# Company Name – Rate Agreement

# Valid Dates ie: (January 1, 2010 - December 31, 2010)

Date:

Name:

Company:

Address:

Phone:

Hello \_\_\_\_\_\_,

Thank you again, for supporting the HOTEL NAME as a co name preferred hotel. It has been a pleasure working with you to accommodate your travelers. We appreciate your business and hope to continue to provide you and all of co name’s travelers with legendary service. I realize when it comes to choosing a hotel for your guests there are several choices in this area. We are proud to be that choice!

We are pleased to offer negotiated rates for our clients based on transient travel volume and arrival pattern. The Holiday Inn & Suites Green Bay – Stadium proposes that co name continue to utilize our hotel for their incoming travelers and off-site meeting needs. We are pleased to offer you a reduced corporate rate of $ for a standard room and $ for a suite, a significant savings off our regular corporate rate. This is a non-commissionable rate, and does not include the 13.5% sales tax. This rate is contingent on room nights used and arrival pattern, which we will review annually. These rates do not apply to any group room night requests. Group rooms are negotiated on a case by case basis, enabling the hotel to offer the best pricing based on number of rooms and nights requested. We are delighted to have your business and we are dedicated to keeping your guests satisfied!

Once signed, this special negotiated $ standard/$ suite co name rate is valid for your immediate use. The Holiday Inn & Suites Green Bay - Stadium will track co name’s travelers monthly and the room-night usage/arrival pattern will be evaluated. Should the room night/arrival pattern volume fall below the agreed upon \_\_\_ production per \_\_\_, this rate is subject to review. I want to be sure that we remain co name’s preferred hotel and that we are taking care of each guest’s needs. This agreement may be cancelled by either party, for any reason, at any time.

HOTEL NAME has several benefits such as:

**Complimentary High Speed Internet 100% Guest Satisfaction Valet Laundry Service**

**Priority Club Points Complimentary Airport Shuttle Coffee Makers in all rooms**

**Refrigerators/Microwaves in all rooms Iron and Ironing Boards Complimentary Parking**

After signing this agreement and returning to me via fax at (920) 000-0000, I will take care of loading your special rate and your guests can begin calling to make their reservations! We look forward to having your guests stay with us. If there are any questions that I can answer for you, please give me call at (920) 000-0000 ext 604.

Best Regards, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sales Representative Signature Date