



welcome to **hampton inn Toledo.**

June 13, 2018

Ms. Lori Lee Burkholder

Event: OSAPS guest rooms

Dear Ms Burkholder,

Thank you for selecting the Hampton Inn & Suites Toledo Westgate for your upcoming guest room accommodations. We provide our travelers a warm and inviting "home away from home." Some of our amenities include:

- Free hot breakfast offered daily, allowing your guests to start their day off right without an additional charge.
- Free high-speed and Wireless Internet access in the lobby and all guestrooms, allowing your guests to easily stay connected to their customers and family while at our hotel.

Based on your needs, I have outlined your group requirements below:

arrival	09/27/18	departure	09/29/18
----------------	----------	------------------	----------

Sleeping Rooms

Room Type	Rate	9/27	9/28	9/29
		Thursday	Friday	Saturday
Standard	\$114	40	40	c/o

The standard King guest rooms have a King bed with a sleeper sofa and the standard double guest rooms have two queen beds.

Agreement Details

Method of Reservation	Individual call-in
Billing Instructions	Individuals responsible for own charges
Cut-Off Date	Each sleeping room in your Room Block must be confirmed no later than September 6, 2018 . This date will be known as your " Cut-Off Date ." After the Cut-Off Date, you agree that Hotel may offer unused bedrooms held in your Room Block to other customers to reduce Hotel's losses. Confirmation of rooms after the Cut-Off Date will only be accepted based on availability and at the prevailing Hotel rate. To confirm a sleeping room within your Room Block, the sleeping room must be secured with a valid credit card provided by you or the guest attending your Event If all the sleeping rooms within your Room Block are confirmed using one credit card on or before the Cut-Off Date, you will be required to submit a rooming list containing the name of the guest who will occupy each sleeping room, along with the guest's address.
Taxes	Your group agrees to pay any and all applicable federal, state, municipal or other taxes, or applicable fees. In the State of Ohio, currently the sales tax rate is 17.25%.

Cancellation Policy

You may cancel this Agreement only by giving written notice to hotel. No cancellation fees will be owed for cancellation between date of signing and **28 days** in advance of the arrival, however the nonrefundable deposit (if any) will be retained by the Hotel.

By signing below, you agree and warrant that you are authorized to sign and enter into this Agreement on behalf of the Group, and if you are required to provide a credit card at time of contracting, you further authorize the Hotel to charge that initial credit card for the amounts indicated in this Agreement.

Best regards,
Keith Hayden
Sales Manager

Ms. Lori Lee Burkholder