



Holiday Inn Express and Suites Toledo West  
 3440 Secor Road  
 Toledo, Ohio 43606  
[www.hiexpress.com/toledowest](http://www.hiexpress.com/toledowest)

University of Toledo/OSAPS  
 Attn: Lori Benschoter  
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 419-530-4623

June 18, 2018

Thank you for your selecting the Holiday Inn Express and Suites Toledo West, the newest hotel in the Toledo Area, for your upcoming accommodations. We strive to deliver the best service possible while giving our travelers a warm and inviting “Home Away From Home”. Some of the amenities our hotel offers to our guests:

- Complimentary Express Start Breakfast every morning to ensure our guest’s day start off right.
- Complimentary Wireless Internet access throughout our entire hotel.
- Modern Lobby facilities with gathering spaces, charging stations and a business center.
- Indoor heated Saltwater Pool and Fitness Center
- Guest Laundry Facilities

**Sleeping Rooms Proposal:**

Room Type	Arrival	Departure	Rate	Total Rooms
Run of House – Standard	September 27, 2018	September 29, 2018	\$109.00/tax	30
King Suites	September 27, 2018	September 29, 2018	\$129.00/tax	4

**Agreement Details**

Method of Reservation	Individual Call In  Reservations by individuals may be made by calling our toll free number 1-888-HOLIDAY (888-465-4329), or direct number in Toledo (419-214-4700), or via the hotel website <a href="http://www.hiexpress.com/toledowest">www.hiexpress.com/toledowest</a> by the cut-off date listed below.
Billing Instructions	Guest on own
Arrival/Departure Times	Our guest check-in time is 3:00 P.M. It will be helpful if your members plan to arrive after that time. Every effort will be made to accommodate those guests who arrive at the Hotel prior to that time, but early-check cannot be guaranteed without prior approval.  Our guest check-out time is 11:00 A.M. We ask that all guests check out by this time.  Early Check-In/Late check-out may be offered upon request, based on availability, and, an additional fee may apply.  <b>Also note that every attempt will be made to honor special requests, however, they are requests and not guarantees.</b>
Cut-Off Date	Each Sleeping Room in your Room Block must be confirmed no later than September 6,. This date will be known as your group’s “Cut-Off Date”. After the Cut-Off Date, the hotel will release all unsecured rooms back into the Hotel’s general inventory. Reservations

	<p>after the Cut-Off Date will only be accepted on availability and at the prevailing Hotel Rate.</p> <p>All Group Room Reservations need to be secured with valid credit card provided by group contact or individual making reservation.</p>
Tax Exemption	Any group requiring a tax exemption must submit a tax exemption certificate (required by the State of Ohio) two weeks prior to the scheduled function or overnight stay; otherwise taxes will be charged as required by law. Tax exemption does not apply to individual room reservations.
Attrition	If group should cancel this contract/rooms, each guest is responsible for 1 nights room and tax to be charged to the card given at the time of reservation. This will be charged upon cancellation.
Force Majeure	Force Majeure. A party shall not be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or labor disputes, embargoes, government orders or any other force majeure event.
Conduct Policy	A policy of conduct form will be required to be signed upon check in. For group room check-in the primary contact will take responsibility for the entire group. For groups with individual pay, each guest will sign their own form. Copies of the form are available upon request.
Special Arrangements	Group conduct policy signed upon check in

***Thank you for selecting the Holiday Inn Express and Suites Toledo West.***

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Jennifer Mikolajczyk  
 Director of Sales  
 Holiday Inn Express and Suites Toledo West

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Lori Benschoter  
 OSAPS  
 Date: June 18, 2018

*To confirm as definite, please sign this agreement and return it to the Holiday Inn Express and Suites Toledo West no later than 3 business days from the date of this agreement. Contract will void and rooms will drop after 3 business days.*