

GUEST ROOMS

Check-in prior to Hotel's check-in time is subject to availability. All individual reservations and/or rooming list must be received by cutoff date in order to protect the Group's room block. Where any reservations are not received prior to the cutoff date indicated, remaining blocks will be automatically released and subsequent reservations taken on a "space and rate availability" basis.

TAXES

All room rates are subject to state, local and any occupancy taxes in effect at the time of the meeting. Presently, such taxes total 13.00% per room, per night. Taxes are subject to change.

METHOD OF RESERVATION

If your group will be booking reservations individually, they can be booked by calling the hotel directly at 505-884-2511 or 1-866-650-4900. When making reservations, your members must mention the group name to ensure they receive the group rate.

MEETING AND CATERING SPACE:

Date	Start Time	End Time	Setup	Function	Agr	Room Name	Room Rental
Wednesday 9/17/2014	12:00 PM	11:59 PM	Hospitality	Hospitality	Flow	Crest 1&2	Waived
Thursday 9/18/2014	5:00 AM	11:59 PM	Hospitality	Hospitality	Flow	Crest 1&2	Waived
Friday 9/19/2014	5:00 AM	11:59 PM	Hospitality	Hospitality	Flow	Crest 1&2	Waived
Friday 9/19/2014	6:00 PM	9:00 PM	Reception	Reception	150	Embassy	Waived
Saturday 9/20/2014	5:00 AM	11:59 PM	Hospitality	Hospitality	Flow	Crest 1&2	Waived
Saturday 9/20/2014	8:00 AM	5:00 PM	Classroom	Meeting	150	Embassy 1&2	Waived
Saturday 9/20/2014	8:00 AM	5:00 PM	Classroom	Meeting	50	Pre Function	Waived
Saturday 9/20/2014	6:00 PM	9:00 PM	Rounds of 8	Dinner	300	Embassy	Waived
Sunday 9/21/2014	9:00 AM	12:00 PM	Conference	Meeting	30	Atrium 1&2	Waived
Sunday 9/21/2014	5:00 AM	11:59 PM	Hospitality	Hospitality	Flow	Crest 1&2	Waived
Sunday 9/21/2014	6:00 PM	9:00 PM	Rounds of 8	Dinner	200	Embassy	Waived
Monday 9/22/2014	5:00 AM	12:00 PM	Hospitality	Hospitality	Flow	Crest 1&2	Waived

FUNCTION SPACE & MINIMUM REQUIREMENTS

Based on the requirements outlined, the hotel has reserved function space set forth on the table listed above. You agree to confirm specific room assignments with the hotel prior to printing any invitation or other material listing specific room locations. Function rooms are assigned according to the anticipated number of guests. The Hotel reserves the right to reassign function rooms at its discretion *without* prior or written notice to the event coordinators or associates. The final cost of your event is based upon your final menu selections multiplied by the guaranteed number of guests plus room rental, taxes, fees, and gratuity. Therefore, it is possible to exceed any cost estimates provided upon initial inquiry.

It is 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 hotel and they will make every effort to accommodate your request.

TAX AND SERVICE CHARGE

All event charges- including but not limited to food and beverage, audiovisual, rental, front desk service, and labor fees- are subject to Hotel's 22% service charge and State of New Mexico State Tax, presently 7.00% and subject to change

AUDIO/VISUAL

A complete line of audio/visual equipment is generally available. To ensure availability of equipment, all orders must be received 2 weeks prior to each function. The Hotel will provide estimated costs at the time equipment needs are submitted.

SHIPPING AND STORAGE OF MATERIALS

A limit of five (5) small packages for meetings may be delivered to the hotel no more than three (3) working days prior to the event, due to a minimal amount of storage space. The first five (5) packages will be received at no charge. Anything more than five (5) boxes must be approved with the meeting service department in advance and is subject to a minimum of \$5.00 per box handling fee. We cannot guarantee prompt delivery of improperly labeled packages. Materials being shipped should read:

ATTN: AC 119 Gunship Reunion

MCM Elegante Hotel

2020 Menaul NE

Albuquerque, NM 87107

Hold for: AC 119 Gunship Reunion Meeting: 9/17-22/2014

AC 119 Gunship Reunion will be responsible for packing, labeling, and shipping of outgoing materials. The Hotel assumes no responsibility for storage or mailing of outgoing materials. A service fee may be applicable to the receiving, shipping and storage of your materials