

FAIRFIELD BY MARRIOT – DENVER WEST/FEDERAL CENTER CONTRACT DETAILS:

List of Services:

- Individual and Group Room reservations (paid by Mines)
- Room Block Reservations (paid by guest)
- Banquet Event Rental (Facilities)

Individual and group room reservation Details:

What type of rooms do you offer (occupancy, style, etc.)?

- Standard King and Standard Double Queen Rooms.

How far in advance should Mines request a room reservation?

- Rooms can be booked at any time as they are based upon availability.
- Rooms can be booked as far as 1 business calendar year in advance.

Block reservation Details

How many rooms can Mines reserve at one time?

- Please call hotel to inquire

How many rooms can one requestor reserve at one-time?

- Please call hotel to inquire

Do you have a minimum number of rooms required to reserve a room block?

- 10 rooms for 1 night

How far in advance should Mines request a room block?

- As soon as dates are established; the hotel can make reservations up to one-year in advance.

What type of rooms do you offer (occupancy, style, etc.)?

- Standard King/Standard Double Queen Rooms

Banquet facility Details:

How many banquet rooms do you have (include size, occupancy and style)?

- One (1) Banquet Room: Federal Meeting Room 650 Sq. Ft.
 - Max Capacity (43 people):
 - U-Shape: 18 people
 - Conference: 20 people
 - Classroom: 26 people
 - Banquet: 40 people
 - Theatre: 43 people

How far in advance should Mines request a banquet room?

- Anytime, based on availability

Do you offer catering?

- No

Can external catering be arranged?

- Yes, with a \$75.00 fee per event

CANCELLATION DETAILS:

Group Room and Meeting/Event Reservations are courtesy blocks and do not have any cancellation charges.

Individual reservations have the Standard Marriott Cancellation Policy of 48 Hours.

OTHER TERMS:

- Room Block Guarantee: Mines shall pay \$0.00 for a room block reservation. Mines may agree to an attrition policy for unfilled rooms past a specified cut-off date.
- Guest List Confirmation Deadline: Fairfield Marriott shall set the deadline for guest count no more than seven (7) calendar days from the reservation start date.
- Advanced Payment – Room Reservation: Mines shall not pay a deposit exceeding 25 percent. • Full Payment – Room Reservation: Mines shall not pay full obligation at all, but no sooner than seven (7) calendar days of the start date of the reservation.
- Advanced Payment – Banquet/Event: Mines shall not pay a deposit exceeding 25 percent.
- Full Payment – Banquet/Event: Mines shall not pay full obligation at all, but no sooner than seven (7) calendar days of the start date of the event.
- Event Cancellation: Fairfield Marriott shall not charge a cancellation penalty if the event or an event is cancelled and then rebooked within a certain time frame following cancellation.

PRICE DETAILS:

Fairfield by Marriott is pleased to extend the following Special Rate to The Board of Trustees of the Colorado School of Mines for and behalf of the Colorado School of Mines business traveler’s and/or Individual travelers whether or not paid by Mines beginning on the contract Effective Date through May 1, 2023:

Season Start Date	Room Type	Rate
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Effective date- December 31, 2022	Standard King	\$109/Night
Effective date- December 31, 2022	Standard Queen/Queen	\$129/Night
Season Start Date	Room Type	Rate
January 1, 2023 - March 31, 2023	Standard King	\$109/Night
January 1, 2022- March 31, 2023	Standard Queen/Queen	\$119/Night
April 1, 2023 – May 1, 2023	Standard King	\$129/Night
April 1, 2023 – May 1, 2023	Standard Queen/Queen	\$149/Night

Group Room Reservations (paid by Mines) rates will vary depending on the season start date. To qualify for a Group Room Block, 10 or more rooms for the same night.

These rates are **NON-LAST ROOM AVAILABILITY** and are net **non-commissionable**. These rates do not include applicable state and local taxes. Throughout the next year we will review the volume of room nights actualized by Colorado School of Mines. The Fairfield by Marriott – Denver West/Federal Center reserves the right to re-evaluate your productivity quarterly to see if your volume continues to warrant this discount.

Banquet Event Rental:

Event Rooms: Hotel shall make the following reservations of meeting space(s) for the Event:

Room	Setup	Fee
Federal Meeting Room	Max Capacity (43 people): U-Shape: 18 people Conference: 20 people Classroom: 26 people Banquet: 40 people Theatre: 43 people	\$400 (Includes A/V, Standard Beverage Service)

Hotel reserves the right to assign and change specific Event space at its discretion. Group must obtain final approval from Hotel before publishing function room names, time and dates.