



1300 Cinema Way, Benton Harbor, MI 49022
www.hiltonbentonharbor.com

Phone: 269-926-5000 ♦ Fax: 269-8101

Group Business Contract

GROUP INFORMATION

Account: Andrews University- Family Conference
Contact: Lindsay Syeh
Address: 1359 Beacon lane
Bartlett, IL 60103
Phone: 305.785.3673
305.785.3613

DATES REQUESTED

Arrival: July 16, 2015
Departure: July 18, 2015

ROOM AND RATE INFORMATION

Date	Room Type	Agreed Rooms	Rate
July 16, 2015	K/Q Standard	15	159.00++
July 17, 2015`	K/Q Standard	15	229.00++

Deposits are none refundable.

Please identify Group Name: Andrews University Family Conference when making reservations, by calling 269.926.5000.

Hilton Garden Inn Hotel does not guarantee specific room type availability. Requests will be accommodated to the best of the Hotel’s ability. Hotel check-in time is after 3:00PM on the day of arrival. Checkout time is before 11:00 AM on the day of departure.

All rates are subject to the prevailing city and state taxes. Currently, taxes total 9% and are subject to change without notice.

Cancellation Policy

The hotel shall undertake reasonable efforts to resell cancelled sleeping rooms and will credit these revenues against the liquidated damages in an amount not to exceed the full amount of such damages. Liquidated damages, if any, shall be due and payable 30 days after the meeting period. Reservations need to be cancelled 24 hours prior to 3 p.m. check in time, to avoid any cancellation fees.

METHOD OF RESERVATION	CUT-OFF DATE
Reservations: Individuals will call and pay for own guest room charges. Rooms must be guaranteed by Credit Card to secure Group Rate.	Reservations received after June 16, 2015, will be provided on a space available basis at prevailing rates.

CONCESSIONS

To guarantee rates quoted, the availability of sleeping room requested, and all other terms, this contract must be signed and returned by Andrews University Family Conference or Hilton Garden Inn. Hotel reserves the right to release the guest rooms.

I hereby accept the above stated terms and conditions, and further warrant that I have authority to sign on behalf of Andrews University Family Conference.

Anne Vonk, CMP
Director of Sales

Date
