



Group Sales Agreement

The Downtown Hotel
123 Main Street
Chicago, IL 60601

August 12, 2020

PROPERTY CONTACT

Sales Manager: Jenny Lee
Phone: (603) 123-1234
Email: jenny@downtownhotel.email

GROUP DETAILS

Account: Platinum Industries
Group: PI Board of Directors Package Meeting
Arrival: Sunday, November 3, 2024
Departure: Tuesday, November 5, 2024
Contact: Jack Price
CEO
Address: 123 Platinum Way
Chicago, Illinois
60601
Phone: (312) 123-1234
Email: jack@pi.com

PACKAGES

Complete Meeting Package:

Leave the details to us! Everything you need for a successful meeting experience.

Package Includes:

- Deluxe Guestroom
- Breakfast
- Meeting
- AM and PM Breaks
- Lunch
- LCD Projector and Screen
- Complimentary Wifi
- All-Day Coffee and Tea Service

		Sun
Complete Meeting Package (S)	Agr Attd	4
	Inc Rate	\$182.00
Complete Meeting Package (D)	Agr Attd	4
	Inc Rate	\$131.60
Complete Meeting Package (T)	Agr Attd	6
	Inc Rate	\$114.80
Complete Meeting Package (Q)	Agr Attd	8
	Inc Rate	\$106.40

GUESTROOMS & RATES

	Occupancy	Sun	
		Rooms	Inc Rate
Deluxe Double Queen	S	4	Included
	D	2	Included
	T	2	Included
	Q	2	Included

Room Information

Administrator provided text - Room Information field

Rate Information

Administrator provided text - Rate Information field

Method of Reservation Reservations will be made by Rooming List. Administrator provided text - Method of Reservation field	Cutoff Date: Friday, October 4, 2024 Administrator provided text - Cutoff Date field
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EVENTS

Date	Time	Event	Room	Setup	Agreed Attendees	Inc Rental	Inc in Pkg
Sun Nov 3	6:00 PM - 9:00 PM	Reception	Lakeshore Ballroom	Cocktail Rounds	15	\$500.00	
Mon Nov 4	7:00 AM - 8:00 AM	Package Breakfast	Salon A	Rounds of 6	22		✓
Mon Nov 4	8:00 AM - 5:00 PM	Package Meeting	Salon B	Theatre	22		✓
Mon Nov 4	10:00 AM - 10:30 AM	Package AM Break	Salon A	Existing	22		✓
Mon Nov 4	12:00 PM - 1:00 PM	Package Lunch	Salon A	Existing	22		✓
Mon Nov 4	3:00 PM - 3:30 PM	Package PM Break	Salon A	Existing	22		✓

Event Information

Administrator provided text - Event Information field

DEPOSIT SCHEDULE

Transaction Type	Charge Type	Date	Amount
Charge	Initial Deposit	2/10/2023	\$1,000.00
Charge	Final Deposit	6/9/2023	\$1,000.00
	Balance Due		\$2,000.00

BILLING INFORMATION

Billing Method: Bill to Master
Billing Contact: Jack Price
Phone: (312) 123-1234
Email: jack@pi.com

Administrator provided text - Billing Information field

GENERAL TERMS AND CONDITIONS

Administrator provided text - Terms – Rooms & Events Full field

Cancellations:

Administrator provided text - Cancellation field

Additional Information:

Administrator provided text - Additional Information field

This agreement (and any additional pages attached hereto) constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by The Downtown Hotel and an authorized representative of Platinum Industries.

To guarantee rates quoted, the availability of requested sleeping rooms and event space, and all other terms, this contract must be signed and returned by Monday, June 15, 2020 or The Downtown Hotel reserves the right to release all guestrooms and event space.

I hereby accept the above stated terms and conditions, and further warrant that I have authority to sign on behalf of Platinum Industries.

Customer

Name: Jack Price

Title: CEO

Signature: _____

Date: _____

Property

Name: Jenny Lee

Title: Sales Manager

Signature: _____

Date: _____