



AN IHG® HOTEL

Morgantown PA/ Reading Area

AGREEMENT

Date Prepared: <b>January 31, 2024</b>	Hotel Contact: LAURA TAYLOR
Group Name: Narcotics Anonymous	Hotel Phone: 610-286-3000
Group Contact: Corey Cronrath	Hotel E-Mail: LTaylor@prohosp.com
Phone: (610) 374-5944	Event Dates: 10/18/2024 - 10/20/2024

Narcotics Anonymous and the Holiday Inn Morgantown agree that once this contract is accepted, Narcotics Anonymous will hold an event at the Holiday Inn Morgantown ("Hotel").

**GUEST ROOM BLOCK**

Once this contract is accepted, we will remove from our inventory and consider sold to you Narcotics Anonymous for your use room nights pursuant to the following arrival and departure pattern:

Date	Rate	10/18/24	10/19/24	10/20/24
Day		Fri	Sat	Sun
Guestrooms	\$139.00	120	120	C/O

Two complimentary room nights offered  
Breakfast available for purchase, not included in rate

**TOTAL ROOM NIGHTS: 240**

We are pleased to confirm the above net, non-commissionable rates for your group. All room rates are quoted exclusive of applicable state and local taxes, currently 11%. If your group is tax exempt, tax exemption verification must be supplied with this signed agreement.

**DEPOSIT & PAYMENT SCHEDULE**

A non-refundable deposit of 1,000.00 is due with this signed agreement in order to hold space. The estimated balance of the bill is due in full by . We reserve the right to assess finance charges on any amount unpaid after 30 days at an interest rate of 2% per month or the maximum rate permitted by law, whichever is more. The Group shall review and sign for all charges at time of service to ensure accuracy.

**ROOM RESERVATION PROCEDURES & CHECK-IN / CHECK-OUT**

Once this contract is accepted, we will be holding your contracted guest room block for the use of your attendees.

**Individual Call In**

In order to assign individuals to specific rooms, room reservations will be required. We understand that your guests will be phoning in their reservation requests to the following number, 610-286-3000. It is important that each of your guests contact the Hotel thirty (30) days prior to your arrival date and identify themselves as part of your Group, and provide us with the guest's name, requested bed type (i.e. one bed or two beds) check-in and check-out dates. A credit card is required to guarantee the reservation. Guest accommodation will be available at 3:00pm on arrival day and reserved until 11:00am on departure day. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure. All Cancellations of reservations made within the group block must be canceled by 72 hours prior to arrival to avoid a cancellation fee equal to one night's room and tax.





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**CUT-OFF DATE**

Thirty days prior to your arrival date shall be the cut-off date of 09/18/2024. At your cut-off date, all room nights which have not been reserved as described above will be deemed to be room nights which your group will not use, and they will become subject to the attrition provisions herein and returned to the hotel's general inventory. Reservation requests from your attendees received less than thirty days prior to your arrival date will be accepted on a space available basis, at the higher of the contract rate or rate available at that time. Should such requests be accepted, such room nights will be credited to your block for purposes of any calculation of attrition.

**Room Charges will be as follows:**

- All individuals will pay for all charges and will be asked to provide a credit card upon check in for all charges

**SCHEDULE OF EVENTS**

Any changes to agenda schedule may be subject to additional charges.

Day Date	Times	Room Name	Function Type	Set For	Charge
Fri-10/18/2024	3:00pm	Atrium	Registration	10	---
Fri-10/18/2024	5:00pm- 9:00pm	Ballroom	Opening Meeting	120	600.00
Fri-10/18/2024	6:00pm- 9:00pm	Brandywine	Meeting	10	200.00
Fri-10/18/2024	6:00pm- 9:00pm	Conestoga	Meeting	10	200.00
Fri-10/18/2024	6:00pm- 9:00pm	Maple Grove	Meeting	20	200.00
Fri-10/18/2024	9:00pm- 1:00am	French Creek	Karaoke	60	200.00
Fri-10/18/2024	9:00pm- 1:00am	Ballroom	Comedian	100	---
Sat-10/19/2024	8:00am-10:00pm	On Own	Breakfast	---	---
Sat-10/19/2024	8:00am-9:00pm	Ballroom	Meetings	150	600.00
Sat-10/19/2024	8:00am- 12:00am	Brandywine	Meeting	10	200.00
Sat-10/19/2024	8:00am- 12:00am	Conestoga	Meeting	10	200.00
Sat-10/19/2024	8:00am- 12:00am	French Creek	Meeting	10	200.00
Sat-10/19/2024	8:00am- 12:00am	Maple Grove	Meeting	10	200.00
Sat-10/19/2024	5:00pm- 9:00pm	Ballroom	Dinner	150	---
Sat-10/19/2024	9:00pm- 1:00am	Ballroom	Dance	150	---
Sun-10/20/2024	8:00am- 11:00am	Ballroom	Breakfast Buffet	150	600.00
Sun-10/20/2024	11:00am-4:00pm	Ballroom	Meeting	150	---
Sun-10/20/2024	9:00am-2:00pm	Brandywine	Meeting	10	200.00

**COMMITTED REVENUE FIGURES**

Upon acceptance of this contract, the hotel is securing planned banquet food and beverage revenue is \$8,600.00. All revenue figures are net and not inclusive of taxes, service charge or commissions. All food, beverage and function room rental is subject to a prevailing service charge plus current sales tax.

**ATTRITION AND CANCELLATION**

Because of the short time between now and your event, you agree that the hotel will be damaged if the revenues received from your event do not meet the revenues in the previous paragraph, as the hotel will be unlikely able to resell the rooms and services being held in this contract. Therefore, you agree that in the event the revenues received are lower than the "Committed Revenue Figures," you will pay to the hotel, as liquidated damages, an amount equal to the difference between 80% of the committed room revenue and actual room revenue, and the difference between 80% of the committed food and beverage revenue and actual food and beverage revenue.

If your group cancels the event, or terminates this contract, you agree that the hotel will be damaged, and that those damages will be difficult to quantify. Therefore, you agree that if you cancel your event or terminate your contract, you will pay to the hotel, as liquidated damages, an amount equal to 80% of the "Committed Revenue Figures."





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If the Date of Cancellation is...	Your Liquidated Damages shall be...
After this contract is accepted, but at least 365 days prior and 180 days prior to arrival,	10% of the "Committed Room Night Revenue Figures" plus applicable taxes and service charges.
Between 179 and 90 days prior to arrival,	50% of the "Committed Room Night Revenue Figures" plus applicable taxes and service charges.
Between 89 and 60 days prior to arrival,	75% of the "Committed Room Night Revenue Figures" plus applicable taxes and service charges.
Between 59 and 30 days prior to arrival,	90% of the "Committed Room Night Revenue Figures" plus applicable taxes and service charges.
Between 29 and day of arrival,	100% of the "Committed Room Night Revenue Figures" plus applicable taxes and service charges.

**SHIPPING AND RECEIVING**

Any articles for your event may be shipped to the Hotel up to 72 hours prior and stored in our secured package room. Any packages arriving prior to this time may be assessed additional storage fees at the prevailing daily rate. To insure proper delivery of packages for your event, the following information should be included on all packages sent to the Hotel:

- Name of individual that will be picking up the package(s)
- Name and Date of Conference
- Name of Catering / Convention Services Manager

If packages need to be shipped back out from the Hotel, all items must be properly boxed, taped up and labeled with complete information before we will ship them out. Trade Shows with a large number of boxes need to make prior arrangements with an off-property exhibit company for delivery on "move-in day" and removal on "move-out day".

**FORCE MAJEURE**

No damages shall be due for a failure of performance occurring due to Acts of God, war, government regulation, disaster, terrorist act or strikes, any one of which make performance impossible.

**INSURANCE AND INDEMNIFICATION**

Hotel and Narcotics Anonymous each agree to carry and maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this contract. Group's insurance policy shall name the Hotel as an additional insured. Damage to the Hotel premises by the Group or appointed contractors will be at the Group's responsibility.

The Hotel shall indemnify, defend and hold harmless the Group and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Hotel's negligence in connection with the provision of services or the use of the Hotel facilities. The Hotel shall not have waived or be deemed to have waived, by reason of this paragraph, any defense that it may have with respect to such claims.

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