



HYATT PLACE™

5225 South Harper Avenue ♦ Chicago, IL 60615
Phone: (773) 752-5300 ♦ Fax:

Group Rooms and Function Space Agreement

Instructions for Use: The University of Chicago Department ("Department") contacts the Hyatt Place to request Guestroom Accommodations, pricing, and any applicable concession. Department completes Sections 1, 2, 5 and 7 according to the agreed upon requirements and submits to Hotel. Hotel completes Sections 3, 4, 6, 8 and 9, signs and returns the Schedule to Department. Department reviews submitted Schedule and if agreeable, accepts by signature and returns to Hotel.

1. UNIVERSITY OF CHICAGO DEPARTMENT CONTACT INFORMATION

Department Contact:	
Title:	
Organization:	The University of Chicago
Department Name and Department Number	
Department Exec Level Two-Digit Code	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Email:	

2. EVENT INFORMATION

Event Name	
Event Arrival Day/Date	
Event Departure Day/Date	

3. GUESTROOM RATES

Room Type	Date	Date	Date	Date
Room Type	# Rooms \$ Rate	# Rooms \$ Rate	# Rooms \$ Rate	Check-Out
TOTAL	Total # Rooms	Total # Rooms	Total # Rooms	Check-Out

Room Type: The Hyatt Place-South/University Medical Center does not guarantee specific room type availability. Requests will be accommodated to the best of the hotel's ability.

Tax: The quoted room rate is subject the prevailing city and state taxes. Currently, **taxes are at 16.4% and are subject to change.**

Check In: Hotel check-in is **after 3PM on day of arrival and check-out is before 12:00PM on day of departure.** If your group requires an earlier check-in or later check out, it must be negotiated at the time of contract, and is subject to availability.

4. MEETING ROOMS

Date	Start Time	End Time	Function	Room	Setup	# Attendees	Room Rental if Applicable

5. METHOD OF RESERVATION

Reservations will be made by: _____ Rooming List or _____ Individual Reservations (check one)

Group reservations: must be held by a *Master Account (direct bill approved), credit card, or advance deposit* received with signed contract prior to arrival. If cancellation of the booking becomes necessary, to avoid forfeiture of any deposits paid or payments of penalties, the hotel must have *written notification no later than 29 days* prior to arrival. **For individual reservations:** Cancellation of individual reservations must be at least **24 hours** prior to the arrival date to avoid one night room and tax charge to the credit card guaranteeing the reservation.

6. ROOMING LIST DUE/CUT-OFF DATE

Your rooming list is due _____.

Reservations received within 14 days of arrival will be provided on a space available basis at prevailing rates.

When room blocks exceed 65 rooms per night, reservations received within 30 days of arrival will be provided on a space available basis at prevailing rates.

7. METHOD OF PAYMENT

Select all that apply:

- Individual pays own charges.
- Department will accept responsibility for ROOM AND TAX. All other charges will be the responsibility of the guest.
- Department will accept responsibility for ALL CHARGES.
- The Hotel will provide a Master Account for the Department covering the charges for which the Department has accepted responsibility, as indicated above (the "Master Account"). The Department shall review all charges billed to the Master Account upon completion of the Event to ensure accurate billing.

8. DEPOSIT

Deposit if applicable:

Due Date:

9. PARKING, PORTERAGE AND ADDITIONAL COMMENTS

Parking rates as posted

Portage: **\$ Rate if applicable**

Additional Comments: **If applicable**

FORCE MAJEURE: Neither party hereto shall be liable or responsible to the other for any loss or damage or for any delays or failure to perform due to acts of God, strikes, epidemics, wars, riots, flood, fire, sabotage, terrorist activity or threat, closure or congestion of airports, order or restriction by any governmental authority, or any other circumstances of like character beyond its reasonable control. If an Event is cancelled due to the foregoing, Hotel shall promptly refund all amounts paid by University.

IDEMNIFICATION:

Hotel agrees to indemnify, defend and hold harmless The University of Chicago and its trustees, officers, directors, partners, agents, members and employees from and against any and all demands, damages to persons or property, losses and liabilities, including reasonable attorney fees (collectively "Claims") that may be asserted by third parties arising out of or caused by the negligence or willful misconduct of Hotel, its employees, agents or contractors in connection with the provision of Hotel's facilities.

University shall indemnify, defend and hold harmless Hotel and its officers, directors, partners, agents, members and employees from and against any and all Claims that may be asserted by third parties arising out of or caused by the negligence or willful misconduct of University or its employees or agents in connection with the provision of Hotel's facilities.

Hotel hereby acknowledges that [LAB] falls within the purview of the United States Federal Tort Claims Act (28 U.S.C. Sections 1346(b) and 2671-80). As such, the exclusive remedy for claims against [LAB] for bodily injury, death, and property damage due to negligence of [LAB] or its employees acting within the scope of their employment is the Federal Torts Claims Act.

Neither party shall have waived or be deemed to have waived, by reason of this paragraph, any defense that it may have with respect to such Claims. Each party agrees to give the other prompt written notice of any claim which may be covered by this indemnification provision.

ROOM RENTAL: Room rental fees are determined upon original program details. Revisions from the original contract may necessitate a revision in room rental fees.

BOXES: The Hyatt Place-South/University Medical Center will gladly receive the supplies necessary for any function. The shipment of such material will be accepted no sooner than 3 days prior to the function. A nominal-handling fee of \$5.00 per box for 6 boxes or more, up to 50 lbs., ensures their delivery to your preferred location.

SIGNAGE AND BANNERS: Signs and banners are not permitted in the hotel lobby. In an effort to maintain appearances, the attachment of these items to function walls, floors, ceilings or curtains is also prohibited. Should these restrictions be of concern, please discuss them with your Catering Manager.

CANCELLATIONS: The Hyatt Place Chicago-South/University Medical Center is holding the aforementioned space for the exclusive use by your group. Should the entire program cancel, the Hotel will collect as liquidated damages, fees according to the following schedule:

<u>Cancellation Prior Total Estimated Guest Room Profit</u>	
0 - 14 days	90%
15 - 21 days	50%
22 - 28 days	30%

ACCEPTANCE: Space will be confirmed on a definite basis with the return of your signed agreement by _____. Failure to do so will result in function space being released and contract void. The sleeping rooms, function space and food and beverage functions listed above will be considered **definite commitments** upon signing of this agreement by both parties, and will be subject to all terms and conditions set forth within this agreement. Faxed signatures will be accepted. The persons signing below agree that they are authorized representatives of the above indicated group and hotel who have authority to enter this contract. This agreement and the terms and conditions within this agreement may not be changed or amended unless done so in writing and signed by both parties.

Name, Title of Authorized Signature _____ Date _____

Maures Nelson, Director of Sales _____ Date _____