



On behalf of the Blackwell, we are delighted to have the opportunity to create an exceptional experience for you and your guests. The following is an agreement of the services requested for your program. Please review the information and return an approved copy to our office no later than *Monday, May 6, 2019*. Be assured that all space is being held on a tentative basis until this date.

This agreement has been prepared for:

**Kristy Krehnovi**  
**OSU Department of Astronomy**  
**4055 Mcpherson Lab**  
**140 W. 18th**  
**Columbus, OH 43210**

Program:

**LEAP Workshop**

Program dates:

**Sunday, September 8, 2019 through Saturday, September 14, 2019**

#### **Guest Room and Rate Requirements**

	Run of House	
	Rooms	Inc. Rate
<b>Sun 09/08/2019</b>	30	\$151.00
<b>Mon 09/09/2019</b>	30	\$151.00
<b>Tue 09/10/2019</b>	30	\$151.00
<b>Wed 09/11/2019</b>	30	\$151.00
<b>Thu 09/12/2019</b>	30	\$151.00
<b>Fri 09/13/2019</b>	30	\$151.00
<b>Sat 09/14/2019</b>	30	\$151.00

\* Run of House is a mix of guest rooms with either one king bed or two queen beds.

\* Run of House rate is valid for standard guest rooms with either one king bed or two queen beds.

1. **Reservations:** All reservations should be made by Friday, August 9, 2019 in order to receive the group rate (plus taxes and valet parking). After this date, the Blackwell will release rooms not sold from the group block for general sales and all subsequent hotel reservations will be taken on an availability basis. Every attempt will be made to accommodate special requests for room types. This includes location however, due to arrival and departure patterns not all requests may be fulfilled.

Reservations made on an individual basis, without a rooming list, are required by the Blackwell to guarantee each reservation with a credit card. Reservations should be made by the designated cutoff date in order to take advantage of your special group rate. To receive the negotiated group rate, participants should identify themselves as being with the LEAP Workshop program when making reservations. Individuals should cancel reservations prior to 4:00pm the day before their scheduled arrival to avoid one night's room and tax charge to the credit card on file. Should cancellation of reservations by individuals exceed 20% of the total contracted room block, cancellation charges may apply. See ATTRITION CLAUSE. No shows (reservations made for an individual that do not show for any reason) are not considered to be a cancellation and will be charged accordingly (whether the room was guaranteed to the group or by the individual themselves, via a credit card).

Reservations made on an individual basis will be guaranteed by each individual and the individual will be responsible for all charges upon arrival.

2. **Payment for Guestrooms:** All arrangements for payment must be made at the time of signing the contract. Payment for all events, including the advance deposits, at The Blackwell can be made by credit card (VISA, MasterCard, AMEX or Discover), money order or check, made payable to the Blackwell, or university account numbers, if applicable. Returned checks are subject to a penalty fee of at least \$30 per transaction. If paying with credit card, a credit card authorization form must be completed and returned along with the contract.

Departments of The Ohio State University may make payments using an Interdepartmental Transfer of Funds: however, the department's budget account number must be on file with the Sales Manager at The Blackwell prior to the event. The Blackwell does not accept individual conference participants' registration fees.

All functions, food and beverage charges will be taken from the chart field information on file with the Meeting Planner. Please provide information below.

Org \_\_\_\_\_ Fund \_\_\_\_\_ Acct \_\_\_\_\_ PR # \_\_\_\_\_

3. **Cancellation:** In the event of a cancellation of this agreement by the client, a cancellation fee will be assessed as follows:

7 months – 90 days prior to event	45% of room rate times total room night block
60 – 89 days prior to event	65% of room rate times total room night block
30 – 59 days prior to event	75% of room rate times total room night block
29 days or less prior to event	100% of room rate times total room night block

4. **Guest Room Attrition Clause:** The Blackwell is relying on, and client agrees to provide, a minimum of 80% of the guest room block as outlined about in the Guest Room/Rate Requirements. Reduction of the contracted room block by 20% or more will result in a charge to the contracting organization. The charge will equal the difference between the full-anticipated room and tax revenue for the contracted block minus 20% and the actual room nights paid for. No shows (reservations made for an individual that do not show for any reason) are not considered to be a cancellation and will be charged accordingly (whether the room was guaranteed to the group or by the individual themselves, via a credit card).
5. **Check-in / Check-out:** Check in time is 3:00pm and check out time is 12:00pm. Requests for early check in and late check out are based upon availability and may have an additional charge.
6. **Valet Parking / Airport Transportation:** The Blackwell offers Valet Parking for hotel guests and meeting attendees only. The overnight rate is \$20 per day with unlimited in/out privileges and is applied to the guest's folio. The rate is \$13 for an all-day meeting and \$10 for half-day meetings and evening events. Self-Parking option is available in Lane Avenue Parking Garage, located next to the Blackwell. The fee is a per hour charge, with a maximum charge for the day and resetting at midnight for overnight parking, with no in/out privileges (i.e. pay each time you exit). Parking must be arranged via your Sales Manager at the time of the booking. The Blackwell offers complimentary airport transportation for hotel and meeting attendees only, it is a first come, first serve basis and runs on a schedule and may be arranged via your meeting/sales planner. Notification of transportation needs must be received 14 days prior to arrival to verify availability. All prices are subject to change without notice.
7. **Carry-In and Carry-Out Policy:** The Blackwell reserves the right to inspect and control all private parties, meetings, receptions, etc. being held on the premises. Due to food safety regulations, no food or beverage of any kind is permitted to be brought into the banquet and/or meeting rooms or to be removed from the property.

- 8. **Damages:** The customer agrees to be responsible for any damages caused by the clients, his/her guests, invited employees, independent contractors or their agents under the client's control to any hotel room, function space or any other part of The Blackwell.
- 9. **Outside Vendors:** All outside vendors conducting business at the Blackwell must be pre-approved by the Blackwell. Please notify the hotel's Meeting Planner in writing no earlier than thirty (30) days prior to your scheduled event.
- 10. **Deliveries:** All packages sent to the Blackwell should be pre-paid. The Blackwell will refuse any package coming C.O.D. In case of large shipments or crates, the hotel's Meeting Planner must be notified two (2) weeks in advance so that preparations can be arranged. The first five (5) boxes will be handled and stored at no charge to the client. A handling and storage fee of \$5.00 per box thereafter will be assessed and charged to the client's master bill. Multiple packages within a single shipment should be numbered in sequence (i.e., 1 of 3, 2 of 3, 3 of 3). Our receiving entrance is open from 8:00am to 4:30pm Monday through Friday. The Blackwell does not accept any liability for equipment, displays or other materials which arrive to the hotel. The client is responsible for insuring it properly for loss or damage. Materials shipped for event should not arrive more than three (3) days prior to the scheduled event.

Shipments of material, literature, etc. that are used in conjunction with a meeting at the Blackwell should be addressed as follows:

HOLD FOR: GUEST NAME  
 LEAP Workshop  
 Arrival Date: 2019-09-08  
 The Blackwell  
 2110 Tuttle Park Place  
 Columbus, Ohio 43210

- 11. **Smoke Free Campus:** The Ohio State University prohibits the use of all types of tobacco products in all university buildings and on all university-owned, leased, or managed properties, including parking lots, garages, and all outside areas. For more information, go online to <http://tobaccofree.osu.edu/>
- 12. **Force Majeure:** Neither party will be held liable for any delay or failure in performance from any cause beyond their control including, but not without limitation to war, strikes, civil disturbances and acts of God. When either party has knowledge of any actual or potential force majeure or other conditions which will delay or threaten to delay timely performance of this proposal, both parties shall immediately give notice thereof, including all relevant information with respects to what steps will be taken to complete the delivery of goods and or services.

If the conditions of this agreement meet with your approval, please indicate your acceptance by signing and returning a copy of the agreement to Valerie D'Eramo no later than *Monday, May 6, 2019*. All arrangements will be considered to be held on a tentative basis until the Blackwell receives a signed copy of the agreement. It is our understanding the undersigned is empowered by the said organization to accept this agreement. If this agreement is not returned to the Blackwell within thirty (30) days of the date of the agreement, The Blackwell reserves the right to release all space back into our general inventory for re-sale.

The Blackwell thanks you for your business and looks forward to the opportunity to serve you and your guests.

*Valerie D'Eramo*  
 Valerie D'Eramo

April 22, 2019 5/3/2019  
 Date

*Jennifer Ann Keaney*  
 Jennifer Ann Keaney

5/3/2019  
 Date