Mrs. Sugar B Hospitality

Senior Travel Coordinator

Company Name

Address

Contact information

Dear Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

On behalf of the Hilton Garden Inn, I want to thank you for your patronage in the past few years with our previous negotiated rate. We are excited to have the opportunity to partner with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ again to host your colleagues when they are in town.

Based on the expectation of approximately 50 weekday room nights, we are pleased to offer you the following options:

* $97.00 per night, plus tax for our Standard King or Two Queen Evolution Room

A Volume Rate Agreement is enclosed for your review. Should you have any questions, please do not hesitate to call me.

Please note that group blocks do require individual contractual agreements and may necessitate different pricing based on arrival/departure patterns, function space needs and blackout periods.

In order to confirm this volume rate with the Hilton Garden Inn Please sign one copy of the agreement and return it to my attention. We will then process the paperwork and have the rate loaded into the Hilton Reservations System.

Again, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, thank you for your support of Hilton Garden Inn. We look forward to serving \_\_\_\_\_\_\_\_\_\_\_\_. in the coming year!

Sincerely,

Your Name Here

Director of Sales

**VOLUME TRANSIENT AGREEMENT**

This Agreement is entered into between **Midcoast Aviation, Inc.** (the “Group”) and the Hilton Garden Inn (the “Hotel”), in special consideration for **Company Name Here** (the “Group”) selecting the Hilton Garden Inn. (the “Hotel”), as one of its preferred hotels.

#### NEGOTIATED RATES

**STANDARD RATES FirstSource Laboratory Solution, Inc. RATES**

 $129.00 Single/Double $**97.00** Single/Double Standard

 $139.00 Single/Double $**110.00** Single/Double Deluxe Suite

Rooms shall be provided by Hotel to Group based upon such rooms being available at the Hotel. All room rates are net, non-commissionable and are quoted exclusive of appropriate state and local taxes. The above contracted rates are valid only when calling 1-800-HILTONS, 1-877-STAY HGI, or the hotel directly at 1-618-624-4499, or using the One-Click URL. These rates do not apply in the event that Group books an event at the Hotel or if Group books more than 10 rooms in one night. In such case, Group will be required to enter into a separate Group Sales Agreement for such event.

***All special rates are subject to restrictions during high occupancy and blackout periods.***

### TERM OF AGREEMENT

The term of this agreement shall be twelve (12) months, from **January 15, 2011 until December 31, 2011** (the “Term”). At the expiration of this term, the Hotel will charge Group’s members the Hotel’s prevailing rates, unless this Agreement is extended and negotiated by the parties. The above volume rates are based upon the following anticipated production**: 50+ rooms per year.** The Hotel will evaluate the actual usage monthly. If Group has not met the anticipated production, or if it appears that Group will not meet the anticipated production before the end of the Term, Hotel may terminate this Agreement upon notice and the parties may then negotiate a new rate going forward based upon actual production.

### CHECK IN/CHECK OUT

The Hotel check-in time is 3:00pm and checkout is 12:00 noon. All guests arriving before 3:00pm will be accommodated as rooms become available. The Hotel Front Desk staff can arrange to check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day.

### RESERVATIONS

Regular individual reservations will be made directly by an authorized representative of Group or its authorized consultants to the Hotel Reservations Department. To ensure Group of the negotiated rate, it is mandatory that **Midcoast Aviation, Inc.** reservations be identified as such at all times. To make reservations, use the One Click URL or please call (618) 624-4499, toll-free at 1-877-STAY HGI (or 1-800-HILTONS) or through appropriate GDS channels. The Sales Department fax number is (618) 624-5599.

### Group must communicate VIP and special needs (such as disabled-equipped accommodations) to Front Desk in sufficient time before the scheduled date of arrival so that the Hotel may attempt to meet all such requests.

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### FUNCTION SPACE

Although presently Group does not project function space requirements, rest assured that when the need arises the Hotel is prepared to work with the Group on an availability basis at competitive rates.

**CREDIT ARRANGEMENTS**

Unless otherwise specified by Group, individual members will be responsible for their own room, tax, and incidental charges upon checkout. If members are responsible for their room and/or incidental charges, he/she must present a credit card or a $50.00 deposit at check in. Direct Bill may be set-up with the hotel for all Group stays. Please allow 20 days for approval and loading. If alternate credit arrangements are needed, all arrangements must be made with the Hotel’s credit manager prior to the guest’s arrival.

##### CANCELLATION

Cancellation of any reservations must be made by **6:00 pm day of arrival**. If a reservation is not cancelled pursuant to this section, Group will be charged for that room.

##### LIABILITY

Individual guest will be liable for any damages caused by such guest to the Hotel and individual guest will indemnify and hold Hotel harmless for any damages, expenses or liability that arises from Group’s guest on Hotel property.

## ENTIRE AGREEMENT

This Agreement and any Exhibits hereto constitutes the entire agreement between the parties and supercedes any previous communications, representations or agreements, whether written or oral. Any changes to this Agreement must be made in writing and signed by authorized representative of each party. **Either party may cancel this agreement at any time.**

## MISCELLANEOUS

The persons signing this Agreement for Hotel and Group each warrants that they are authorized to bind the Hotel and Group, respectively. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. Each party shall execute such other and further documents as may be necessary to carry out the intention as well as to comply with the provisions of this Agreement.

## PAYMENT

Payment of all invoices is due upon receipt. Invoices remaining unpaid after 30 days of the invoice date will incur an interest charge of the lesser of 18% per annum or the highest amount allowed by law. Group will be responsible for any collection fees, attorney fees or other costs in connection with Hotel’s attempt to collect all amounts due hereunder. No payment by Group or receipt by Hotel of a lesser amount than any installment or payment of amounts due shall be deemed to be other than on account of the amount due, and no endorsement or statement on any check or any letter accompanying any check or payment shall be deemed an accord and satisfaction, and Hotel may accept such check or payment without prejudice to Hotel’s right to recover the balance of such installment or pursue any other remedies available to Hotel under this Agreement or in law or in equity. If the Master Account remains unpaid after 60 days, in addition to other remedies, Hotel may, at its sole option, elect to cancel subsequent and future arrangements, agreements or functions at the Hotel made by Group without penalty and upon written notice.

**ACCEPTANCE OF AGREEMENT**

If you are in agreement with the foregoing information, please sign and return at your earliest convenience.

Submitted by: Accepted and approved by:

**Hilton Garden Inn Company Name**

By: By:

Name: Name:

Title: Title:

Date: Date:

c: General Manager

 Director of Sales

 Reservations Department