<LETTERHEAD FOR THE APPROPRIATE HOTEL>

LETTER OF AGREEMENT BETWEEN <HOTEL> AND «ACCOUNT»

Friday, May 07, 2004

1

«CNTCT_NAME»
«CATR_TITLE»
«ACCOUNT»

«CNTCT_ADR1»
«CNTCT_ADR2»
«CNTCT_CITY», «CNTCTSTATE» «CNTCTZIP»
Phone: «CNTCTPHONE» Fax: «CNTCT_FAX»

<HOTEL NAME>
<HOTEL ADDR 1>
<HOTEL ADDR 2>

<HOTEL CITY, STATE, ZIP>
<HOTEL PHONE>
<HOTEL FAX>
<HOTEL SALES CONTACT>
<HOTEL EMAIL>

Agency (OPTIONAL)
«AGENCY»
«AGT_ADDR1»
«AGT_ADDR2»
«AGT_CITY», «AGT_STATE» «AGT_POSTL»
Phone: «AGT_PHONE» Fax: «AGT_FAX»
«AGCNT_NAME»
<THIRD PARTY EMAIL>

RE: «POST_AS»
MEETING DATES: «ARR_DATE» - «DEPARTDATE»

«ACCOUNT» ("Group") and (Hotel Name) ("Hotel") agree as follows:

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OPTION 1
By signing and returning the enclosed copy of this contract by «DECSN_DATE», these arrangements will be agreed to on a definite basis.

Between now and «DECSN_DATE», unless both parties have agreed upon and fully executed this agreement, should another organization request the dates and be in a position to confirm immediately, we will advise you and you will have three (3) business days to confirm on a definite basis.

If we do not receive a mutually agreed executed original of this agreement from you by «DECSN_DATE», this letter will be void and the room block will be automatically released.

OPTION 2
Another organization currently holds a first option tentative commitment over the specified dates. Upon receipt of an agreed upon and fully executed original of this agreement from you, we will approach the other organization and request that they release the dates. If the other organization agrees to release the dates, the Hotel will notify you in writing within three (3) business days of receipt of the reply from the other organization, and this contract will then be definite.

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GUEST ROOM ACCOMMODATIONS

This contract applies to the following block of rooms:

{+ROOM01C.DOC |«BIZ_ID»|}

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CUT-OFF DATE

The "cut-off date" for accepting reservations into this room block is «CUT_OFF». Reservations requests received after 5:00 p.m. local time at the Hotel on the cut-off date will be accepted on a space and rate availability basis.

(8) - (9)

REBATES (REQUIRED ONLY IF A REBATE OF ANY KIND IS INCLUDED)

These room rates reflect a rebate payable to you of «B_REBCON» for each occupied room night and paid for at the full guestroom rate to help offset the cost of you are providing to your members. You shall disclose to your attendees prior to your meeting that a portion of their room rate is to be used to offset the costs of the meeting. Such disclosure must be made in pre-meeting collateral materials and in the official on-site meeting program or as we otherwise agree in writing. Payment or credit for any rebate shall only be made after satisfactory settlement of your Master Account and shall only apply to those room nights paid for at the attendee specified rate.

(NOTE: REBATES REQUIRE APPROVAL OF THE DIRECTOR OF SALES AND MARKETING AND GENERAL MANAGER)

ENERGY SURCHARGE [OPTIONAL CLAUSE]
A charge of $ ___ per each actualized room night will be added (to the folio of each attendee prior to checkout) or (to your master account) to help offset the current high cost of obtaining energy.

(10)

ROOM AND SPACE BLOCK REVIEW

The Group and Hotel agree to review the room and space commitment on or before the following dates:

a. <date-months out>
b. <date-months out>
c. <date-at least 6 months out>

On these dates the parties will evaluate the room and space commitments. Based on such evaluation, if the parties mutually agree to any adjustments to the room and space block, as well as corresponding changes to the Group's meeting and function space block, and to the guest room and food & beverage attrition amounts set forth below, such changes to the contract shall be confirmed in writing and signed by both parties.

(11)

GUEST ROOM ATTRITION

Hotel is relying on, and Group agrees to provide, a minimum dollar amount of guest room revenue (exclusive of food and beverage charges, meeting room rentals, and other non-room charges) which shall be equal to the number of room nights set forth in the Guest Room Accommodation chart (as agreed above in room and space block review clause) times the Group's average room rate (exclusive of taxes). The Hotel will extend a [XX%] allowance in such expected guest room revenue. Should the Group fall below this amount, the Group will be responsible for the difference between [XX%] of the minimum guest room revenue set forth above and the actual guest room revenue of the Group, less the guest room revenue (at an agreed upon expected resale value equal to [XX%] of the Group's average room rate) resulting from any rooms resold by the Hotel. Such amount shall be subject to all applicable taxes, which shall be paid by Group. For purposes of this contract, "rooms resold by the Hotel" refers to the last rooms sold by the Hotel (i.e., if the Group does not utilize 30 rooms from the room block, and 10 rooms were resold by the Hotel, the payment due will be the revenue on the remaining 20 rooms at the groups rate). The Hotel and Group agree that the payment described above is a reasonable estimate of the Hotel's damage resulting from the non-use of the room block and that the agreed rate is a reasonable estimate of the rate which will be achievable at the time of resale, and the payment does not constitute a penalty.

(12)

[BANQUET] [FOOD & BEVERAGE] ATTRITION

Hotel is relying on, and Group agrees to provide, a minimum of $«B_CONTFB»in [banquet revenue] [food and beverage revenue, inclusive of banquet, ___ and ____ revenue]. The Hotel will extend a [XX%] allowance in expected food and beverage revenue. Should the Group fall below this amount, the Group will be responsible for the remaining food & beverage revenue (i.e., the amount necessary to achieve [100-XX]% of the total expected food and beverage revenue). Such amount shall be subject to all applicable taxes, which shall be paid by Group. The Hotel and Group agree that the payment described above is a reasonable estimate of the Hotel's damage resulting from the reduced use of the food and beverage facilities, and does not constitute a penalty.

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EXHIBIT SPACE (OPTIONAL)

See attached Exhibit Space Rider.

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RELOCATION CLAUSE

In the event any member of your Group with a guaranteed reservation cannot be accommodated by the Hotel, the Hotel will provide the following:

1. Accommodations at a comparable Hotel as close as reasonably possible at no charge to the guest for the first night the guest is displaced from the Hotel.
2. One complimentary round trip ground transportation between Hotel and the alternate Hotel for each day the guest is displaced.
3. One (1) 5 minute phone call and necessary arrangements for forwarding of the displaced guest's telephone messages and mail.
4. Offer to relocate displaced guest back to first available room. If room becomes available and the guest elects not to return to the Hotel, the Hotel will have no further obligations under this clause.
5. Upon return to the Hotel, upgraded accommodations (if available) and a welcome expression from the General Manager.
6. Credit to the Group for any guests displaced toward its room block pick up for purposes of this contract and for calculation of the Group complimentary room credit.

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CANCELLATION OPTION

Group may cancel this contract without cause upon written notice to the Hotel at any time prior to the event upon payment of an amount based on the following scale: **(NOTE: This amount should not exceed hotels expected profit realized had the group met as contracted.)**

From the date of contract signing to ____ days prior to arrival date ($_____)
_____ days to ____ days prior to arrival date ($_____)
_____ days or less prior to arrival date ($_____)

The option to cancel is agreed by the parties to constitute the exercise of a contractual option and not a default. Payment due as a result of cancellation of this contract under this provision shall be made by Group to the Hotel at the time the contract is cancelled by written notice.

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FORCE MAJEURE

The performance of this Agreement by either party is subject to acts of God, government authority, disaster, strikes, civil disorders, or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for your meeting. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

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SIGNATURE

This contract, with exhibits attached (if any), constitutes the entire agreement between the parties and may not be amended or changed unless done so in a writing signed by Hotel and Group.

The undersigned represent that they are authorized to sign and enter into this contract.

If a fax transmittal is used by either party, then the fax copy shall serve as an original until an actual original is executed and received by both parties.

In the event this Agreement is executed by a third party on behalf of a client, the attached Joinder and Consent to Agreement must be executed by the client. If such Joinder is not received by the Hotel within 30 days after the date set forth on page one of this Agreement, the Hotel shall have the option to terminate this Agreement by giving written notice to you and all applicable cancellation and related fees shall be paid by you to Hotel within 15 days thereafter.

ACCEPTED AND AGREED TO:

«ACCOUNT»_____	(Name of Hotel)_____
By: _____ «CNTCT_TITL»	_____ «BKD_NAME», Sales Manager
Date:_____	Date:_____
By: _____ Officer	By: _____ Director of Sales
Date: _____	Date: _____

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«ACCOUNT»
«POST_AS»
«ARR_DATE» - «DEPARTDATE»

EXHIBIT SPACE RIDER

EXHIBIT SPACE (OPTIONAL)

A. Type, Size and Number_____

B. Set-Up Date_____Hours for Set-Up_____

C. Tear-Down Date_____

D. Hour for complete removal from Hotel_____.

E. The current exhibit hall rental _____. Confirmed rates will be established twelve (12) months prior to convention.

F. _____are designated exhibit areas. (NOTE: Be sure to block move-in and move-out access areas.)

G. Name of Exhibit Service Contractor_____

HOTEL GUIDELINES ON EXHIBITS (OPTIONAL)

A. Hotel does not have storage space for crates.

B. Uniformed Guards may be required in Exhibit Areas at the expense of the Group.

C. Exhibitors and Group shall indemnify and hold harmless Hotel and its servicing agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits.

D. Group shall be responsible for obtaining any necessary Local Fire Department approvals of Exhibit plans.

E. Group shall submit to Hotel a proof of the Exhibitors Contract before it is sent to the Exhibitors. Exhibitors Contracts must include the following provision:

> "[EXHIBITOR] hereby assumes entire responsibility and hereby agrees to protect, defend, indemnify and save the Hotel, its owners, its operator, Starwood Hotels & Resorts Worldwide, Inc., and each of their respective parents, subsidiaries, affiliates, employees, officers, directors, and agents harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole gross negligence of the Hotel and its employees and agents.
>
> [EXHIBITOR] shall obtain and keep in force during the term of the installation and use of the exhibit premises, policies of Comprehensive General Liability Insurance and Contractual Liability Insurance, insuring and specifically referring to the Contractual liability set forth in this Exhibit Agreement, in an amount not less than $2,000,000 Combined Single Limit for personal injury and property damage.

The Hotel, its owners, its operator, and Starwood Hotels & Resorts Worldwide, Inc. shall be included in such policies as additional named insureds. In addition, [EXHIBITOR] acknowledges that neither the Hotel, its owners, its operator, nor Starwood Hotels & Resorts Worldwide, Inc. maintain insurance covering exhibitor's property and that it is the sole responsibility of [EXHIBITOR] to obtain business interruption and property damage insurance insuring any losses by [EXHIBITOR]".

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5. **Client Declined Points** The following paragraph should be included in the contract if the client declines to receive points for any reason.

   Starwood Preferred Planner points, awarded through the Starwood Preferred Guest Program, are available to qualified meeting planners for business contracted through the sales and catering departments of participating Starwood Hotels and Resorts Worldwide, Inc.

   The client acknowledges that such points have been offered in connection with the rooms and services purchased under this Contract, and, furthermore, that the client declines to receive such points.

6. **Third Party Is Accepting Points** If a third party planner is accepting points through the Starwood Preferred Planner program and the end user is signing the contract, the hotel should use the "Client Accepted Points" version, above, and list the third party as the points recipient.

   If the third party is accepting the points and signing the contract, it is suggested that the following be used in addition to the "Client Accepted Points" version:

   As the client is representing <END USER> in contracting services outlined in this Agreement, the client represents and warrants that he/she has disclosed to <END USER> that the above named persons are receiving the Starpoints awarded in connection with this contract, and that <END USER> has consented to such award.

7. **Compliance with Public Accommodation Requirements (Canada)** "The hotel is in compliance, to the extent currently required, with all applicable regulations and laws of all levels of government and/or authority in the province where the hotel is located regarding accessibility for people with disabilities. The hotel shall provide, to the extent required by law, such auxiliary aids and/or services as may be reasonably requested by (customer)."

703-212-8647

A.I.M. Convention Summary

AUXILIARIES IN MINISTRY
CHURCH OF GOD IN CHRIST

General Contract Provisions Proposed for Los Angeles 2013

HOTEL: SPECIFICATIONS

The following matrix identifies the general contract provisions for the above referenced hotel:

Auxiliaries In Ministry General Contract Provisions	In HOTEL Proposed Contract	AIM CONTRACT ADDENDUMS
(2) Complimentary Presidential Suites – above the block Saturday before the event through Monday, after the event		
(3) Executive Style Suites above the block		
(3) Upgrades to Concierge at Group rate		
1 Bedroom suite for Inventory (Sleeping room and parlor)		
Staff rooms: 10 rooms @ 50% group rate		
Rate Freeze: Hotel agrees that no other rates (either group or transient) will be offered as a rate lower than what is established for the AIM Convention. This is for the main convention dates. This includes promotional packages r internet. If rates offered lower than the AIM Convention rate, the Hotel agrees to honor the lower rate for all AIM attendees. The hotel further agrees to maintain all inclusion of this contract as binding.		
Complimentary nights: 1:40		WAIVE CONNECTION FEE
Housing: $12.00 per reservation payable to the housing agency (AIM Housing Contractor)		
Convention Center rebate $3.00 per room night		
Ancillary costs rebate $12.00 per room night		
Phone Connection Fee Waiver: for all Complimentary Suites		
Daily housing reports during conference dates		
Housing Cut-Off Date: June 15, 2013		
Room attrition: Applicable after 20% reduction of contracted block		
Planning Meetings: 10 Complimentary Room Nights		
Roll-a-ways at no charge		
Adjustment to concessions		
Meeting space cut-off date: March 1, 2013		
Room Rate		Negotiate
Parking (Valet/Self)		Negotiate Parking Rates
INVENTORY PEAK		

Submitted by,

Bishop Roy Dixon, Convention Planner
bishop@faithchapelsd.org
619-921-0736

BANQUET COMMITTEE ~ *SAMPLE CHECKLIST*

AIM HIGH

The ***Banquet Committee*** is in charge of programming and set-up for various convention-related events, such as banquets and luncheons. The sale of tickets and accounting of funds may also be included in their responsibilities.

- ☐ Special entertainment for regular program
- ☐ At the door/ticket sales
- ☐ Decorations for banquets and luncheons
- ☐ Banquet tables and stage set up
- ☐ Head tables, notify those who sit at head table where they will be sitting through the appointing of a head table marshal or hostess.
- ☐ Favors, menus, and place cards
- ☐ Exact serving time
- ☐ A printed program and menu for each banquet
- ☐ Provision for meal tickets. Giving the hotel a guaranteed figure
- ☐ Will tickets to be taken at table or door?
- ☐ _____
- ☐ _____

FINANCE AND BUDGET COMMITTEE ~ *SAMPLE CHECKLIST*

AIM HIGH

The ***Finance and Budget Committee*** will present a proposed budget for approval and be responsible for the collection of all funds in a manner consistent with basic accounting procedures. The following important points may be helpful.

- ☐ Who will make payment for the various functions?
- ☐ When are payment due?
- ☐ What is the policy on accepting checks?
- ☐ What is the policy on refunds?
- ☐ What are ticket prices for various functions?
- ☐ Who will check out funds at the start and check in at the close of each session or function?
- ☐ When are honorariums due and how will they be paid?
- ☐ When is payment due to the extra help?
- ☐ What is the cost and number of meals ? (estimate "high" as to cost)
- ☐ What is the guarantee on final number of meals? (estimate "low" as to guarantee at the time)

THE COST OF THE MATTER

REGISTRATION	$100.00
Bag	$4.00
Pens	$0.50
Meal	$40.00
Cirrculumn	$10.00
Cup	$2.00
Badge	$0.10
Badge Holder	$0.33
Cord	$1.10
Registration Cost	$20.00
	$78.03
NET	$21.97