



Confirmation Agreement
Between Hilton Madison Monona Terrace and Toast Masters
Monday, September 26, 2016

Date(s) of Function: February 3, 2017 through February 4, 2017

Day(s) of Week: Friday-Saturday

Date Booked: September 26, 2016

POST AS: **Toast Masters**

Represented By: Keith Cumiskey
Title: Rooms Coordinator
Client Email: wgamer4159@att.net

Client Phone: 414-248-1154

Commission: 10% to Hotel Planner

GUEST ROOMS:

2/3/2017	
Run of House	20

RATES:

	Single Rate	Double Rate	Triple Rate	Quad Rate
Run of House	139	139	139	139
Double Beds	139	139	139	139

** As a reminder, specific room types are not guaranteed.**

Payment:

All guests will pay their own Room, Tax, Parking and Incidental Charges.

Cancellation Policy: The deposit will be forfeited for all no-show reservations and for all reservations not canceled at least 48 hours prior to arrival.

Check In/Out Times:

Check-in time is 3:00pm or later. Guests arriving prior to 3:00pm will be accommodated as soon as possible, but should be advised there might be a wait. Check out time is 12:00pm. Arrangements can be made for baggage storage with our front desk.

CONTRACT TERMS:

To guarantee rates quoted, the availability of sleeping rooms requested, and all other terms of this contract, this contract must be signed and returned to the hotel by **October 10, 2016** or the rooms may be cancelled. Rooms are not held in our reservations system until the signed contract is received.

Once your contract is signed and returned to the Hotel, we will set aside in our inventory the contracted number of rooms. **The Hotel does not guarantee availability over and above this contracted number, and the room rate is not guaranteed for any guest rooms over this contracted number of rooms.**

The cutoff date of **January 4, 2017**, is firm and on that date any unreserved rooms are released and put back into the Hotel's inventory. The guest room rate and availability is no longer guaranteed. If you require additional rooms after the cutoff date, we will recheck rates and availability. As a reminder, rooms and the rate may no longer be available.

PLEASE NOTE:

This agreement guarantees rate and availability during the above stated dates and until the above cut-off date. **It is impossible for the Hotel to predict lodging needs more than 30 days in advance of your arrival date.**

To protect your guests from increasing room rates and to ensure availability until the assigned cut-off date, the hotel has provided this agreement for your review and signature.

Recognize that certain economic conditions may cause the hotel to post a limited amount of rooms for sale on the internet or through established discount programs such as AAA, or franchise promotions, which may carry pre-payment, length of stay, or program participation for purchase. Reservations made by your guests outside the group block will not be applied to your room pick-up, nor will the guaranteed group rate be adjusted to match a reservation made out the block.

I have read the above contract and agree to the rates, terms, and conditions:

CLIENT:	Keith Cumiskey Rooms Coordinator	SALES:	Nicky Beaulieu Sales Manager
REPRESENTED BY:	Toast Masters	HOTEL:	Hilton Madison Monona Terrace
SIGNATURE:		SIGNATURE:	

Hilton Madison Monona Terrace Sales Office Fax: 608-260-2381