



Location: 2826 Terminal Drive • Hebron, KY 41048

Mailing Address: P.O. Box 75108 • Cincinnati, OH 45275-0198

(859) 371-6166 Sales & Catering Office • (859) 371-9863 Sales & Catering Fax

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Letter of Agreement between Doubletree by Hilton Cincinnati Airport
and
Boone County Highschool

CONTACT INFORMATION:

Account: Boone County Highschool
Post As: Boone County Prom
Contact: Angel Miller
Address: 7056 Burlington Pike
Florence, KY. 41042
Phone: (859) 609-8682
E-Mail: angel.miller@boone.kyschools.us
Fax:

These arrangements will be a definite commitment if this agreement is signed by 08/19/2024. If this agreement is not mutually executed by the end of business on 08/19/2024 the event space may be automatically released. Terms are subject to change if dates and/or day pattern changes.

Based on your requirements, we have reserved function space as shown on the following schedule of events at the rates indicated.

EVENT SPACE ARRANGEMENTS:

Date	Time	Event Class	Room	Setup	AGR
Sat, 04/26/25	7:00 PM - 11:00 PM	Dance	Concorde Ballroom	Round Tables of 10	300

Room assignments are held with a signed Booking Agreement. Hotel reserves the right to re-assign space as necessary.

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 will be subject to a 13% Banquet Service Charge and a 9% Banquet Administration Fee. All room rental charges will be subject to a 22% Facility Fee. All fees are subject to current state taxes of 6%.

Menu selections must be finalized a minimum of two (2) weeks prior to your event. Please check with our Director of Catering for current menu options. We are able to guarantee banquet menu prices six (6) months prior to an event.

A guaranteed attendance must be provided by noon, three (3) business days prior to your event. Guarantees are not subject to reduction after that point.

[BANQUET] [FOOD & BEVERAGE] ATTRITION:

Food and beverage minimum waived.

- a. **Food and Beverage:** Due to local and state health ordinances, unused food or beverage cannot be removed from the Hotel.
- b. **MINIMUM SERVICE:** For served meals of less than 20 persons, a \$45.00 service fee will be added.
- c. **MINIMUM BUFFET REQUIREMENTS:** An additional charge of \$5.00 per person will be applied to all meal which the guaranteed number does not meet the minimum buffet requirement of guests.
- d. **Audio Visual** equipment is not allowed to be brought into hotel without prior approval. A 30% assessment charge will be added for outside equipment.

AV ARRANGEMENT:

Should you request AV equipment we will work through our contracted AV supplier at the current published rates? Please note: Convention Services staff will not be permitted to assist with client equipment that is not owned, rented or otherwise provided by the hotel for liability purposes. All audio-visual prices will be subject to a taxable 22% Event Technology Fee.

BILLING ARRANGEMENTS:

The group will accept responsibility for food and beverage functions and all authorized service charges for all of its attendees via a Master Account.

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 payment schedule set forth below]. Group shall review all charges billed to the Master Account to ensure accurate billing. 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 prior to group departure. If not paid within 30 days will be subject to interest accruing at the rate of 1 ½ % per month until paid.

GROUP PAYMENT SCHEDULE:

An advance payment of \$1,000.00 is due on October 25, 2024. Final estimated balance for the event is due with your guaranteed count seven business days prior to the event. Any additional charges/fees incurred during event are payable at conclusion of event. Please note that it is important that the final payment is received at least 48 hours prior in order for the event to proceed.

CREDIT CARD BILLING:

Subject to the terms and conditions of this Agreement, Hotel will accept credit card payments for all transactions. Hotel shall honor without discrimination valid cards properly tendered for use. For purposes of this contract, "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 "card" for which Hotel provides card processing.

CANCELLATION OF EVENT:

Hotel estimates that the Minimum Revenue for banquet and/or events it will receive from this event if it is held as agreed pursuant to this Contract is as follows.

Minimum Banquet Revenue: Waived
Minimum Meeting Room Rental: \$2,000.00

Total Estimated Minimum Revenue: \$

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

From date of Contract signing to 180 day to arrival date	(No minimum charge)
From 90 days to 179 days prior to arrival date	(20% of est. minimum revenue)
From 30 days to 89 days prior to arrival date	(30% of est. minimum revenue)
From 29 days or less prior to arrival date	(50% of est. minimum revenue)

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 written notice 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.

INDEMNIFICATION:

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 the gross negligence or intentional misconduct of such party 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.

ARBITRATION/DISPUTE RESOLUTION/ATTORNEY'S FEES:

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 conducted in accordance with the rules of the American Arbitration Association or JAMS in the State 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 any arbitration or court proceeding, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs, including arbitration fees. 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.

HILTON HONORS PROGRAM

Hilton Honors is Hilton Family of Hotels' Guest Recognition Program. Points are awarded to qualified meeting planners for business contracted through the sales and catering departments.

The client acknowledges that such points have been offered in connection with the rooms and services purchased under this Contract, and that client consents to the awarding of such points as set forth below. If the signatory of this Contract is one of the individuals listed below, such signatory, by signing this Contract, represents and warrants that he/she is authorized by client to accept such points. Once full payment is received by Hotel for the rooms and services purchased under this Contract, points will be awarded according to the H Honors Guest Recognition Program Rules to the following person and/or charitable organization up:

Member Name	Hilton Honors#	Frequent Flyer Airline & Account #	Member Email

SIGNATURE:

This contract 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.

On Behalf of:

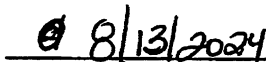
Boone County Highschool

Angel Miller



Authorized Signature

Authorized Signature



Date

On Behalf of:

**Doubletree by Hilton Cincinnati Airport
Heather Russell**

Director of Sales

Authorized Signature

Authorized Signature

Date