

HAMPTON INN DENVER WEST-GOLDEN CONTRACT DETAILS:

List of Services:

- Individual and Group Room reservations (paid by Mines)
- Room Block Reservations (paid by guest)
- Banquet Event Rental (Facilities)
- Discounted reservations to Mines adjacent persons/prospective students/other Mines visitors – (paid by guest)

Individual and group room reservation Details:

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

- King Study with sofa bed and desk/office area - occupancy 3
- King Accessible + Roll-in Shower – occupancy 3
- King Accessible + Accessible Tub – occupancy 3
- Double Queen Standard – occupancy 4

How far in advance should Mines request a room reservation?

- Individual room reservations may be requested at any time, with no advance notice.

Block reservation Details

How many rooms can Mines reserve at one time?

- Up to 40 guest rooms may generally be reserved at any one-time, additional rooms may be requested and approved depending on availability and market.

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

- One requestor may generally reserve up to 40 guest rooms at any one-time, additional rooms may be requested and approved depending on availability and market.

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

- 5 or more guest rooms constitute a block – exception may be made for group blocks of less than 5 rooms depending upon availability and market.

How far in advance should Mines request a room block?

- Group room reservations should be requested as soon as Mines has knowledge of the group room needs, but generally no less than 3 days in advance of stay.

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

- King Study with sofa bed and desk/office area - occupancy 3

- King Accessible + Roll-in Shower – occupancy 3
- King Accessible + Accessible Tub – occupancy 3
- Double Queen Standard – occupancy 4

Banquet facility Details:

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

- 2 banquet rooms –subdivide into 3 banquet rooms
 - Executive Boardroom
 - 288 square feet
 - Occupancy 12
 - Lookout Mountain Ballroom
 - 1089 square feet
 - Occupancy depending on set style
 - Buffalo Bill Room and Lookout Mountain Room
 - Subdivided Lookout Mountain Ballroom
 - 544 square feet each
 - Occupancy depending on set style

How far in advance should Mines request a banquet room?

- As soon as Mines has knowledge of the need for a banquet room, but generally not less than 3 days prior.

Do you offer catering?

- No

Can external catering be arranged?

- Yes, Hampton Inn will provide tables/linens/waste receptacles as well as water/coffee service.

CANCELLATION DETAILS:

In the unlikely event that the Group finds it necessary to cancel the Event at the Hotel, Group realizes that it will create a loss for the hotel that will be difficult to calculate. Therefore, Hotel and Group agree that liquidated damages will be charged based on the time to arrival of the cancellation.

- Cancellation by Group occurring 30 to 60 days prior to arrival, liquidated damages in the amount of twenty-five percent (25%) of Function Space Charges.
- Cancellation by Group occurring 8 to 30 days prior to arrival, liquidated damages in the amount of fifty percent (50%) of Function Space Charges.
- Cancellation by Group occurring 0 to 7 business days prior to arrival, liquidated damages in the amount of ninety percent (90%) of Function Space Charges.

Should the Group rebook the scheduled event within 180 days of cancellation, the cancellation damages will be waived and any amount pre-paid for the scheduled event will be applied to the balance of the rebooked event.

NO SHOW CHARGE: Individual guaranteed reservations that “no show” will forfeit one-night room and tax to be charged to guaranteed credit card. A “no show” is defined as a reservation that is not cancelled through communication the Hotel or to the Central Reservations Department and does not arrive to check-in. For reservations guaranteed by the Group Master, a one night’s room and tax charge will be posted to the Group Master for each “no-show” reservation. All guaranteed reservations are held for one night (without occupancy) and not for the entire length of stay. Once that reservation is counted as a “no-show” the room will be released back for general sale. Standard cancellation policy for individual reservations is 48 hours prior to the arrival time of the reservation.

PRICE DETAILS:

A. Individual and Group Room reservations (paid by Mines)

- I. For Individual reservations, Hampton Inn Denver West- Golden is offering the following discounted rates:
 - o 15% discount every day on Best Available Rate at time of booking with annual signed “Individual Preferred Rate Agreement” signed once for all reservations throughout the year.
- II. Group Room reservations pricing to be negotiated at the time of booking depending on availability and market. Preferred pricing and concessions, such as waived parking fees to be offered to Colorado School of Mines.

B. Room Block Reservations (paid by guest)

- I. Group Room Block Reservations to be negotiated at the time of booking depending on availability and market. Preferred pricing and concessions, such as waived parking fees to be offered to Colorado School of Mines.

C. Banquet Event Rental (Facilities)

- I. 30% Discounted banquet event rental as follows:
 - o Executive Boardroom - \$100 per day – or waived with group room block reservations actualizing 10 room nights
 - o Lookout Mountain Ballroom - \$300 per day – or waived with group room block reservations actualizing 20 room nights
 - o Buffalo Bill Room/Lookout Mountain Room \$200 per day – or waived with group room block reservations actualizing 15 room nights.

D. Other: Discounted reservations to Mines adjacent persons/prospective students/other Mines visitors – (paid by guest)

- I. Every day 10% discount off of Best Available Rate to Mines Adjacent

Persons –No contract agreement necessary.