



Group Booking Agreement

Hood River Inn

1108 East Marina Way
Hood River, Oregon 97031
(541) 386-2200
Fax (541) 386-8905
www.hoodriverinn.com

For Reservations Call
1-800-828-7873

U of O- Youth Transition Program

Jeri Dickinson

All Clinical Service Building 5260 University of Oregon
Eugene, OR 97403-5260 U.S.A.

656A
Kathleen
59426
20-Sep-08

Phone: (541) 346-2455

Alternate Phone:

Fax: (541) 346-1411

Annual Conference

Rooms Blocked/Rates

Guest Room Rates:	\$74.00	\$74.00	\$94.00	\$94.00	\$136.00
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Extra Person Rate: \$12.00 + applicable tax per night per adult.

We are happy to extend your group rate to pre or post convention stays.

Rates Listed Are: Net Group Rates

All Rates are subject to applicable tax.

Reservation Procedure: Individual Reservations

Release Date: Sunday, February 01, 2009

Reservations received after the release date are subject to availability. Check in time is 4:00PM; Check out time is 12:00 Noon.
Individual reservations are held only until 6:00PM on the day of arrival unless guaranteed with credit card or advanced deposit.

Group Billing Information

Deposit Requested: \$0.00

Deposit Due Date:

Room and Tax : To Individual

Incidentals: To Individuals

Organized Events: To Master Account

Porterage: No Porterage Required

Payment of All Charges is Due at the Time of Departure

Additional Information

On Site Contact: Jeri Dickinson

Title: Coordinator

Comments: All conference participants shall be directly responsible to the BWHRINN for payments. U of O shall have no responsibility for payment for rooms blocked or reserved. 4 handicap accessible rooms are being held and Jeri Dickinson will designate those parties who will be needing these rooms.

Please sign and return this agreement by **Tuesday, September 30, 2008**

I have read this Group Booking Agreement, including regulations on the back side of this page. To the best of my knowledge all information is correct and current. My signature below acknowledges acceptance of this agreement.

Signature: _____ Date: _____

Each Best Western hotel is independently owned and operated

Best Western Hood River Inn Hotel Policies

1. Rooms Blocked: The front of this document lists the number of guest rooms blocked for your organization by room type and date. In the event that your organization requires more guest rooms than listed, it will be subject to availability at the time the hotel is notified of the additional requirements.
2. Release Date: The release date listed on the front of this agreement is the last date that the Hood River Inn assures the block of guest rooms. All rooms that remain in the block at 5:00PM on the release date are automatically returned to the Hood River Inn for sale to the general public. Rooming lists or individual reservations received after the release date will be on a space available basis.
3. Reservation Policy: At the time individual reservations are made with the hotel, guests will be given the option of guaranteeing the reservation. If the reservation is not guaranteed, the room will be held only until 6:00PM on the day of arrival. To guarantee a reservation for late arrival, the Hood River Inn requires either a major credit card number or a deposit equivalent to one nights room charge with tax.
4. Guaranteed No-show: With a guest room reservation held on a guaranteed payment basis, the company, individual or organization who has guaranteed the reservation will be held responsible for payment of the first night only. Guaranteed reservations are held (without occupancy) for one night only and not for the entire length of stay.
5. Credit Requirements: Credit information consisting of a major credit card accepted by the hotel will be required upon check-in of all guests, unless payment of all charges has been guaranteed by the organization or paying by cash in advance.
6. Check in/Check out Times: Check in time is 4:00PM on the day of arrival. Check out time is 12:00 noon on day of departure.
7. Master Account Payment: It is agreed that payment of the organization's master account shall be upon completion of scheduled function(s) unless previous direct bill arrangements have been made with hotel representative. Failure to pay account upon completion of event(s) without previous arrangements, will be subject to an immediate service charge.
8. Credit Terms: If previous arrangements are approved for credit privileges, those accounts are due in full in 30 days. If not paid in 30 days, these accounts will be subject to a service charge at the rate of 18% APR.
9. Deposit: Hotel may request a deposit to guarantee space on a definite basis. Deposit will be refunded if hotel representative is notified of cancellation on or before the release date.
10. Cancellation Policies: There will be no penalty for group blocks canceled on or before the release date. Groups canceled after the release date may be subject to a charge equivalent to the anticipated guest room charge.
11. Loss of Property: The Best Western Hood River Inn cannot be responsible for loss or damage to items left in hotel prior to, during or following an event.
12. Damage: Client agrees to be responsible for any damages done to premises during the period of time the meeting/banquet rooms are under their control or under the control of any independent contractor hired by them.
13. Return Agreement date: If this agreement is not signed and returned to the Hood River Inn by the date listed on the front of this page, the hotel reserves the right to release all space reserved by this agreement

Hood River Inn Authorized Signature:

Name:

Kathleen OC McNew

Title:

Sales Mgr

Date:

Sept 20, 2008

656A

9/20/2008

Conference Agenda Summary

U of O- Youth Transition Program

Jeri Dickinson

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Eugene, OR 97403-5260 U.S.A.

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Thursday, February 19, 2009

28703	Breakfast	9:00 AM to	10:00 AM	150	Gorge Room	\$0.00
	Rounds of 5					
28704	General Session	9:30 AM to	11:00 AM	150	Gorge Room	\$200.00
	Previous Set					
28705	Break out	10:00 AM to	12:10 PM	30	Shoreline Room	\$50.00
	Theater					
29561	Break out	10:00 AM to	12:10 PM	20	Mount Hood	\$35.00
	Rounds of 5					
29560	Break out	10:00 AM to	12:10 PM	20	Mount Adams	\$35.00
	Rounds of 5					
29559	Break Out	10:00 AM to	12:10 PM	30	Columbia Room	\$350.00
	Rounds of 5					
28706	Break out	10:00 AM to	12:10 PM	30	Riverview Room	\$150.00
	Rounds of 5					
28707	Break out	10:00 AM to	12:10 PM	30	Mountainview	\$75.00
	Rounds of 5					
28708	Break out	10:00 AM to	12:10 PM	30	Suite	\$100.00
	Theater					
28709	Lunch	12:15 PM to	1:10 PM	150	Gorge Room	\$0.00
	Rounds of 5					
28713	Break out	1:15 PM to	3:45 PM	30	Suite	\$0.00
	Previous set					
28710	Break out	1:15 PM to	3:45 PM	30	Shoreline Room	\$0.00
	previous set					
28712	Break out	1:15 PM to	3:45 PM		Mountainview	\$0.00
	Previous set					
29564	Break out	1:15 PM to	3:45 PM	20	Mount Hood	\$0.00
	Previous Set					
28714	Break out	1:15 PM to	3:45 PM	100	Gorge Room	\$0.00
	Previous set					
29562	Break out	1:15 PM to	3:45 PM	30	Columbia Room	\$0.00
	Rounds of 5					
29563	Break out	1:15 PM to	3:45 PM	20	Mount Adams	\$0.00
	Previous Set					

Please sign and return this sheet by: **Tuesday, September 30, 2008**

I have read this Conference Agenda Report, including the regulations on the back side of this page. To the best of my knowledge, the space blocked, as reflected on this sheet, is consistent with the needs of our organization for this conference/function.

Signature: _____ Date: _____

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9/20/2008

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28711	Break out Previous set	1:15 PM to	3:45 PM	30	Riverview Room	\$0.00
28715	Closing Session Previous set	3:45 PM to	4:00 PM	30	Gorge Room	\$0.00

Please sign and return this sheet by: **Wednesday, April 30, 2008**

I have read this Conference Agenda Report, including the regulations on the back side of this page. To the best of my knowledge, the space blocked, as reflected on this sheet, is consistent with the needs of our organization for this conference/function.

Signature: _____ Date: _____

**Best Western Hood River Inn
Hotel/Banquet Policies**

1. Master Account Payment: It is agreed that payment of the organization's master account shall be upon completion of scheduled function(s) unless previous direct bill arrangements have been made with hotel representative. Failure to pay account upon completion of event(s) without previous arrangements, will be subject to an immediate service charge.
2. Credit Terms: If previous arrangements are approved for credit privileges, those accounts are due in full in 30 days. If not paid in 30 days, these accounts will be subject to a service charge at the rate of 18% APR.
3. Deposit: Hotel may request a deposit to guarantee space on a definite basis. Deposit will be refunded if hotel representative is notified of cancellation 30 days prior to the event(s).
4. Guarantee: The hotel requires guests to submit a guaranteed number of people to attend each food function at least 72 hours in advance of each function. This guaranteed number will be considered your guarantee and is not subject to reduction. If the hotel is not notified prior to the 72 hour cutoff, the original estimated figure will automatically become the guarantee. Special menu selections may need additional time.
5. 5% Overage: We are prepared to serve 5% over your guarantee for your party. We will bill for the number of guests guaranteed in the event a lower number is served. Should you exceed your guarantee, we will bill for the exact number served.
6. Menu Selections: In order to allow time for proper ordering, we must receive your menu selection at least 2 weeks prior to your function. Unless arranged in advance with a representative of the Hood River Inn, only one entree selection is allowed.
7. Banquet Bars: Banquet bars are either hosted or no host. If the amount of sales exceed \$100.00 for the first hour and \$75.00 for each additional hour, there will be no service charge. However, if the sales minimum is not met, a Bartender Fee of \$20.00 per hour will be added to your bill. Hosted bars are charged a 17% service charge in addition to the total bill.
8. Outside Food & Beverage: The Hood River Inn does not allow food or beverage to be brought into any public space and/or meeting/banquet room at the hotel.
9. Meeting/Banquet Space: As your meeting/banquet may fluctuate in number of attendees, the Hood River Inn does not guarantee a specific meeting room for your function, although adequate space will be reserved to accommodate your group.
10. Cancellation Policies: There will be no penalty for cancellations made 30 days prior to the scheduled event. Functions canceled with less than 30 days notice may be charged the full banquet room rental/set-up fee. Full banquet room rental/set-up and anticipated food and beverage revenues will be charged should you cancel less than 48 hours prior to your function. Wedding Reception Deposits are not refundable.
11. Loss of Property: The Best Western Hood River Inn cannot be responsible for loss or damage to items left in hotel prior to, during or following an event.
12. Damage: Client agrees to be responsible for any damages done to premises during the period of time the meeting/banquet rooms are under their control or under the control of any independent contractor hired by them.
13. Return Agreement date: If this agreement is not signed and returned to the Hood River Inn by the date listed on the front of this page, the hotel reserves the right to release all space reserved by this agreement

Hood River Inn Authorized Signature:

Name: _____

Kathleen O'Connell McNew

Title: _____

Sales Mgr

Date: _____

Sept 20, 2008

Billing Instructions

U of O- Youth Transition Program

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Thank you for selecting the Best Western Hood River Inn for your upcoming event. We look forward to serving your group. Please take a minute to complete this outline of your group billing procedures. The Hood River Inn will use these instructions to organize your Master Account.

	<i>Master Account</i>	<i>To Individuals</i>
<i>Guest Room and Tax:</i>	_____	_____
<i>Restaurant/Room Service:</i>	_____	_____
<i>Lounge:</i>	_____	_____
<i>In Room Entertainment:</i>	_____	_____
<i>Telephone Calls:</i>	_____	_____
<i>Photocopying/Office Services:</i>	_____	_____
<i>Other:</i> _____	_____	_____

All above charges checked "Master Account", along with any organized event charges will be placed on account and available for your inspection at the front desk at anytime during your event. Please indicate below how you plan to pay the Master Account.

At conclusion of event by cash or check: _____

At conclusion of event by credit card: _____

By Purchase Order (please forward copy of P.O.): _____

Direct Bill (please complete and return credit application): _____

Special billing instruction:

People authorized to charge to the Master Account:

Please feel free to contact us should you have any questions or concerns about billing.

Signed: _____

Date: _____