

# Enzian Inn

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June 20, 2008

## Group Lodging & Convention Contract

Client/Organization  <b>Bitburg High School Alumni Classes 63-70</b> Cameron Strong 2565 Dexter Ave N Seattle, WA 98109	Time Frame  Group Code: 8026 Check-in Date: Thursday, September 10, 2009 Checkout Date: Sunday, September 13, 2009 Room Release Date: Monday, August 10, 2009
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### Room Commitments

Room Type	September 9, 2008	September 10 - 12, 2009	Total Room Nights	Single (1) Occupancy	11% Lodging & Sales Tax	Daily Total	Double (2) Occupancy	11% Lodging & Sales Tax	Daily Total
1 Queen	6	37 per day	117	\$140.00	\$15.40	\$155.40	\$150.00	\$16.50	\$166.50
2 Queens	6	53 per day	165	\$145.00	\$15.95	\$160.95	\$155.00	\$17.05	\$172.05
Executive Rm		2 per day	6	\$215.00	\$23.65	\$238.65	\$215.00	\$23.65	\$238.65
Bridal Rm		2 per day	6	\$235.00	\$25.85	\$260.85	\$235.00	\$25.85	\$260.85
VIP Suite	3	6 per day	20	\$255.00	\$28.05	\$283.05	\$255.00	\$28.05	\$283.05
Tower Suite		1 per day	3	\$265.00	\$29.15	\$294.15	\$265.00	\$29.15	\$294.15
<b>*Total:</b>	<b>15</b>	<b>303</b>	<b>303</b>						

**\*\*For Each additional person, 6 years of age and older, add \$11.10.**  
**Rates include 8% sales tax and 3% lodging tax.**  
**Rates are non commissionable.**

#### Sleeping Room Blocks

**Lodging rooms will be held until Monday, August 10, 2009.** At this time any remaining unsold rooms will be released for general reservations, but will be available to the group on a space available basis.

#### Check-in/Check-out

**Check in time is 4:00pm. Check-out time is 11:00am. Groups must schedule a check-out break prior to 11:00am if a function is ending after the 11:00am check-out time.**

#### Deposits

**On August 10, 2009, a catering deposit in the amount of \$500.00 will be due.** Cancellations after this time will forfeit all deposits. In the event that the requested deposits are not received, we reserve the right to release any/all lodging and meeting/function space.

### Billing Instructions

<h4>Guarantee Information</h4> <p>Pay Type: Individual Pay</p> <h4>Individual Pay</h4> <p>Individual pay accounts require each person attending the function to call and make his/her own reservation for the sleeping room and secure the room on his/her own credit card or deposit. Any unpaid room charges will be applied to the master account for collection. All function charges will also be applied to the master account.  <b>Purchase Orders are not accepted.</b></p>	<h4>Payment Policy</h4> <p>All functions shall be settled with check or credit card no more than thirty (30) days from the billing date. After the thirty (30) days, there will be a 3% finance charge or \$5.00 whichever is greater, per month. <b>Please remember purchase orders (POs) are not accepted.</b></p> <h4>Cancellation Schedule</h4> <p>Cancellations made 120+ days prior to contracted dates will forfeit original deposit received with signed contract. 90-120 days prior to contracted dates forfeit original deposit and will be charged 25% of the projected total revenue, excluding lodging. 60 - 89 days prior to contracted dates forfeit original deposit and will be charged 50% of projected total revenue, excluding lodging. Less than 59 days prior to contracted dates forfeit all deposits and will be charged 75% of projected total revenue, excluding lodging.  <b>Any lodging rooms cancelled fourteen (14) days or less prior to the arrival date are subject to a cancellation fee of full rate if revenue is lost.</b></p>
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## Meeting Space

### Rental Information

<input type="checkbox"/>									
<input checked="" type="checkbox"/>	Alpine Room	@	\$150.00	x	2	=	\$300.00		
<input type="checkbox"/>		@		x		=	\$0.00		
						Tax =	\$24.00		
						Total =	\$324.00		

### Event Order

DAY	DATE	TIME	FUNCTION	SET UP	# OF GUESTS	MEETING ROOM
Wednesday	09/09/2009		Hospitality Item Storage			TBA – May or May Not Be Alpine Room
Thursday	09/10/2009	3pm – 11pm *May Be Able To Get In Early if Available	Hospitality	TBA	Flow	Alpine Room
Friday	09/11/2009	TBA	Dinner	TBA	200	Continental Room
Friday	09/11/2009	Till 11:00pm	Hospitality	TBA	Flow	Alpine Room
Saturday	09/12/2009	Till 11:00pm	Hospitality	TBA	Flow	Alpine Room

### General Conditions

Posters or other attachments to any wall surfaces of our facility are prohibited. Confetti is not allowed in any area of our facility. If your group would like to decorate, please contact the sales staff for guidelines. Groups will be required to submit a written list of all decorations to the sales staff for approval.

## Catering Information

### Finalizing Menu

The menu and all other details of the event are to finalized later than ***Monday, August 17, 2009*** and are subject to the terms and conditions described.

### Meal Guarantees

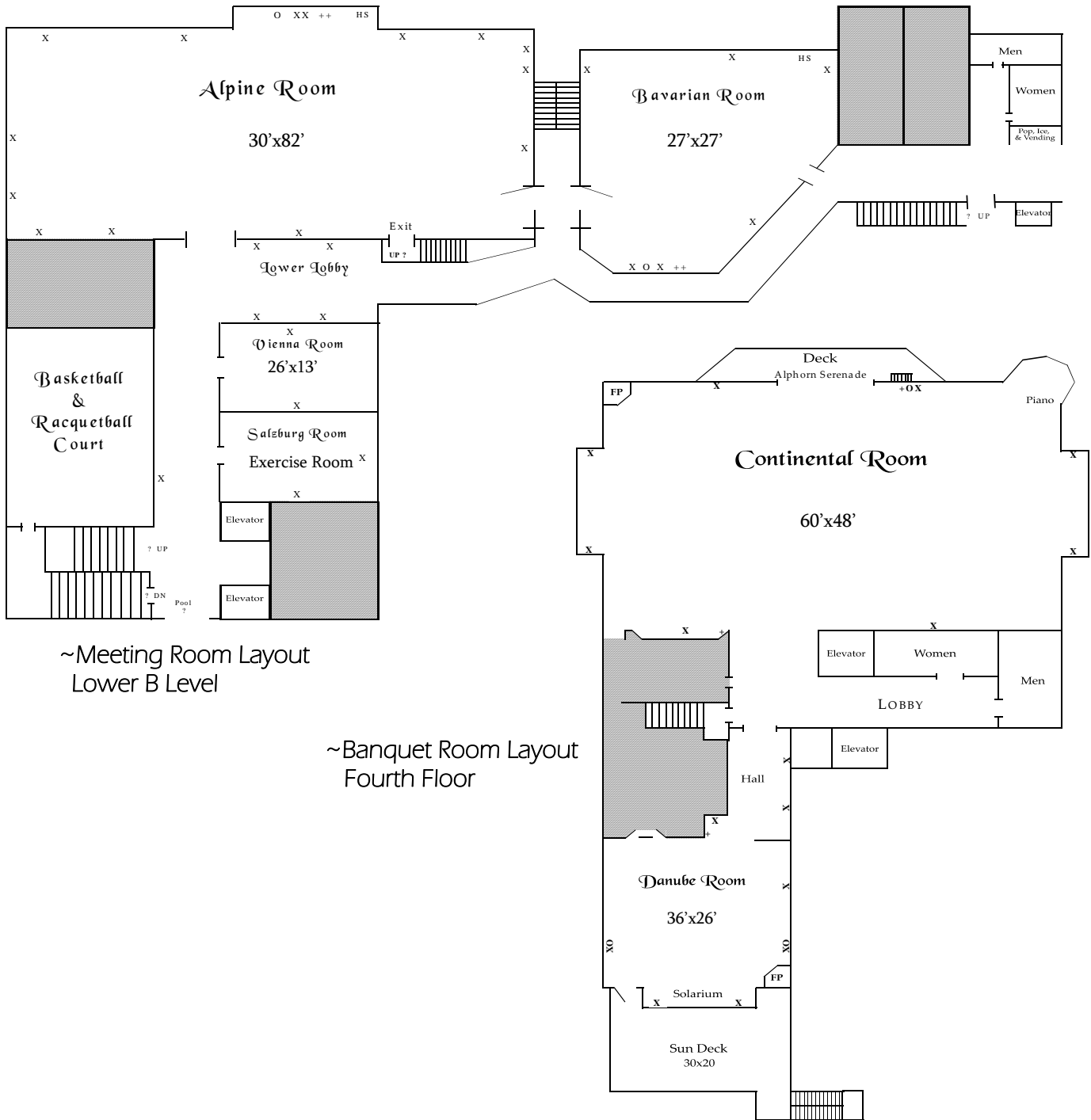
The guaranteed number of attendants must be communicated to the Enzian Sales Office no later than ***Monday, August 31, 2009***. A 5% allowance in food preparation over the guaranteed number will be given on all events. Final charges will be based on the guaranteed number of attendees and the total number served, whichever is greater.

Applicable state and local sales tax will be added to all food and beverage. Gratuity is included in the menu prices. All menu prices, gratuity and taxes are subject to change. Please note that gratuity is taxable in the State of Washington.

### No Other Food and Beverage

No outside food will be permitted onto the premises by the patron or any of the patron's guests for any function. No food may be removed from the hotel, due to liability. ***Hospitality is not allowed in lodging rooms in respect for our other guests. Please contact the Enzian sales staff for guidelines, should you need a hospitality room.***

# Floor Plans and Capacity Chart



~Meeting Room Layout  
Lower B Level

~Banquet Room Layout  
Fourth Floor

	Room	Square Feet	Dimensions	Theater	Classroom	U - Shape	Hollow Square	Reception/ Dinner	Rounds of 8
Fourth Floor	Continental Room	3,300	60'x48'	~	~	~	~	250	21
	Danube Room	1,100	36'x26'	70	40	30	35	50	5
Lower B Level	Alpine Room	2,500	30'82'	225	110	~	60	140	18
	Bavarian Room	775	27'27'	50	30	21	25	40	5
	Vienna Room	338	26'x13'	30	18	15	18	~	~

### Alcoholic Beverages

If the function will include alcoholic beverages, the Enzian sales staff must approve all arrangements. ***The Enzian Inn does not have a permit with the Washington State Liquor Control Board.*** Therefore, the group must either purchase a banquet permit for the function, or hire a bartender. Commercial bartender names are available. Under no circumstances can any Enzian Inn employee open, pour, or serve any alcoholic beverages. No one under the age of twenty-one (21) be allowed to consume alcohol. We offer use of a portable bar, ice buckets, and wine glasses based on availability. All other supplies are the responsibility of the group. Any group found with alcoholic beverages without the proper permit will be asked to remove all such beverages from the premises.

### Indemnification

The group agrees to indemnify, defend and hold the Enzian, its owners, officers, directors, employees, volunteers and agents harmless from and against all claims, liabilities, judgments, fines, assessments, penalties, awards or other expenses, of any kind or nature whatsoever, including, without limitation, attorney fees, expert witness fees, and costs of investigation, litigation or dispute resolution, relating to or arising from any: (1) injury or death to persons or damage to property occasioned by any negligent act by the group or any of its members; or (2) breach or alleged breach of this contract by the group or any of its members.

## **Other General Conditions**

### Noise/Disturbances

The Group/Organization agrees to be responsible for conduct of its' members/attendees which result in losses due to noise, misconduct or other activity that adversely impacts other guests. The Group/Organization also acknowledges that the Enzian Inn quiet hours begin at 9:30 pm. It is understood that misconduct is determined solely by the Owner/Manager and will result in a disturbance charge of \$500.00 per incident.

### Damages

Patron agrees to be responsible for any damages to the premises and for damages and/or loss of equipment as a direct result of any participant in his/her group. All applicable charges will be applied to the master account.

### Lost and Found

The Enzian Inn will not be held responsible for merchandise or articles left on premises.

### Smoking Policy

The Enzian Inn is a 100% non-smoking facility. A \$150.00 cleaning fee, per room, will be charged for smoking in our facility.

### Acceptance

If the above meets with your approval, please sign and return the original to the Enzian Inn sales office by ***Friday, June 6, 2008.*** If a signed copy of the Agreement and the deposit (if required) are not returned by this date, the space being held on your behalf will be released for sale to the general public. The undersigned is a representative authorized to sign on behalf of the organization listed on the front page and is authorized to enter into this agreement.

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Authorized Signature

Date