

Courtyard by Marriott, Reno

6855 South Virginia
Reno, NV 89511

Phone (775) 851-8300 Fax (775) 851-8311



Please fax signed agreement/rooming list to sales office location: (775) 851-8311 or return via Email.

Sales Group Room Block Agreement

Information Taken by: _____

PMS blocked Y/N: _____

Group Booking Code/Number: _____

Today's Date: _____

E-mail Addresses:

karen.young@marriott.com

vanessaa@intermtn.biz

michaelc@intermtn.biz

OFFICE USE
ONLY
GROUP CODE

MARKET CODE

ARRIVAL DATE

IATA#

96514036

Travel Agent
information

Sales Office Contacts

Director of Sales: Karen Young

General Manager: Vanessa Ayon

Assistant General
Manager: Michael Cantrell

Email Address

ybmcu@panix.com

Mobile

Organization

World Science Fiction Society

Phone

Function

Ben Yalow

Fax

Contact Name
Address

City/State/Zip

GROUP ROOM BLOCK

The following outlines the group rooms blocked for this event.

Cut-off date for rooms to be released: July 20, 2011, after this date rooms will no longer be available for the special group rate.

Rooming List/Due date: N/A

Individual Pick-up: Yes

Please contact the hotel directly to pick-up on group room block. Ask for group by name.

DATE (Check in to check out day)	King	Queen/Queen		RATE
August 15, 2011	4	1		\$119.00
August 16, 2011	10	10		\$119.00
August 17, 2011	17	18		\$119.00
August 18, 19, 20, 2011	25	25		\$119.00
August 21, 2011	17	18		\$119.00
August 22, 2011	4	1		\$119.00
August 23, 2011	CHECK - OUT			

BREAFAST:

Breakfast buffet available for \$8.95 per person; 6am- 10am Monday-Friday; 7am – 11am Saturday – Sunday

TRANSPORTATION:

Taxi service from airport - COST \$12-\$15 ONE WAY

CHECK IN anytime after **3:00pm**, **CHECK OUT** by **12:00 Noon**.

Additional charges may be assessed unless our Rooms Division approves check out extensions.

SPECIAL ROOM RATES

The following special room rates are **NON COMMISSIONABLE** and are subject to all hotel occupancy taxes in effect at the time of arrival.

Special Room Rate: \$119.00

Room Occupancy Tax is 12%.

RESERVATION METHOD/PROCEDURE – PAYMENT METHOD/PROCEDURES

(Reservation Booking Options will be given once a signed contract is received. Guest will be able to call hotel directly, our 800 #, or use an online booking code.)

- Individuals to call in and reserve room(s) under their own information and credit card number.

GUARANTEE / CANCELLATION POLICY

If the 2011 Reno Bid Organizing Committee does not win the bid, this group contract can be cancelled if done so by January 10, 2011. Guaranteed reservations (without occupancy) are held for one night and not for the entire length of stay. After that time they will be released for sale to the general public. Rooms may be guaranteed by submitting one night's room and tax or through use of a major credit card.

NO ATTRITION**BILLING & PAYMENT:**

(1) It is understood and agreed that all bills will be paid in full prior to departure.

RESERVATION CUT OFF DATE

The guest room block will be held until July 20, 2011 at which time any rooms not reserved by this date will be released by the hotel for sale to the general public. Additional rooms for the group may be reserved on a space and rate availability basis. The established group guest room rate **WILL NOT** be extended after the cut off date unless rooms are guaranteed by credit card and are then the responsibility of the group contact to fill.

DECISION DATE

In order to assign definite status to these arrangements this document must be signed and returned no later than February 6, 2009. If this signed agreement is not received by the noted due date, the Courtyard by Marriott reserves the right to release all space and rooms being protected for your group. At that point all items within this document will be made available for sale to the general public. After the signed contract has been received, the World Science Fiction Society can still cancel the entire group contract if need be as long as the cancellation occurs on or before January 10, 2011.

HOUSE POLICIES:

The undersigned understands that this contract is subject to all policies as determined by the Courtyard Reno.

ACCEPTANCE/SIGNATURE LINES:

RCFI and **Courtyard by Marriott, Reno**, acknowledge that this Agreement is the entire Agreement between the parties and that there is no other Agreement between The organization and the Hotel. Further this Agreement supersedes, avoids, and terminates any and all other agreements that may have existed or do exist at the time of execution of this Agreement between the parties. All space as outlined on this document is currently being held on a first option tentative basis until cut-off date. After that date all arrangements would be released for sale to the general public. Your signature and return of a signed copy, along with any requested deposits, would assign definite status to the booking. At that point a fully executed copy would be sent to you for your files. Both signatures indicate acceptance of the aforementioned and both parties are empowered to place their signature in this regard.

PLEASE FAX or EMAIL ALL INFORMATION TO 775-851-8311 or karen.young@marriott.com. IF YOU SHOULD HAVE ANY QUESTIONS PLEASE CONTACT THE SALES OFFICE AT 775-851-8300 EXT 2553.

ACCEPTED BY:
HOTEL REPRESENTATIVE/TITLE

(Signature) Karen Young

(Date) December 10, 2008

COMPANY/GROUP REPRESENTATIVE/TITLE

(Signature) Patricia Wells

(Date) 1-6-09