



## 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

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

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		Property	
Name:	Jack Price	Name:	Jenny Lee
Title:	CEO	Title:	Sales Manager
Signature:	<div></div>	Signature:	<div></div>
Date:	<div></div>	Date:	<div></div>