



Hotel Indigo
 920 E. Northwest Highway
 Palatine IL 60074
 847-359-6900 847-358-4653
 Website: www.hotelschaumburg.com

Today's Date: Thursday, April 14, 2011
 Sales Person: Kasia Piotrowska
 Function Type Meeting

EVENT CONTRACT

GROUP INFORMATION

Organization Name: Palatine Township
 POST AS: Palatine Township
 Contact: Paul Pioch
 Title:
 Street Address:
 City, State, Zip: Palatine IL 60067
 Phone: 847-358-6135 Fax:
 Email: ppioch@palatinetownship.com

EVENT AGENDA

Conference/Banquet space has been reserved to meet the criteria for the following agenda:

DAY	DATE	START	END	FUNCTION	SETUP	ATTD	RENTAL
Monday	04/25/2011	07:00 PM	09:00 PM	Meeting	Theater	250	\$250.00

**FUNCTION ROOM
 &
 FOOD AND BEVERAGE POLICIES**

Menu selections and room set up requirements are required **no later than TWO (2) weeks prior to your event(s)**. The **final guarantee** of persons attending the event, **provided by the client**, is **due (72) business hours** prior to the start of the function. Should the client fail to communicate a final guaranteed number of guests **(72) business hours prior** to the above function(s), the above specified number of guests will be considered the final guaranteed number of guests. The Hotel will set and prepare 5% over the guarantee. Your final guarantee is not subject to reduction.

Attrition: Group agrees, based on the estimated number of guests to spend a minimum of \$N/A in food and beverage. This minimum does not include service charge, tax, labor, audio visual and any other miscellaneous charges incurred. Hotel Indigo assesses a customary service charge of 20% on all food, beverage, room rental, audio visual and miscellaneous services. Should your final count drop below the contracted number of guests as specified herein, we will be happy to advise you on alternative menu selections to achieve the agreed upon minimum for your event. Any remaining difference will be assessed as a room rental fee.

Should the need arise we reserve the right to relocate your function(s) to another room. We will make every effort to contact you in advance should this be the case. The Hotel reserves the right to inspect and control all private parties, meetings, receptions etc. being held on the premises, including termination of any event if any of the Hotel policies here outlined are violated. **The patron or participants shall bring no food or beverages, alcoholic or otherwise, into the Hotel from outside sources.** Clients who bring in outside food will be charged a \$1,000.00 penalty. No alcohol is permitted outside of the function room. All prices are subject to 20% gratuity and the prevailing state sales tax and other applicable taxes.

All federal, state, and local laws with regard to food and beverage purchases and consumption must be strictly adhered to. Prices are subject to change without notice by reason of increases in commodity prices, labor costs, taxes, or currency values. A service charge on food and liquor plus applicable state sales tax must be added to all functions.

The Hotel will not permit affixing of anything to the walls, floors, or ceiling of rooms with nails, staples, tape, or any other substances. Any damage incurred will be the responsibility of your organization/company.

Palatine Township - 04/25/2011

CONTRACT TERMS

BOX STORAGE AND HANDLING FEES

The hotel provides services for box storage, delivery, shipping & handling, which are available to groups and individuals at an additional charge. The Hotel Indigo will accept shipments no earlier than five (5) days prior to the arrival day of the event/convention. Please address all shipments to:

Hotel Indigo Schaumburg-North
920 E. Northwest Highway
Palatine, IL 60074
Attn: Guest Name"
"Name of Group"
"Arrival Date"

LABOR CHARGE: In the case on-site changes are requested, additional labor fees may be assessed.

FOOD & BEVERAGE: Because of market fluctuations, all prices are subject to change. Should our prices increase, written notification will be given. Outside food and beverage is prohibited and Hotel Indigo does not permit the removal of any foods provided by the hotel.

ROOM RENTAL: Room rental fees are determined upon original program details. Revisions from the original contract may necessitate a revision in room rental fees. Hotel Indigo assesses a customary service charge of 20% on all room rental.

SIGNAGE & BANNERS: Signs and banners are not permitted in the hotel lobby. In an effort to maintain appearances, the attachment of these items to function walls, floors, ceilings or curtains is also prohibited. Should these restrictions be of concern, please discuss them with your Catering Manager.

FUNCTION ROOMS: Function rooms are assigned according to the anticipated number of guests. The Hotel Indigo reserves the right to reassign function rooms in order to better accommodate all meetings and banquet functions and release function space, which has not been confirmed in writing, and no deposit has been received. All changes in function room assignments will be confirmed in writing with the meeting planner.

BILLING INFORMATION	
Deposit Due:	Credit Card#:
Amount: \$	Expiration Date:
Date Contract Due:	Individuals:
Tax Exempt Number:	
Master Account:	
Method of Payment:	

The above arrangements must be guaranteed by a major credit card. **The credit card below will be charged 72 hours prior to the event when the final guarantee number is given. If guarantee number has NOT been provided prior to the 72 hour business day period, the "Agreed" number given on the signed Banquet Event Order (BEO) or the signed contract will be considered as the final guarantee number and the client will be charged for that amount.**

I give Hotel Indigo permission to charge my credit card listed below.

Credit Card#: _____ Expiration Date: _____

Authorized Signature: _____

If you wish not to pay with a credit card, we will need to have a check with the estimated amount 72 hours prior to the event, when final guarantee number is given. The remaining balance must be paid on the day of the event.

CONTRACT TERMS

CANCELLATION OF FUNCTION SPACE

Cancellations: Hotel Indigo is holding the aforementioned space for the exclusive use by your group. Should the entire or partial program cancel, Hotel Indigo will collect as liquidated damages, fees according to the following schedule:

<u>Cancellation Prior</u>	<u>Total Estimated Revenue</u>
0 - 30 days	100%
31 - 90 days	80%
91 - 120 days	50%
121 or more days	30%

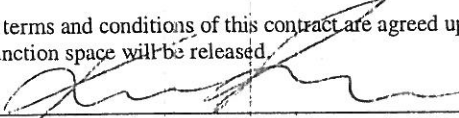
Indemnification: Client shall defend, indemnify and hold Hotel, harmless from and against all loss, expense (including, but not limited to reasonable attorney's fees and court costs arising from the enforcement of this indemnity), damage and liability resulting from claims for personal injury, wrongful death or property damage arising from or as a result of, any act or omission of Client and Client's agents, employees and/or invites in connection with Client's use of the Hotel pursuant hereto. This provision shall survive the performance or the earlier termination of this Agreement.

Attorneys Fees; Expenses: In addition to all other remedies that the Hotel may have at law or in equity, in the event that the Hotel files any suit or takes any other action to enforce any of the terms of this Agreement, the Hotel shall be entitled to recover from Client any and all expenses incurred by Hotel which are necessary or desirable for the court costs, and expenses and reasonable attorneys fees.


Clean Air Ordinance: Smoking is prohibited in all enclosed areas within Hotel. This includes: meeting rooms, conference rooms, hallways, stairs, restrooms, elevators, offices, company vehicles and all other enclosed facilities. Designated smoking areas are outside the entrance of Hotel, away from entrance doors.

Force Majeure: Neither party shall be responsible for failure to perform this contract, if circumstances beyond their control, including, but not limited to, acts of God, shortage of commodities or supplies to be furnished by the Hotel, construction delays or war in the United States make it illegal or impossible for the Hotel to hold the event. Should such an event occur and the contract is terminated, all monies paid prior to the event should be refunded back to the client.

If terms and conditions of this contract are agreed upon, please sign and return copy of the enclosed contract to the Hotel by 04/21/2011 or all function space will be released.



Sales Manager



Authorized Signature

DATE: 4-18-11

DATE: 4-14-11

Banquet Event Order

Hotel Indigo

920 E. Northwest Highway, Palatine, IL 60074
Phone 847-359-6900 Fax 847-358-4653

Function Date	Monday 04/25/2011	Room	DaVinci		
Organization	Palatine Township	Time	07:00 PM - 09:00 PM		
Contact - On Site	Paul Pioch -	Function Type	Meeting		
Address	Palatine, IL 60067	Catering Mgr.	Kasia Piotrowska		
Telephone	847-358-6135	Set For	250	Guarantee	
Post As	Palatine Township	BEO #	312071	Status	Tentative

ROOM/RENTAL/MISC FEES

Time	Qty	Menu	Unit	Total
07:00 PM	1	DaVinci (No Service Charge)	\$250.00	\$250.00

Set-Up

Theater for 250 ppl
Screen & small table for projector
Podium with microphone
Water Station
Waste Basket

Special Instructions

Client will bring own projector and laptop

Estimated Charges

Food	\$0.00	Room Rental	\$250.00	Service	\$0.00
Beverage	\$0.00	Staff	\$0.00	Tax	\$0.00
Audio/Visual	\$0.00	Miscellaneous	\$0.00	Total Charges	\$250.00

Payment Instructions

Payment Method

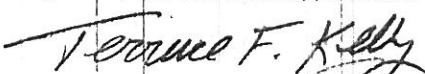
Accounting

Check #:

BEO Id 312071

I have read the above arrangements, attached Catering Policies. To confirm these arrangements, please review and sign each Banquet Event Order then return to the hotel by the . A deposit in the amount of \$0 is due on . Final Menu Due By: 04/18/2011. The final guarantee number of guests is due by 04/22/2011. Should the final guarantee not be received by this date, the above Set For number will be the basis for the billing charges. Food, Beverage, Audio/Visual and Rental Prices are subject to Service Charge and Sales Tax will be added to charges outlined above. The hotel reserves the right to relocate your function(s) to another room.

Client Signature



Title

Assessor

Date

4-14-11

Hotel Representative



Title

Catering Manager

Date

4-18-11