



S-A-M-P-L-E

ROOMING BLOCK AGREEMENT

A minimum of five rooms is required to create a grouped block of guest rooms with a specific rate. For any weekend night, a two-night minimum is required for all room blocks. *Weekend* nights, as defined by The James Madison Inn, are Friday and Saturday evenings.

Group Name: Doe-Smith Wedding **Total # of Rooms:** 19

Block Arrival: Friday, January 12, 2030 **Block Departure:** Sunday, January 14, 2030

Block Contact: Jane Doe **Contact's Affiliation:** Mother of the Bride

Address: 123 Marriage Lane **Phone:** 706-555-1234

Madison, GA 30650 **Email:** janedoe@gmail.com

	King	Queen	King + Daybed*	Accessible King	Grand Suite	Totals
Quantity Blocked	13 of 13	1 of 1	2 of 2	1 of 1	2 of 2	19
Negotiated Daily Rate	\$1.00	\$1.00	\$1.50	\$1.00	\$2.00	\$34.00
# of Nights	2	2	2	2	2	\$68.00

A *guaranteed* reservation is one which has a credit card account number attached. A *released* reservation is one which is removed from the original block of rooms, and is ineligible for the discounted group room rate. All rooms remaining in a block need to either be guaranteed or released 60 days prior to the block arrival date. It is the responsibility of the undersigned party to guarantee or release any remaining reservations in writing from the block before 1/18/2012. Any unassigned rooms remaining in the block 59 days or fewer to the arrival date, will be considered guaranteed and under the financial responsibility of the undersigned party. All assigned and guaranteed reservations made within the block are considered a special event reservation and are subject to a 30-day cancellation policy.

In order to hold the block of rooms, a credit card is required to guarantee the rooms. Please provide the desired credit card information below with which you would like to secure the block:

Name on CC: _____ CC Type: AMEX MC VISA DISC

CC Number: _____ Exp. ____ / ____

- Attendees are required to provide their own form of payment for room charges. For any reservation that is not guaranteed to individual attendees or released by the group contact, will be guaranteed by default to the credit card listed above.
- Attendees' room charges will be secured to a group master account. Any block where attendees' charges are secured to a group master account, where an alternate group form of payment is not provided prior to the departure date, charges will be placed on the credit card listed above.

With a commitment to 16-19 rooms, a 5% non-refundable deposit of the total room revenue is required. If you and your guests use every room in your room block for the two-night stay, we will allow the deposit to be applied to your room charges. Please complete and return this signed agreement with a 5% deposit of \$3.40 to hold the block of rooms. If a check is not received with the signed agreement, the deposit will be taken on the credit card listed above.

_____ _____

Contact's Signature Date

* King + Daybed room rate is based on triple-occupancy. All other room types are based upon double-occupancy. Accommodations for additional persons may be arranged in any room type whereby an additional fee apply.