

**School of Government
Hotel Contract Addendum**

Event:

Date(s):

INDEMNITY

The School of Government is a state agency, and as such may only indemnify a third party to the extent it is permitted by North Carolina state law.

DEPOSIT CLAUSE

Hotel approves a master billing account for the School of Government and waives the required deposit(s).

CANCELLATION CLAUSE

The School of Government will not agree to cancellation fees above 50% of estimated guestroom, food, beverage, and meeting room rental and will not accept liability for cancellations before ninety days of an event start date. If the School of Government cancels and re-schedules a program of equal value within one year of the date of the cancellation, the cancellation fee will be waived.

ROOM BLOCK CLAUSE

Room blocks may be reduced up to 30 days prior to an event start date without penalty.

WALKING CLAUSE

In the event that the Hotel finds it necessary to walk a guest, the Hotel must notify the meeting planner before approaching the guest to discuss alternatives. In the event that the Hotel does walk a guest, the following will be provided:

- * The Hotel pays and arranges accommodations at an equivalent or superior hotel until the original room reservation is honored. When the contracted room does become available the Hotel must give the guest the option of staying at the substitute hotel.
- A letter of apology from the general manager and a complementary in-room amenity.
- One complementary room credit to the master account.
- Provide complementary transportation to and from the Hotel.
- One long distance phone call to notify change of location.

MISCELLANEOUS

- The Hotel must notify the School of Government immediately of any ownership/management changes.
- The Hotel must advise of any construction or remodeling to be performed in hotel over meeting dates. Upon notification, the School of Government will have the right to terminate, without penalty, if the construction/renovation is detrimental to the success of the program. At minimum, the School of Government will have the right to request that work cease during their meeting dates.

COMPLIMENTARY CONCESSION

The Hotel will provide a minimum of one complimentary guest room per 50 reserved guest room nights, the monetary equivalent of which (at the contracted group room rate) shall be applied as credit to the master account if the room(s) are not used.

ACCEPTANCE

To the extent the terms of this addendum modify or conflict with any provisions of the Hotel contract, these terms shall control. All other terms of the Hotel contract not modified by this addendum or lined out and amended by the School of Government or the University of North Carolina at Chapel Hill Purchasing Department shall remain the same.

Terms above have been agreed to by:

Signature _____

Date _____

School of Government, University of North Carolina at Chapel Hill

Signature _____

Date _____

Title & Hotel _____