

aloft Tallahassee Downtown 200 North Monroe Tallahassee, FL 32301 Phone 850-513-0313 Fax 850-513-0316 CATERING CONTRACT

TODAY'S DATE:

January 27, 2017

SIGNED CONTRACT DUE: 01/27/2017

ON-SITE CONTACT:

Kara Byrd

MENU DUE: READER BOARD: 01/27/2017

ACCOUNT:

Association of Florida Colleges

Association of Florida Colleges

ADDRESS:

Foundation

Foundation

113 East College Avenue

Michael Brawer 850-222-3222

CITY:

Tallahassee

TELEPHONE:

CONTACT:

STATE:

FL

FAX:

850-222-2327

ZIP CODE:

32301

EMAIL:

doug@dougryanconsulting.com

DAY	DATE	START	END	FUNCTION	ROOM	SETUP	ATTD	RENTAL
Wednesday	2/8/2017	05:30 PM	07:30 PM	Reception	Tactic 3	Flow Reception	75	\$350.00++

Tax & Gratuity: To ensure the superior service of aloft Tallahassee Downtown, 7.5% tax and 21% gratuity will be added to all room rental, food, beverage, and audiovisual costs. Current sales tax will apply unless proof of tax exemption status is verified.

Guarantee: In order to provide for all attendees, a guaranteed headcount is required in writing 7 business days in advance of the function. Unfortunately, this number may not be reduced. Should you be unable to provide us with a count, aloft Tallahassee Downtown will refer to the originally contracted number and prepare accordingly. This will ensure the comfort of all in attendance.

Labor Charge: In the case of set up changes within 24 hours of event start, an additional fee may be assessed. Additionally, no confetti or glitter is permitted. Exceptional décor must be preapproved by the Sales Office. Should excessive cleaning or repairs be required, additional labor fees may be assessed.

Food & Beverage: Because of market fluctuations, all prices are subject to change. Should our prices increase, written notification will be given. Outside food and beverage is prohibited and aloft Tallahassee Downtown does not permit the removal of any foods provided by the hotel.

Room Rental: Room rental fees are determined upon original program details. Revisions from the original contract may necessitate a revision in room rental fees. 21% gratuity and 7.5% tax is added to all room rental fees.

Room Assignments: The Catering Department reserves the right to reassign functions rooms to best service and utilize space according to the final guaranteed number of guests at the aloft Tallahassee Downtown. Furthermore, the Catering Department reserves the right to setup the room in accordance to availability.

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.

Billing: All catering charges, including room rental, audio visual equipment rental, food and beverage, and labor will be charged to the master's credit card on file.

Cancellations: aloft Tallahassee Downtown is holding the aforementioned space for the exclusive use by your group. Should the entire or partial program cancel, the Hotel will collect as liquidated damages, fees according to the following schedule:

Cancellation Prior Total Estimated Revenue

0 - 14 days 100%

15 - 21 days 50%

22 - 30 days 30%

Acceptance: Space will be confirmed on a definite basis with the return of your signed agreement by 01/27/2017 and a completed Credit Card Authorization form. Failure to do so will result in function space being released and contract void.

Client Approval	Missaur	Kara Byrd Sales & Service Coordinator		
Date	01/30/17	January 27, 2017		