



**Sheraton**  
**Suites**  
**OLD TOWN ALEXANDRIA**

May 5, 2009

Darryl Dockins  
Mt. Vernon 50th Reunion  
501 Yellowstone Avenue  
Alliance Nebraska 69301

RE: MVHS1960 50th

Dear Mr. Dockins:

Thank you for booking the above group with the Sheraton Suites Alexandria.

Attached is our agreement outlining your requirements for the above group. Kindly review the contract carefully and return a signed copy by May 7, 2009. If the signed agreement is not received by the said date, the rooms reserved will be subject to release without notification. Should you need to make any changes or have any questions about any items in the agreement, kindly let us know and we will make every effort to accommodate your request.

Again, thank you for giving us the opportunity to host your meeting and we look forward to serving you and your attendees soon.

Sincerely,

Neal De  
Sales Manager



**Sheraton  
Suites**  
**OLD TOWN ALEXANDRIA**

Group Sales Agreement

801 North Saint Asaph Street  
Alexandria, VA 22314  
Tel. No. (703) 836-4700  
Fax No. (703) 549-8758

Today's Date: May 5, 2009  
Sales Person: Neal De  
Market Segment: SMERF

GROUP INFORMATION

ACCOUNT: Mt. Vernon 50th Reunion  
POST AS: MVHS1960 50th  
Contact: Darryl Dockins  
On-site:  
Address: 501 Yellowstone Avenue  
Alliance Nebraska 69301

Telephone Number: 3087628908 Fax Number: Email: [dwdockins@gmail.com](mailto:dwdockins@gmail.com)

These arrangements will be a definite commitment if this agreement is signed by both parties by May 7, 2009

Between now and May 7, 2009 unless both parties have agreed upon and fully executed this agreement, should another organization request the dates and be in a position to confirm immediately, we will advise you and you will have three (3) business days to confirm on a definite basis.

If this agreement is not mutually executed by [May 07, 2009](#), the room block may be automatically released.

GUEST ROOM ACCOMMODATIONS

This contract applies to the following block of rooms:

DATES OF PROGRAM: Thursday, June 10, 2010 - Monday, June 14, 2010

	Thu06/10	Fri06/11	Sat06/12	Sun06/13
Suite	1	15	15	1
Rate	189	129	129	129

TOTAL GUEST ROOM NIGHT COMMITMENT: 30

We do not guarantee room types, however, we will do our best to accommodate.

The above rates are subject to APPLICABLE TAXES, which are currently 11.5% room tax, and a \$1.00 per room per night "Occupancy tax" which is subject to change without notice. All rates quoted are net and non-commissionable.

Extra person charge above two (2) persons in a room is subject to a \$20.00 charge per person.

CUT-OFF DATE

The "cut-off date" for accepting reservations into this room block is [May 11, 2010](#). Reservations requests received after 5:00 p.m. local time at the Hotel on the cut-off date will be accepted on a space and rate availability basis. Failure to reserve rooms before the cut off date will not impact the enforceability of the attrition or cancellation clauses.

ADDITIONAL INFORMATION
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METHOD OF RESERVATIONS

Individual Call in

For all reservations that are on individual call in basis, please call our reservation center at 1-800-325-3535 or 703-836-4700

HOTEL'S CHECK IN/OUT & ROOM CANCELLATION POLICY

Cancellation must be made by 6PM one day PRIOR to the guest's scheduled arrival date, otherwise a cancellation charge of one night plus applicable taxes will be imposed.

Check In Time: 3:00 PM

Check Out Time: 12:00 PM

METHOD OF PAYMENT

Room Accommodations:	Each pays own
Incidentals:	Each pays own
Meeting Room Charges:	Sign charges to the Master (CC on File)

EARLY DEPARTURE FEE

In the event that a guest who has reserved a room within your block checks out prior to the guest's reserved checkout date, an early departure fee of \$129 will be charged to that guest's individual account. Guests wishing to avoid this fee must advise the hotel at or before check-in of any change in the scheduled length of stay. The Hotel will inform members of your group of this fee upon check-in. The hotel will deduct any such fees that are collected from any amount you may owe as sleeping room attrition.

ROOM AND RELATED CHARGES
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INDIVIDUAL PAYMENT ROOM AND TAX AND DIRECT BILLING FOOD AND BEVERAGE FUNCTION

Guests will be responsible for their own guest room, tax and incidental charges upon checkout and the Group will be responsible for all scheduled food & beverage and service charges.

ROOM DEPOSIT

A deposit equal to [one night's stay] is required to hold each individual's reservation. Such deposit shall serve to confirm the reservation for the date (s) indicated, and, upon check-in, shall be applied to the [first] and/or [final] night of the reserved stay. These deposits paid by individuals are refundable if notice is received at least [seventy-two (72) hours] prior to arrival and a cancellation number is obtained. [All deposits shall be charged at the time the reservation is made.]

### BILLING ARRANGEMENTS

A master account will be set up for Group covering its charges (the "Master Account"). The estimated amount of the Master Account must be paid in advance [in accordance with the deposit schedule set forth below] unless direct billing has been established. Direct billing requests will be reviewed in accordance with Hotel's normal approval process. Should Hotel determine after establishing direct billing or a deposit schedule that your credit status has changed, Hotel will have the option to require payment of all estimated Master Account charges no later than fourteen (14) days before arrival, including any estimated Attrition fees. Group shall review all charges billed to the Master Account to ensure accurate billing.

We request that you advise Hotel of your expected method of payment of the Master Account at least 30 days in advance of arrival. If payment will be by Credit Card, the Credit Card must be provided to Hotel no later than the first day of the event, and all Master Account charges will be charged at departure. Any amounts not paid at departure will accrue interest at the rate of 1 ½% per month from the date of departure.

Payment of all direct billing must be made within thirty (30) days of receipt of a reconciled invoice from Hotel. In the event any charges are disputed, Group must notify hotel of such disputes within five business days or disputes will be considered waived. All undisputed charges will be paid within thirty (30) days, and if not paid within 30 days will be subject to interest accruing at the rate of 1 ½ % per month from date of departure.

### CREDIT CARD AUTHORIZATION

Subject to the terms and conditions of this Agreement, Hotel will accept Credit Card payments for all Transactions. Hotel shall honor valid Credit Cards properly tendered for use. For purposes of this contract, "Credit Card" means a credit card issued pursuant to the rules and regulations (the "Rules") of American Express, Diners Club International, Discover Card, JCB, MasterCard VISA, or any "Credit Card" for which Hotel provides processing.

### MEETING ROOM REQUIREMENT

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
6/11/2010	8:00 AM	11:00 PM	Hospitality	Potomac Room	Flow Through	TBD	.00
6/12/2010	8:00 AM	2:00 PM	Hospitality	Potomac Room	Flow Through	TBD	.00
6/12/2010	6:30 PM	7:30 PM	Reception	Potomac Room / Courtyard	Flow Through	140	.00
6/12/2010	7:30 PM	11:00 PM	Dinner Plated	Conference Center	Rounds	140	.00
6/13/2010	8:00 AM	11:00 AM	Hospitality	Potomac Room	Flow Through	TBD	.00

A meeting room large enough to accommodate the above setup and agreed numbers has been reserved. Final Meeting room assignment will be confirmed on your Banquet Event Order. Please note that if the final number of attendees grows above the agreed numbers an alternative setup may be suggested

### FUNCTION SPACE

The Sheraton Suites Alexandria reserves the right to reassign public space. Final approval must be received from our Convention Center Coordinator before publishing meeting room names. Rental charges are based upon the meeting outline, attendance, and sleeping room block established. Any change in current requirements could result in additional charges.

### SPECIAL CONCESSIONS

Complimentary dance floor, wireless internet (meeting room), podium, wired microphone, and extension cords. Parking is complimentary for overnight guests and \$10 for local attendees.

## FOOD & BEVERAGE POLICIES

Due to licensing requirements and quality control issues, all food and beverage to be served on the Hotel property must be supplied and prepared by the Hotel. All food and beverage prices are subject to a 21% service charge, a 5% state and 4% city tax (subject to change without notice). [Please note that the service charge is taxable.]

## FOOD AND BEVERAGE REVENUE MINIMUM

Based on the approximate number of guests set forth, a minimum of (\$4000.00) in food and beverage revenue from Group-sponsored functions at the Hotel is required in connection with your meeting. This minimum does not include room service, restaurant and bar usage not sponsored as part of your meeting, service charges, taxes, labor charges, audio visual, parking or any other miscellaneous charges incurred. Should your final attendance drop below the approximate number of guests outlined in this contract, we will be happy to advise you on additional alternatives in food and beverage which will satisfy the minimum revenue figures for your function.

The number of catered food and beverage functions and the attendance figures for such functions has been taken into consideration in establishing and providing you competitive room rates for your convention. Therefore, in the event the minimum set forth above is not reached, you shall pay the Hotel the difference between the amount actually spent and the minimum set forth above, the parties agreeing that such amount is a reasonable estimate of the losses the Hotel shall sustain as a result. This amount shall be added to and payable as a part of your Master Account or, in the event of a cancellation, due and payable at the time of cancellation.

## AUDIO VISUAL:

The hotel must provide all audiovisual equipment required by your group. If equipment is required that we cannot provide, separate arrangements may be made. Any audiovisual equipment that is not provided by the hotel is subject to a handling and setup fee.

## PACKAGE HANDLING/STORAGE FEES

Handling Fee: Packages sent directly to the hotel prior to the meeting date will be subject to a handling fee of \$5.00 per box. For boxes weighing more than 10 lbs, the charge will be \$10.00 per box.

Storage Fee: If the boxes arrive earlier than three days prior to the event and/or it is not picked up after three days of the event's last meeting day, there will be a \$5.00 storage charge per box per day.

## SECURITY

Your organization acknowledges that Sheraton Suites Alexandria cannot be responsible for the safe keeping of equipment, supplies, written material or other valuable items left in the function rooms. Accordingly, your group acknowledges that it will be responsible to provide security of any such aforementioned items and hereby assumes the responsibility for loss thereof.

## ATTRITION AND CANCELLATION POLICIES

The parties agree that the event which is the subject of this Contract will generate revenue for Hotel from a variety of sources, including guest rooms, food and beverage events, and other charges for additional services (including, incidental charges for food and beverage and other hotel amenities) that would be incurred by individual guests and by Group. In the event that Group does not fulfill all of its commitments or cancels in its entirety this Contract, Hotel will suffer damages that will be difficult to determine. The parties agree that the Attrition and Cancellation clauses provide for liquidated damages that have been specifically agreed upon by the parties as a reasonable estimate of the Hotel's losses and do not constitute a penalty of any kind.

## GUEST ROOM ATTRITION

No Guest Room Attrition

## CANCELLATION

Hotel estimates that the Minimum Revenue it will receive from this event if it is held as agreed pursuant to this Contract is as follows:

Minimum Guest Room Revenue:	\$0.00
Minimum Food and Beverage Revenue:	\$4,000.00
Estimated Other Revenue:	\$0.00
Total Revenue	\$4,000.00

If Group elects to cancel this Contract for any reason other than a termination for cause or pursuant to FORCE MAJEURE, Group agrees to provide written notice to Hotel accompanied by the payment indicated in the following scale:

From the date of Contract signing to 180 days prior to arrival date	0% of total revenue (\$0.00)
From 179 days 90 days prior to arrival date	50% of total revenue (\$2,000.00)
From 89 days to 60 days prior to arrival date	60% of total revenue (\$2,400.00)
From 59 days to 30 days prior to arrival date	80% of total revenue (\$3,200.00)
From 29 days or less prior to arrival date	100% of total revenue (\$4,000.00)

If such payment does not accompany the Group's cancellation notice, the amount owed by the Group shall be determined in accordance with the scale above by using the date the payment is actually made by Group to Hotel, rather than the date Group provided notice of cancellation to Hotel. The option to cancel is agreed by the parties to constitute the exercise of a contractual option and not a default. The parties further agree that the amounts set forth above are reasonable estimates of the losses that would be incurred by Hotel and include consideration of the possibility of Hotel's ability to mitigate its losses through resale, therefore the reductions applicable in the GUEST ROOM ATTRITION and GUEST ROOM ATTRITION RESALE CREDIT clauses will not apply in the event of a cancellation.

## FORCE MAJEURE

The performance of this Agreement by either party is subject to acts of God, government authority, disaster or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for your meeting. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

## INSURANCE

The Hotel and the Group shall obtain and maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities which may reasonably arise out of or result from the respective obligations pursuant to this contract.

## INDEMNIFICATION

To the extent allowed by applicable law and subject to sovereign immunities afforded to Group, each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from breach of any of its representations, warranties or covenants herein or the negligence, gross negligence or intentional misconduct of the party indemnifying or its respective officers, directors, employees, agents, contractors, members or participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

AMERICANS WITH DISABILITIES ACT

Both the Group and the Hotel shall be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act as defined by law. The Hotel shall provide, to the extent required by the Act, such auxiliary aids and/or services as may be reasonably requested by Group for use in sleeping rooms and public areas of the hotel, provided that Group gives reasonable advance written notice to the Hotel of such needs. Group shall be responsible for the cost of any auxiliary aids and services (including engagement of and payment to specialized service providers, such as sign language interpreters), necessary for use in the meeting space used by the group, other than those types and quantities typically maintained by the Hotel.

DISPUTE RESOLUTION

The parties will resolve any controversy, claim or dispute of any kind or description arising out of or relating to this Contract through binding arbitration before one arbitrator conducted in accordance with the rules of the American Arbitration Association or JAMS in the State and city in which Hotel is located. The law of the State in which Hotel is located will be the governing law. The arbitration award will be enforceable in any state or federal court. In the event of arbitration or litigation arising from or associated with this contract or the enforcement of any arbitration award, the parties agree that the prevailing party therein shall recover attorneys' fees and costs including expert witness and arbitration fees and pre and post judgment interest. In addition, Group shall be responsible for payment of attorneys' fees and interest associated with Hotel's efforts to collect monies owed under the terms of this Contract.

AUTHORIZED SIGNATURES

This contract, with exhibits attached (if any), constitutes the entire agreement between the parties and may not be amended or changed unless done so in a writing signed by Hotel and Group.

The undersigned represent that they are authorized to sign and enter into this contract.

Notice may be sent via facsimile transmission and will be considered effective as of the date and time of the facsimile confirmation of transmission.

\_\_\_\_\_  
Mt. Vernon 50th Reunion  
Darryl Dockins

\_\_\_\_\_  
Date

\_\_\_\_\_  
Neal De  
Sales Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
JoAnne Reifel  
Director of Sales

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mr. Steve Wieder  
General Manager

\_\_\_\_\_  
Date



CREDIT CARD AUTHORIZATION FOR GROUP EVENTS

GROUP NAME: Mt. Vernon 50th Reunion  
POST AS: MVHS1960 50th  
CONTACT NAME: Darryl Dockins  
ADDRESS: 501 Yellowstone Avenue  
Alliance Nebraska 69301  
TELEPHONE: 3087628908  
DATE BOOKED: April 6, 2009  
BOOKED BY: Neal De  
DATE OF EVENT: June 10 to June 14, 2010

CHARGE DETAILS:

X Advance Deposit (To be charged immediately) Amount to be charged: \$500.00

\_\_\_ Full estimate (To be charged 3 days before event) Amount to be charged: \$\_\_\_\_\_

\_\_\_ Final Payment (To be charged at conclusion) Remaining Balance: \$\_\_\_\_\_

CARD TYPE: (Please circle) AX VISA MC DC DI

Credit Card #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_ Security Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

CC Billing Address & Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Card Holder Name: \_\_\_\_\_

I hereby authorize the Sheraton Suites Old Town Alexandria to charge the above credit card number issued in my name as a payment for the function(s). The Sheraton Suites Old Town Alexandria agrees to provide me with a copy of the credit card voucher and invoices via mail/email or fax in the event of the occurrence immediately thereafter.

Card Holder Signature:  
\_\_\_\_\_