



CHAUTAUQUA LAKE · CELORON, NEW YORK

### Group Rooms & Event Contract – REV6

8/14/2023

UNYOC of MLA  
Lorraine Porcello, MSLIS, MSIM  
University of Rochester Medical Center  
601 Elmwood Ave  
Rochester, NY 14642

Re: UNYOC of MLA, Wednesday, October 23, 2024, through Friday, October 25, 2024

Dear Lorraine,

The Chautauqua Harbor Hotel and UNYOC of MLA agree upon acceptance of this contract, that UNYOC of MLA will hold the below rooms at the Hotel pursuant to the terms of this contract.

**Group Room Accommodations/Group Room Rates:**

**Arrival Date:** Wednesday, October 23, 2024  
**Departure Date:** Friday, October 25, 2024  
**Total Room Nights:** 100

	Wed 23 Oct	Thu 24 Oct
Queen Double Lake \$118.00	15	15
Queen Double Lake ADA \$118.00	1	1
Queen Double Lake Patio \$118.00	11	11
King Lakeview \$118.00	12	12
King Lakeview ADA \$118.00	1	1
King Lakeview Patio \$118.00	10	10

\*Current Govt. Per Diem Rate of \$98 plus \$20 upgrade to Lake View

\*\*If Govt. Per Diem Rate changes in 2024, the Room Rate will be adjusted to reflect the change in base rate; however, the \$20 upgrade will remain the same

\*\*\*Individuals that do not qualify for the Govt. Per Diem will be charged a base rate of \$159 per night

- Reservations after September 23, 2024, will be provided based on space and rate availability
- Rates do not include 8% New York State Sales Tax and 5% Occupancy Tax
- Rates are based on single/double occupancy
- Check-in time is 4 pm, Check out time is 11 am
- Complimentary parking for overnight guests
- Complimentary Wireless Internet throughout the facility

## **Incentives**

**Based on the projected Room Night consumption of 100 Room Nights in 2023 and 100 Room Nights in 2024, your group would be eligible to pick 3 of the below:**

- One complimentary room per 25 room nights consumed
- One Complimentary overnight stay for planner on a return visit
- Complimentary coffee break
- Complimentary snack break
- Upgraded snack break
- Complimentary dedicated concierge
- Complimentary flip charts
- Two complimentary tickets for planner to one of our special events
- One complimentary suite - minimum 51 room nights consumed
- Complimentary amenity for all attendees – minimum 75 room nights consumed

**When contracting with one or more of our Harbor Hotels for an additional meeting within an 18-month period (minimum 150 room nights consumed collectively), you may choose 4 Rewards including one of the following as part of the four:**

- Complimentary welcome reception
- Complimentary on-site wine tasting from a local winery
- Complimentary lake or riverboat cruise for up to 50 guests

## **Master Group Room Reservation:**

**Reservation Due Date: September 23, 2024**

**Deposit Information: Equal to First Night's Room and Tax**

*We will hold 50 rooms per night for your above-mentioned group upon receipt of signed contract and completed Direct Bill application. Individual reservations must be provided by September 23, 2024.*

## **Master Group Rooms Cancellation/Attrition:**

*Group is allowed to release only 20% total from existing group room reservation, detailed in this contract without a penalty charged prior to **September 23, 2024**.*

*At the time the contract is signed, and deposit received you are responsible for 80% of the original room reservation.*

*After **September 23, 2024**, you will be responsible for any cancellations or changes, and 100% of the rooms booked.*

*Attrition charges will apply if the group picks up less than 80% of original reservation. Chautauqua Harbor Hotel will not charge for guestrooms released that we are able to resell.*

*Rates may be renegotiated by the Hotel if the group pickup is less than 80% of the original reservation.*

**GUEST PAYMENT ARRANGEMENTS**

- Room charges will be
  - Paid by individuals; charges must be paid in full prior to the guest’s departure
  - Charged to Group’s Master Account
- Incidental charges will be
  - Paid by individuals; charges must be paid in full prior to the guest’s departure
  - Charged to Group’s Master Account
- Tax-Exemption Status
  - Group is NOT Tax-Exempt
  - Group is Tax-Exempt and will provide a Group Tax-Exempt Form
  - Individuals are responsible to provide their own Tax-Exempt Forms

**Billing Information:**

Please complete the included **Direct Bill application** and return with this signed contract.

**Commission:**

The Hotel will not pay a commission on any rooms consumed in this contract.

**100% Non-Smoking:**

The Hotel is 100% non-smoking. A \$250 fee will be charged to the credit card on file if it is determined that smoking occurred in the guest room.

**Walk Policy:**

In the unlikely event that the Hotel is unable to accommodate one of your guests who has properly reserved a room, the Hotel will arrange for each walked guest: accommodations at a comparable nearby hotel, payment for the first night’s stay at the hotel, complimentary transportation between the two hotels and if possible, arrange for each walked guest to stay at the Hotel as quickly as rooms become available at the Hotel during your scheduled stay.

**EVENT INFORMATION**

Date	Times	Description	Location	Setup	Guests
10/23/2024	1:00 PM-5:00 PM	Meeting	Lakeview Room	Crescent Rounds	20
10/23/2024	2:30 PM-2:45 PM	PM Break	Pre-Function Area	Reception	20
10/23/2024	5:00 PM-6:00 PM	Registration	Pre-Function Area	Registration	2
10/23/2024	6:00 PM-8:00 PM	Reception	Pre-Function Area	Reception	50
10/24/2024	7:30 AM-8:45 AM	Registration	Pre-Function Area	Registration	2
10/24/2024	7:30 AM-4:00 PM	Exhibits	Pre-Function Area	Tabletop (15 ea.)	15-30
10/24/2024	7:30 AM-8:45 AM	Breakfast	Park Room	Banquet Rounds	75
10/24/2024	8:45 AM-5:00 PM	Meeting	Lakeview-Richmond	Crescent Rounds	75
10/24/2024	10:00 AM-10:30 AM	AM Break	Pre-Function Area	Reception	75
10/24/2024	12:00 PM-1:00 PM	Lunch	Park Room	Banquet Rounds	75
10/24/2024	2:00 PM-2:30 PM	PM Break	Pre-Function Area	Reception	75
10/24/2024	6:00 PM-8:00 PM	Reception	Lakeview-Richmond	Banquet Rounds	75
10/25/2024	7:30 AM-8:45 AM	Breakfast	Richmond Room	Banquet Rounds	65
10/25/2024	8:45 AM - 12:00 PM	Meeting	Lakeview Room	Crescent Rounds	65
10/25/2024	10:30AM - 10:45 AM	AM Break	Pre-Function Area	Reception	40
10/25/2024	12:00 PM - 1:00 PM	Exec. Mtg./Lunch	Columbia Room	Conference	12

10 Dunham Ave Celoron, NY 14720  
[www.theChautauquaHarborHotel.com](http://www.theChautauquaHarborHotel.com)

**Event Itinerary**

**Itinerary for Wednesday, October 23, 2024**

Function: **Meeting & Break**  
Location: **Lakeview Room (1/4 of Ballroom), and Pre-Function Area**  
Setup: **Banquet & Crescent Rounds, and Reception style**  
Itinerary: 

<u>Time</u>	<u>Description</u>	<u>Services</u>
1:00 PM	Guests arrive	
1:00 PM	Meeting	
2:00 PM	PM Break	Not Quite Happy Hour
5:00 PM	Guests depart to Registration	

Function: **Registration & Reception**  
Location: **Pre-Function Area**  
Setup: **Tabletop Exhibitors, and Reception style set-up**  
Itinerary: 

<u>Time</u>	<u>Description</u>	<u>Services</u>
5:00 PM	Guests Registration	
6:00 PM	Reception (2 Hour)	Cash Bar/Unlimited Hors d' Oeuvres
8:00 PM	Guests Depart	

**Itinerary for Thursday, October 24, 2024**

Function: **Registration/Meeting/Meals**  
Location: **Lakeview-Richmond Room, Park Room, Pre-Function Area**  
Setup: **Tabletop Exhibitors, Banquet & Crescent Rounds, and Reception style set-up**  
Itinerary: 

<u>Time</u>	<u>Description</u>	<u>Services</u>
7:30 AM	Guests arrive	
7:30 AM	Hot Breakfast Buffet	AMP
10:00 AM	Mid-Morning Coffee Break	AMP (Add pastries/muffins)
12:00 PM	Deli Buffet	Deli Buffet
2:00 PM	Afternoon Break	AMP
5:00 PM	Guests depart	

Function: **Reception & Dinner**  
Location: **Lakeview-Richmond Rooms, Pre-Function area, and Columbia Boardroom**  
Setup: **Banquet Rounds**  
Itinerary: 

<u>Time</u>	<u>Description</u>	<u>Services</u>
6:00 PM	Guests arrive	
6:00 PM	Cash Bar	
7:00 PM	Dinner (Buffet)	Celoron Park Dinner Buffet
11:00 PM	Guests depart	

## Itinerary for Friday, October 25, 2024

Function: **Meeting & Meals**

Location: **Lakeview-Richmond**

Setup: **Banquet & Crescent Rounds, and Reception style**

Itinerary:	<u>Time</u>	<u>Description</u>	<u>Services</u>
	7:30 AM	Guests arrive	
	7:30 AM	Breakfast (Buffet)	Breakfast Buffet
	10:30 AM	AM Break	Lively-Yet-Light
	12:00 PM	Guests depart	

Function: **Executive Meeting**

Location: **Columbia Boardroom**

Setup: **Conference**

Itinerary:	<u>Time</u>	<u>Description</u>	<u>Services</u>
	12:00 PM	Guests arrive	Lunch Service
	1:00 PM	Guests depart	

### **Food and Beverage:**

*All food and beverage will be provided by the Chautauqua Harbor Hotel and shall be consumed on its property. If you have any special food requests the Hotel will do its best to accommodate your request. The Food and beverage arrangements will be described in detail on the Banquet Event Order (BEO) which will be developed in consultation with the Chautauqua Harbor Hotel's event coordinator **Natalie Butcher**, at least ninety (90) days before the date of the event. The Chautauqua Harbor Hotel shall submit to you a final BEO. The estimated price will be adjusted to reflect the final arrangements.*

*Alcoholic beverages shall be dispensed only by the Chautauqua Harbor Hotel employees and shall be consumed only on its property. Alcoholic beverage sales are regulated by the State of New York, Chautauqua Harbor Hotel as a licensee is responsible for administration of these regulations. It is a policy that no liquor, beer, or wine may be brought into the facility from outside sources. The Hotel will request proper identification to verify age before serving any person alcoholic beverages. The Chautauqua Harbor Hotel reserves the right to refuse service to any person who does not display proper identification or who appears to be intoxicated.*

### **Guest Count and Guarantee:**

*At time of booking an estimated number of guests will be required. This number will be considered your base number of guaranteed guests. **You will be allowed to vary no more than (10%) below the guest count listed on your contract.** This will be noted as your minimum guaranteed number of guests. A final guarantee is required seven (7) business days prior to your event.*

*If attendance falls below the guaranteed number of guests, the customer will be charged the guaranteed amount. If a guarantee is not received the Hotel will prepare and charge for the number of guests originally estimated at time of booking.*

### **Deposit and Payments Information:**

*No date will be considered confirmed until the Chautauqua Harbor Hotel has received this signed contract. The Chautauqua Harbor Hotel requires a deposit OR approved Direct Bill Application on all banquet event orders which will be taken upon completion and agreement with UNYOC of MLA.*

10 Dunham Ave Celoron, NY 14720  
[www.theChautauquaHarborHotel.com](http://www.theChautauquaHarborHotel.com)

*This deposit will be applied to your final bill at full value. This deposit of \$4,645.53 will be held by The 1000 Islands Harbor Hotel until the conclusion of UNYOC of MLA's 2023 event and then applied to the 2024 event at The Chautauqua Harbor Hotel.*

***Sixty (60) days prior to the event on August 16<sup>th</sup>, 2024, The Chautauqua Harbor Hotel will require an additional 50% non-refundable deposit which is due on the remaining balance of anticipated Food & Beverage value and the Group Block value.***

*Payment of the balance is due 7 days prior to the day of your event unless prior credit arrangements have been made for Direct Billing. Final payment will be based on the actual number of guests OR the guaranteed number of guests, whichever is greater.*

*Guaranteed guest count is due seven (7) days prior to the event.*

**Tax Exempt Groups:**

*To qualify for tax exemption, a copy of your New York State tax-exempt certificate must be on file at the Hotel one month prior to the date of arrival.*

*In many cases tax-exempt status may only apply to an organization and not an individual. In this situation the tax-exempt organization must pay for the entire group and all expenses as one master bill. Should individuals be responsible for their own charges, they must be qualified for tax-exempt status as an individual (ex. government employee). The Hotel then requires that each individual guest have a separate appropriate tax exemption certificate upon check-in.*

**Sales Tax and Service Charges:**

*Twenty percent (20%) service charge will be added to all food and beverage. Fifteen percent (15%) of which is to go to wait staff, and where applicable bus persons and/or bartenders engaged in the function and five percent (5%) for supervisory, sales personnel, and administrative. Eight percent (8%) New York State sales tax will be added to food, beverage, rental, and service charge.*

**Preliminary Billing Summary (projected):**

Item	Qty	Price	Ext. Price
<b>Meeting 23 Oct</b>			
Lakeview	1	750.00	375.00
<b>Break 23 Oct</b>			
Pre-Function	1		
Not Quite Happy Hour	20	17.95	359.00
<b>Registration 23 Oct</b>			
Pre-Function	1		
<b>Reception 23 Oct</b>			
Pre-Function	1		
#2 - 2 Hr. Cash Bar & Unlimited Hors D'oeuvres	50	35.95	1,797.50
Bar Setup	1	60.00	60.00
<b>Registration 24 Oct</b>			
Pre-Function	1		
<b>Exhibits 24 Oct</b>			
Pre-Function	1		

10 Dunham Ave Celoron, NY 14720  
[www.theChautauquaHarborHotel.com](http://www.theChautauquaHarborHotel.com)

<b>Meeting 24 Oct</b>			
Affordable Meeting Package	75	58.95	4,421.25
Beverage Refresh + 2 Dz. Pastry/Muffins	2	24.00	48.00
Deli Buffet			
Afternoon Break (Aff. Mtg. Package)			
Park Room (Phoenix-Pagoda)			
<b>Reception &amp; Dinner 24 Oct</b>			
Lakeview-Richmond	1	1500.00	Waived
Custom Dinner Buffet	75	39.95	2,996.25
Bar Setup	1	60.00	60.00
<b>Meeting &amp; Meals 25 Oct</b>			
Lakeview-Richmond	1	375.00	375.00
Breakfast Buffet	65	17.95	1,166.75
Lively Yet Light	40	13.95	558.00
<b>Executive Meeting 25 Oct</b>			
Columbia Boardroom	1	500.00	Waived
Lunch Service	12	20.95	251.40
	<b>Subtotal</b>		<b>12,468.15</b>
	<b>Service Charge</b>		<b>2,493.63</b>
	<b>Grand Total</b>		<b>14,961.78</b>

***\*The Chautauqua Harbor Hotel will Guarantee 2023 Food & Beverage pricing based on current published Catering menus***

**Cancellation:**

*If it becomes necessary for you to cancel for any reason, the Chautauqua Harbor Hotel will retain all deposits and payments previously paid. You agree that a cancellation constitutes a breach of your obligations to the Chautauqua Harbor Hotel and that the retention of the deposits and payments as cancellation fee is fair and reasonable.*

**Responsible Parties:**

*The Hotel agrees to indemnify and hold harmless the Group and/or its guests, from and against all claims, losses, liabilities, and damages, including without limitation amounts paid in settlements, reasonable costs of investigation and reasonable fees of counsel, arising out of or caused by the gross negligence or willful misconduct of the Hotel in connection with the use of services or use of the Hotel facilities. The Group shall not have waived or be deemed to have waived by reason of this paragraph any defense, which it may have with respect to such claims.*

**Resolution of Disputes:**

*The parties acknowledge and agree that this agreement shall be deemed a contract made under the laws of the State of New York and shall be construed and enforced in accordance with and governed by the law of the State of New York. The parties agree that in the event of legal action concerning matters related to this contract, any litigation shall be brought only in Chautauqua, County New York, and action be commenced.*

**Miscellaneous Provisions:**

*This contract is the entire agreement between parties, superseding all prior proposals both oral and written, negotiations, representations, commitments, and other communications between the parties, and may only be supplemented or changed in writing, signed by representatives of both parties.*

*No representative of the Chautauqua Harbor Hotel has been or is authorized to make any representation, which varies from the express terms of this contract, though this contract may be supplemented or amended in writing.*

**Non-Performance:**

*The performance of this contract between the Chautauqua Harbor Hotel and UNYOC of MLA is subject to, but not limited to, acts of God, war, epidemic, terrorism, riots, national emergencies, pandemic, labor strikes, government requisitions, restrictions on supplies or commodities, civil disorder, non-availability of food, beverages or supplies, curtailment of transportation by Federal or State mandate which would make it illegal, inadvisable or impossible to perform the obligations under this contract. Should any of these events occur, having the effect or preventing registrants/attendees from attending, the Chautauqua Harbor Hotel or UNYOC of MLA has the right to terminate this contract without penalty for any one of such reasons above by written notice upon which all deposits will be returned.*

**Authority:**

*The persons signing this contract on behalf of the Chautauqua Harbor Hotel and Group each warrant that they are authorized to make agreements and to bind their principals to this agreement.*

**Acceptance:**

*This contract will be deemed accepted only after a representative of Group has signed it and thereafter signed by a representative of the Hotel.*

*Acceptance may be made by email or facsimile transmission and this contract may be executed in one or two counterparts, each of which when executed shall be deemed to be an original, and all of which shall be deemed to be the same agreement. **This contract will only be deemed valid until Monday, August 21<sup>st</sup>, 2023.***

---

*Lisa DeSantis* *Director of Sales* *Date*

---

*Lorraine Porcello, MSLIS, MSIM* *Group Contact* *Date*