



October 24, 2019

Rebecca Brettingham-Filice  
2394 Gatine Bee Street  
London, ON

RE: Dance Extreme

Dear Rebecca,

Thank you for booking the **guestrooms for your event Dance Extreme** at Four Points by Sheraton Hotel & Suites London.

We are located just 1 km north of Highway 401 and directly across from White Oaks Mall. For the convenience of our guests, we have a large heated indoor swimming pool (pool hours 6:30am-10:00pm) with an outdoor sundeck, Japanese Garden, fully equipped fitness room, guest laundry, dry cleaning services and ample free parking. For casual dining, enjoy Vic's on Wellington or relax in Bentley's Lounge & Patio every day. Our onsite Starbucks Outlet is open daily from 6:30am. Guaranteed check-in time is 3:00pm. Check-out time is 12:00 noon.

Attached is your group booking agreement. **Please review, sign the acceptance and return to me by October 23rd 2019.**

We look forward to your participants arrival. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

**Jan Griffith**

Jan Griffith  
Sales Coordinator



For hotel use:  
MH  
Folio #:

1150 Wellington Road South, London ON N6E 1M3 519-681-0600

## **TEAM/GROUP ROOMS BOOKING AGREEMENT**

**DATE:** October 24, 2019  
**ORGANIZATION:** Dance Extreme  
**ADDRESS:** 2394 Gatine Bee Street, London, ON

Contact: Rebecca Brettingham-Filice	Email: info@danceextreme.com	Phone :519-871-3796
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### **BEDROOM SPECIFICATIONS:**

<b>MONTH/YEAR:</b>	<b>F E B R U A R Y 2 0 2 0</b>
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DAY DATE	Fri 28	Sat 29		RATE PER NIGHT Canadian Dollars
Superior Guestroom 1 King Bed	16	16		\$ 167.00
Superior Guestroom 2 Queen Beds	6	6		\$ 177.00
Deluxe Suite 1 King Bed with pullout sofa bed	8	8		\$ 197.00
Deluxe Suite 2 Double Beds with pullout sofa bed				\$ 207.00
<b>Total Bedrooms</b>	<b>30</b>	<b>30</b>		

**Marriot Bonvoy Rewards Number: 084406537**

### **Total Room Nights: 60**

The above rates are quoted in Canadian funds and are subject to 4% MAT (Municipal Accommodation Tax) 13% HST. The rate is per room, per night and is net, non-commissionable.

### **NO-SHOW POLICY / EARLY DEPARTURE**

Individuals with guaranteed reservations, who fail to arrive on the confirmed date without **72 hrs notice**, will be charged at the Group rate for one (1) nights. Early departures will be charged 50% of the room rate for the remainder of their confirmed length of stay.

### **BEDROOM RELEASE DATE: January 28<sup>th</sup> 2020**

The Hotel will release the remaining portion of your bedroom block to our Reservations Office for resale on the Bedroom Release Date. The Hotel will accept reservations after the aforementioned date, on a space available basis, however, guests may not benefit from the contracted rate.

### **RESERVATIONS PROCEDURE:**

All reservations must be guaranteed to a credit card. All reservations must be confirmed by January 28<sup>th</sup> 2020. Individual team families to call the hotel at 519-681-0600 and mention the event name Dance Extreme when confirming their reservation.

### **CHECK-IN / CHECK-OUT TIMES**

Check-in time is after 3:00pm. Checkout time is prior to Noon.

### **CODE OF CONDUCT**

To ensure a safe and quiet stay for your group delegates and fellow hotel guests, the hotel requires:

- In adherence to fire regulations, a maximum of 8 people are allowed in a suite at one time.
- Corridors are to be kept clear at all times – furniture must stay in the guest rooms. We absolutely do not allow buffet set ups in the hallways. In addition, the use of electrical appliances to cook or warm food is strictly prohibited. No alcoholic beverages are permitted in any of the common areas including, but not limited to: hallways, lobby and pool area.
- All bedroom doors are to be kept closed after 10:00pm

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- The noise level is to be kept to an acceptable minimum after 10:00pm. Should a noise complaint be received, the following action will be taken:  
**First Warning:** A verbal warning by the Duty Manager, Security, or designated hotel representative.  
**Second Warning:** All unregistered guests will be cleared from the room.  
**Final Warning:** If a complaint is made regarding disorderly, loud, obscene actions &/or behaviour, you & your guest(s) will be evicted from the Hotel. You will be charged &/or your deposit will be forfeited for any damages in the form of replacement costs, additional cleaning &/or any loss of revenue.
- Any and all damages caused to the hotel or its property by any member of your group or people associated with them will be charged and paid by the person(s) responsible. Costs are to be determined by the Duty Manager of the hotel.
- Children 16 and under must be accompanied by an adult to our pool and fitness areas.
- Children under 18 cannot be left in any area of the hotel without adult supervision.
- No guest room keys shall be given to any children unless accompanied by an adult. Children are not allowed to wander freely in the hotel.
- Shoes are to be worn at all times in common areas.
- No sporting activities shall be played in any common area of the hotel, including the hallways, or guest room at any time.

#### **CANCELLATION CLAUSE**

**This function will be considered definite, once a signed copy of this contract has been returned to the hotel. The number of anticipated room nights has been taken into consideration in establishing and providing competitive rates for your group. In the event that any guestroom blocks as outlined in the contract are cancelled, significantly reduced in size (greater than 20% of the contracted figures) or taken off property the following cancellation policy will apply:**

The cancellation penalty will be equal to the estimated amount of any contracted guestroom revenue. It is agreed that the following schedule shall represent the cancellation policy of the Four Points Sheraton London.

**15-29 days** Prior to the arrival and/or event date **65%** of Contracted Guestroom Revenues

**4-14 days** Prior to the arrival and/or event date **75%** of Contracted Guestroom Revenues

**3 days or fewer** Prior to the arrival and/or event date **100%** of Contracted Guestroom Revenues

Individual reservation cancellations will be permitted up to a maximum of 20% of the contracted figures if received by the hotel no later than 72 hours prior to the day of arrival. After this time full payment of the contracted guestroom revenue for the duration of the dates agreed upon will be charged.

#### **EARLY DEPARTURE**

The individual will be responsible to assume charges and applicable taxes for 50% of the total room cost for each night cancelled for the duration of the booking.

#### **CONDITIONS OF ACCEPTANCE**

##### **CONFIRMATION**

This booking is being held on first come, first serve basis. Please confirm your desire to hold DEFINITELY the space outlined in this contract on or before **October 23rd 2019** by signing below and returning this contract to the Hotel. Should your contract be remitted after the deadline, the Hotel reserves the right to re-visit and re-negotiate the rates, bedroom block and function space originally allocated to your group on a tentative basis.

##### **HOTEL'S RIGHT TO CANCEL**

Four Points Sheraton Hotel & Suites London reserves the right to cancel this contract in its entirety for the following reasons:

- Four Points by Sheraton Hotel & Suites London determines that, through either fraud or misrepresentation, the nature, purpose or basis for your use of the Hotel is other than has been specifically represented to the Hotel.
- Your failure to pay in accordance with the terms of this agreement, your insolvency, the making by your Company of a transfer or assignment for the benefit of creditors, whether by fraudulent or legitimate means, or the voluntary or involuntary filing of Bankruptcy.
- For impossibility of Four Points Sheraton Hotel & Suites' performance attributable to labor troubles, disputes or strikes, accidents, government (federal, state and municipal) regulation of or restriction upon travel or transportation, non-



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availability of food, beverage or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control to the Hotel preventing or interfering with the Hotel's performance.

### **ACCEPTANCE**

**FOUR POINTS HOTEL & SUITES LONDON** and Dance Extreme will officially accept this Agreement, upon signature of the authorized representative of each. Please note that both parties prior to acceptance must initial changes made to this proposal. It is our understanding that the undersigned is empowered by the team to accept this agreement.

DATE(S): **Febraury 28<sup>th</sup>-March 01<sup>st</sup> 2020**

	<b>CONVENER</b>	<b>HOTEL</b>
<b>NAME</b>	<b>REBECCA BRETTINGHAM-FILCE</b>	<b>JAN GRIFFITH</b>
<b>TITLE</b>		<b>Sales Coordinator</b>
<b>SIGNATURE</b>		<b>Jan Griffith</b>
<b>DATE</b>		<b>October 11<sup>th</sup> 2019</b>