



2800 Presidential Dr. Fairborn, OH 45324
Phone:937-426-7800, Fax:937-426-1284

GROUP ROOMS and CATERING AGREEMENT

May 12, 2016

Ron Julian AC-119

Dear Ron:

Thank you for selecting the Holiday Inn Dayton Fairborn for your upcoming event. We welcome the opportunity to host your group. The Holiday Inn is a member of Portfolio Hotels and Resorts, Inc., a Chicago-based company specializing in hotel management and development. We proudly take our place in the PHR family of hotels with a common denominator of high standards in service and facilities.

ROOM TYPE	RATE	09/25/2017	09/26/2017	09/27/2017	09/28/2017	09/29/2017	09/30/2017	10/01/2017
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Run of House	\$107.00	6	10	20	60	120	120	60
	\$0.00							
	\$0.00							
	\$0.00							
	\$0.00							
Total Room Block		6	10	20	60	120	120	60

These rates can apply three days pre and/or three days post-convention with advanced reservation notice, subject to availability. All rates quoted are subject to state and local taxes (12.75%).

RESERVATIONS We understand that you prefer to make reservations by having your participants call directly to the reservation department at (937) 426-7800. Please inform your attendees that they must identify themselves and request the group rate for **AC-119**. This will ensure that they will receive the correct rate and that the correct guest room block is credited with the room. The special above rate included a full hot complimentary hot breakfast buffet. We will provide a booking link for your guests to assist with making reservations. Round trip airport transportation for a reduced fee of \$30.00 per person is available upon request. We are happy to add additional rooms to your block based on hotel availability. You will receive four (4) complimentary breakfast coupons per room, per day.

CUT OFF DATE: All room reservations must be made by 12:01 a.m. on **September 8, 2017**. All rooms not reserved in your block prior to your scheduled cut-off date will be released back into our inventory for general sale. Any reservations requested after this date will be based on availability. Higher rates may apply and room type will not be guaranteed.

CHECK IN & CHECK OUT POLICY

Our check in time is 3:00 pm for individual reservations. For groups we have a 4:00 pm check in time. Check out time is 12:00 noon. Guests checking out after 12:00 noon will be assessed a half-day charge for each room. Guests checking out after 4:00 p.m. will be assessed a full day charge for each room. Late check out is offered on a case by case basis, however not guaranteed.

CONFERENCE SERVICES Upon receiving your signed confirmation, it is our pleasure to introduce our in-house Sales & Catering Manager. As your hotel liaison, they will offer you all possible cooperation and assistance in your planning. The Sales & Catering Manager will be your contact for all meeting requirements, catered functions, hospitality suites, and audio/visual needs. We will work with you from beginning to end to insure your total satisfaction on every detail!

MEETING & BANQUET FACILITIES With over 10,500 square feet of professional conference space, we can meet your needs. Our meeting and banquet facilities are conveniently located under one roof with one common hall on one level.

Day	Date	Start	End	Function	Room	Setup	ATTD	Rental
Thursday	9/28/2017	10:00 AM	11:00 PM	Hospitality Room	Challenger/Discovery	See Attached Diagram	120	*
Friday	9/29/2017	08:00 AM	11:00 PM	Hospitality Room	Challenger/Discovery	See Attached Diagram	120	*
Friday	9/29/2017	05:00PM	10:00 PM	Dinner	Wright/Patterson	Rounds 10	120	*
Saturday	9/30/2017	08:00 AM	11:00 PM	Hospitality Room	Challenger/Discovery	See Attached Diagram	120	*
Saturday	9/30/2017	08:00 AM	01:00 PM	Meeting	Amphitheatre	Existing Set	100	*
Saturday	9/30/2017	08:00 Am	01:00 PM	Ladies Meeting	Kitty Hawk	Theater	50	*
Sunday	10/1/2017	05:00 PM	11:00 PM	Dinner	Ballroom	Rounds of 8	150	*
Sunday	10/1/2017	08:00 PM	11:00 PM	Hospitality Room	Challenger/Discovery	See Attached Diagram	120	*

SET UP CHARGE *A total room rental fee of \$0.00 has been waived based on your group room pick up of an average of 30 guests rooms per night and a food and beverage minimum of \$3000.00 (does not include sales tax and service charge) in catering.. Should less guest room pick up or food and beverage minimum occur the above room rental will be adjusted to the current applicable room rental cost for 2017. Any food and beverage requested will be assessed as additional charges. The rental waiver of the Hospitality Room (Challenger/Discovery) is not subject to the food and beverage minimum. The \$3000 catering food and beverage minimum apply to the Friday and Sunday evening events combined.

FOOD & BEVERAGE PROCEDURES Food menu selections and room set up details are required a minimum of two weeks prior to your function. Attendance guarantees are due three business days prior to your function. This is the minimum number you will be charged for your scheduled food and beverage events. All quoted prices are subject to an additional 20% service charge and 6.75% sales tax. Future functions will be subject to price changes.

In order for the hotel to maintain its standards of providing a quality product, no food and/or beverage, other than that provided by the hotel, may be brought onto the premises with the exception of cakes for special events. All food and beverage purchased must be consumed on site and is not permitted to leave the room or facility contracted for your event. The AC-119 Gunship Association will be permitted to bring in their own beverages (beer, wine and soda) and snacks into the hospitality room (Challenger/Discovery). Food is limited to snacks (chips, nuts, pretzels, salsa, dips, etc.) with no hot or cooked foods. The hospitality room will be closed during the event hours on Friday and Sunday. The Holiday Inn will provide complimentary ice throughout the day.

If alcoholic beverages are being served, the applicable liquor laws must be observed. The hotel reserves the right to deny service to individuals who appear intoxicated or are under the legal drinking age.

In order to better accommodate all meeting and banquet functions, the hotel reserves the right to reassign or adjust function rooms in the event that your attendee number drops and space requirements change.

The Hotel will provide a complimentary reception for your welcome night. The one hour reception includes assorted cheese and cracker tray, fresh fruit tray, fresh vegetable tray, coffee, ice-tea, fruit punch, house wine, domestic beer. The complimentary reception will be held on Thursday night September 28 2017, per the request of the group.

AUDIO/VISUAL EQUIPMENT PROCEDURES or your audio/visual needs, equipment may be ordered through our catering department. As we rent our equipment from a local company, we require notice of equipment cancellation no less than 24 hours prior to your function to avoid a full day's charge. All quoted prices are subject to an additional 20% service charge and 6.75% sales tax. Group will use the existing TV in the Amphitheater which is complimentary. The group will provide their own HDMI cable. Groups are welcomed to bring in their own audio/visual equipment. The hotel is not responsible for any equipment left in rooms during their stay.

ACCOUNTING/PAYMENT PROCEDURES – for guest sleeping rooms We understand that individuals will be responsible for all rooms, tax and incidentals. All individual charges are to be paid in full upon departure. We accept the following credit cards: American Express, Visa, MasterCard, Optima, Diners Club, Carte Blanche, and Discover. We also accept cashier's checks.

ACCOUNTING/PAYMENT PROCEDURES – for function space Please review the following payment procedures options for your master account and initial your selection:

1. _____ Payment in full by company check the day of the function.
2. _____ Payment in full by credit card the day of the function.
3. _____ Direct Billing** – paid upon receipt of bill.

** Please request billing application if direct billing has not already been established for your group. Please guarantee by credit card or advanced deposit until direct billing status has been approved. For payment made with options 1 and 2 of the above. Please fill in the credit card information as guarantee of payment. I authorize the use of my credit card to guarantee our charges incurred for this event.

Credit Card Type	Credit Card Number	Expiration date
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Name of Cardholder – print	Cardholder Signature
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If no other arrangements have been made to take care of the master account by the day of departure, all charges will automatically be placed on the above credit card.

TAX EXEMPT In the event your organization is tax exempt, please provide us with a copy of your State of Ohio Tax Exempt certificate prior to the function. Once we receive a copy of your certificate we will waive the 6.75% state sales tax. This certificate must be a State of Ohio Tax Exempt form. Groups that are tax exempt must use an organizational check or credit card or be direct billed to the organization in order for the sales tax to be waived.

CANCELLATION Both parties agree that there is no right of termination for the sole purpose of booking the Group functions or events in another Hotel or Conference Center. However, either party has the right to cancel or modify the terms of this agreement by mutual agreement at any time. Should cancellation become necessary, both parties agree that the amounts listed below are a good faith estimate of the damages the Hotel would suffer as a result of cancellation of this agreement, other than Acts of God, Acts of War, Governmental Regulation, Disaster, Strikes, Labor Disputes, Civil Disorders, or other similar contingencies beyond reasonable control of the non-performing party herein. *Damages to the Hotel will be assessed according to the following sliding scale, which is based on when the cancellation occurs. The Group will pay monies owed the Hotel within thirty (30) days of the cancellation date:*

0 – 30 days before agreed upon dates: 100% of reserved room charges & food/beverage

31 – 60 days before agreed upon dates: 50% of reserved room charges & food/beverage

61 days or more before agreed upon date: 25% of reserved room charges & food/beverage

ROOMS ATTRITION Hotel is relying on AC-119 use of **396 Total Room Nights**. AC-119 agrees that a loss will be incurred by Hotel if AC-119 actual usage is less than **80%** of the Room Night Commitment. Should the room nights actually used by AC-119 be less than 80% of the Total Room Nights, AC-119 agrees to pay, the difference between 80% of the Room Night Commitment and the actual usage, multiplied by the average group rate.

MITIGATION CLAUSE Hotel shall undertake all reasonable efforts to resell canceled rooms. The Credit will be an amount equal to the estimated revenue (based on AC-119 average group room rate) generated from rooms sold by the Hotel on a "last-sale" basis; in other words, AC-119 average group room rate multiplied by the number of guest rooms that the Hotel is able to sell (and that are actually paid for) that it would not have been able to sell but for the Cancellation.

Complimentary Guest Rooms

Holiday Inn is pleased to offer one complimentary guest for the reunion planner for the entire length of the reunion as long based on the average thirty (30) guest room pickup per night. Additionally, on any night that (50) rooms are occupied, the Holiday Inn will offer a second complimentary guest room.

ACCEPTANCE *All of the arrangements described herein have been reserved for the Group on a tentative, first option basis. If the Agreement is acceptable to the Group and the reserved arrangements are to be made definite, please sign and return the contract to the Hotel Sales Department by 5:00 P.M. on **04/30/2016**. This tentative, first option reservation will automatically change to a second option in the following instances: (a) the contract is not signed and returned by the date noted. If, before the Group's written acceptance, the Hotel receives another request for the same dates, the Hotel will contact the Group in writing and require a written decision within forty-eight (48) hours of the request.*

Ron, we look forward to welcoming the AC-119 to the Holiday Inn Dayton/Fairborn. I assure you that we will do our best to make your guests stay a pleasurable one.

Dianna Cordle, Director of Sales
Holiday Inn Dayton Fairborn

Date:

Erica Rinehart, Catering Director
Holiday Inn Dayton Fairborn

Date:

AC-119

Date: