

Carroll Co. High School Prom



KENTUCKY STATE PARKS

"the nation's finest"

GROUP CONTRACT

Status: Tentative Date Booked: Monday, April 29, 2013
Park Name: General Butler State Resort Park
 Park Address: 1608 Highway 227
 Carrollton, KY 41008-0325
 Coordinator: Sarah Smith or Jonee Brotz
 Phone: (502) 732-4384
 Fax: (502) 732-5402
 E-Mail: sarah.smith@ky.gov or jonee.brotz@ky.gov

In order to guarantee the availability of accommodations reserved, sign and return this contract by Thursday, March 14, 2013 to avoid cancellation of this booking.

GROUP INFORMATION

Group Name: Carroll Co. High School Prom
 Representative: Kim Root
 Address: 1706 Highland Ave

Carrollton, KY 41008
 Phone: (502)732-7075 Fax: (502)732-7012

Tax Exempt?: Exempt Certificate # _____ (Copy of certificate must be provided with signed contract.)

Arrival: Saturday, April 19, 2014 Departure: Saturday, April 19, 2014

MEETING FACILITIES REQUIRED:

RENTAL FEE: \$1,200.00

FROM	TO	FUNCTION NAME	FUNCTION ROOM	COVERS	RENT
SAT 04/19/2014 02:00PM	SAT 04/19/2014 11:00PM	SOCIAL TIME	CONVENTION CENTER	200	\$1,200.00

NO OUTSIDE FOOD OR BEVERAGES ARE PERMITTED IN DINING, MEETING, OR RECEPTION AREAS.

BANQUET/HOSPITALITY REQUIREMENTS:

For any banquet or hospitality function, complete menus, plus a tentative number of guests and tentative room arrangements are required no later than twenty (20) days prior to the function. ***A GUARANTEED NUMBER OF GUESTS AND ROOM ARRANGEMENTS IS REQUIRED NO LATER THAN 48 HOURS PRIOR TO THE EVENT.*** The chef will prepare food in the amount of 5% over your specified guarantee. ***SHOULD THE NUMBER OF GUESTS FALL BELOW THE GUARANTEE, THE GROUP WILL BE REQUIRED TO PAY FOR THE FULL GUARANTEED NUMBER.. IN THE EVENT THAT NO GUARANTEE NUMBER IS GIVEN, THE TENTATIVE NUMBER WILL BE USED AS THE GUARANTEE.***

DEPOSIT & BILLING INFORMATION

Deposit Requirements:

Amount Due: \$0.00
Date: Thursday, March 14, 2013

Rooms/Cottages:
Meals:
Other Incidentals:

METHOD OF PAYMENT OF MASTER ACCOUNT:

- _____ I/A (NOTE: Inter-Account Authorization(s) **required** prior to check-in of group members.)
- _____ Credit Card # _____ Expiration Date _____
- _____ Check
- _____ Upon Departure
- _____ Direct Bill
- _____ Prepaid

CANCELLATION POLICY/PENALTIES

If cancellation of any of all rooms/meeting space held by the contracting agent occurs after Thursday, March 14, 2013, a penalty of forfeiture of the deposit will be assessed.

There is a 72-hour cancellation on INDIVIDUAL GUEST ROOMS. A penalty forfeiture of ONE NIGHTS ROOM/TAX (\$64.95/tx) will be assessed for any room cancelled within 72-hours of arrival.

Cancellation must be made to the Park Representative signing contract below. *No other cancellation procedures will be accepted.* Cancellations will preferably be made in writing.

I have read the above contract and the Department of Parks policies printed on the last page, which are incorporated herein and constitute a part of this contract, and, by signing, agree to all terms and conditions. Individual signing contract below agrees to make member of the group aware of these arrangements.

No handwritten alteration to the terms of this contract will be accepted unless agreed to by all parties and initialed by Park Manager.

CLIENT SIGNATURE: _____ **DATE:** _____
(Initial all pages indicating that you have read the Parks Booking Policies and Procedures.)

PARK REPRESENTATIVE: _____ **DATE:** _____

KENTUCKY DEPARTMENT OF PARKS
BOOKING POLICIES & PROCEDURES

All rates quoted are based upon the group's overnight booking accommodations needs as outlined in the group contact. ***AT THE PARK'S DISCRETION, THE ROOM RATES MAY BE RENEGOTIATED IF LESS THAN 80% OF THE ROOMS ORIGINALLY BOOKED IS INDICATED IN THE FINAL ROOMING LIST OR IS ACTUALLY USED.***

We have two (2) lodge rooms that are PET ROOMS. These rooms must be reserved in advance and there is a \$25 PET FEE. A Pet Waiver will be signed and agreed to by the individual who utilizes this option upon check-in. Individual guests will be responsible for damages or other maintenance required as a result of their housing any pets in violation of this policy.

All accommodations are NON-SMOKING as of April 1, 2011. There will be a strict enforcement of "NO SMOKING" in our accommodations. There will be a \$100.00 fee added to the room charge of any accommodation in which smoking has occurred. The fee covers the cleaning costs required to return an accommodation to a smoke free environment.

If rates for the time period requested by a group are not established at the time this contract is signed, the standard published rates will be applied once they are set by the Department of Parks and will be assumed to be acceptable by the group. It is the responsibility of the group's booking party to confirm future rates.

The specific deposit and payment terms are outlined in this contract. If any charges are to be billed after departure, arrangements, including the providing of tax exempt numbers, must be made with the park prior to arrival.

Should cancellation of these accommodations become necessary, the park must receive written notification prior to the date shown on the contract.

Rooms and cottages are not usually available for occupancy until late afternoon. However, every effort will be made to house guests who arrive earlier in the day. Check out time in the cottages is 11:00 a.m. (Central), while in the lodge it is 12:00 noon (Central). Any rooms remaining occupied after check out time may be subject to an additional charge.

There will be an adjustment made to the rates indicated on the contract if an accommodation is occupied by more persons than the number of guests for which it was originally reserved. (Examples: rooms shared by extra members of the same group when it was reserved as a single/double or by spouses accompanying group members.)

There is no charge for children 16 years of age and younger if they share accommodations with their parent(s). Cribs are provided free of charge.

Payment for all incidental charges incurred by group members not paid by the group (Examples: telephone, meals, extra charge for spouses, etc.) must be made prior to the group member's departure. Group representative agrees to advise group members of this condition. **The group will assume responsibility for all individual charges that are unpaid.**

Due to Health Department regulations, only food purchased from and prepared in our kitchen may be served in our meeting and dining rooms. No outside food or drink of any kind may be brought into meeting, dining, or reception facilities by and/or for group members.

The group shall refrain from engaging in activity or from using decorations, wall hangings, signs, etc., that causes damage to any park facilities. The group will be financially responsible for any subsequent repairs required. **Disposal of exterior decorations, signage, etc., is the group's responsibility.** No negative impact to the park environment (e.g., littering) is allowed.

Where appropriate, the term "Park" refers to the Kentucky Department of Parks, its officers, directors, agents, employees, and independent contractors and is not necessarily intended to refer to the particular park wherein the function is held.

The Department of Parks shall not be liable for non-performance of this contract when such non-performance is attributable to labor troubles, disputes or strikes; accidents; government (federal, state, and local) regulations of, or restrictions upon, travel or transportation; non-availability of food, beverage, or supplies; riots; national emergencies; natural disasters; and other causes whether enumerated herein or not, which are beyond the reasonable control of the Park thus preventing or interfering with the Park's ability to perform its contractual obligations.

The party signing this contract agrees that the party or the party signing as an agent or a representative of the organization shall not discriminate against persons with disabilities and shall at all times while on the state park property comply with the provisions of the Americans with Disabilities Act, USCS Section 12101 et seq.

Signing this contract constitutes an agreement to abide by the laws of the Commonwealth of Kentucky and the rules and regulations of the Kentucky Department of Parks.