reasonable distance from the entrance and outside the Restaurant front door, a reasonable distance from the entrance. Alcoholic beverages are ***not*** permitted in those areas.

We appreciate your cooperation and compliance. Please inform your guests, vendors, and/or associates of this law. If you have any questions concerning your specific event, please contact us at 734-769-3237.

Sincerely,

Weber's Inn Sales & Catering Office