



**NCAA Hotel Room Block
Letter of Agreement**

The National Collegiate Athletic Association ("NCAA") and Anthony Travel, Inc. ("Anthony Travel") would like to thank the Hotel for Hotel's commitment to servicing the *DIII Women's Tennis – 1st, 2nd & 3rd Rounds* (the "Event") and the following to be known herein as "guest(s)" include *Headquarter, NCAA Staff, Officials, OR Teams*. This will confirm our room block arrangements for the Event as specified below.

EVENT INFORMATION:

Event Name: DIII Women's Tennis – 1st, 2nd & 3rd Rounds

Venue Name: _____

Event Start and End Dates: May 11-17, 2021

Game Dates are: May 12-16, 2021

CONTACT INFORMATION:

Hotel Name: _____

Street Address: _____

City, State, Zip: _____

Hotel Sales Contact Name: _____

Direct Phone Number & Email Address: _____

Total number of rooms in hotel: _____

Distance from Hotel to Competition Venue (in miles) _____

REQUIRED ROOM BLOCK FOR EVENT:

Block Type	Room Type	TUES	WED	THUR	FRI	SAT	SUN	TOTAL
		3/11	3/12	3/13	3/14	3/15	3/16	
Teams (7)	Double/Doubles	0	50	50	50	40	20	210
Headquarter & Officials	Double/Doubles	0	7	7	7	7	7	35
	Kings	0	1	1	1	1	1	5
Diamond Health + Stratoscope (OCOM)	Individual Pays Own Kings	2	2	2	2	2	2	12
	Complimentary King	0	1	1	1	1	1	5
TOTAL		2	61	61	61	51	31	267

HOTEL ROOM BLOCK:

***Please fill in the appropriate block that you are requesting to be at your property below.**

BLOCK TYPE:

(select **only one** box below)

Team(s)*: ☐

Headquarters / Officials***: ☐

**Team Allocation: 6 Double/Doubles per team*

***NCAA prefers to use as minimal hotel properties as possible due to COVID testing. Officials cannot stay in the same hotel as the teams; but are able to stay with the HQ block if needed. HQ block can be with team hotels. Each block must include the Diamond Health & OCOM rooms regardless of team, HQ or officials.*

HOTEL ROOM BLOCK:

	Day:	TUES	WED	THUR	FRI	SAT	SUN	Total
	Date:	3/11	3/12	3/13	3/14	3/15	3/16	
Rate	Room Type:	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	
Total								

Tax Rate: ____%

ROOM RATES:

Contracted rates must be flat, for single through maximum occupancy. All rooms being held must be non-smoking rooms. The above rates are 10% commissionable to Anthony Travel on rate listed. Commission payments should be made payable to Anthony Travel and sent to the address below:

Anthony Travel Inc. (IATA # 45657010)
7920 Belt Line Road, Suite 1010 Dallas, Texas 75254

The Hotel agrees to not offer a rate lower than the contracted group rate to the public through any outlet, including internet, Hotel direct, or other third party. This does not include corporate rates, government rates or AAA rates. Further, if a lower rate is discovered as being offered during this timeframe, Hotel agrees to honor the lower rate for all existing and future reservations related to this contract.

HOTEL CONCESSIONS:

The following concessions will be offered at no additional charge to the University or the guests:

- Breakfast – a complimentary hot breakfast will be provided for the duration of the event.
- Wireless – wireless internet access for all guests in their rooms, in the meeting rooms and the lobby area will be provided complimentary.
- Parking – complimentary self-parking and bus parking will be extended for the duration of the event.
- Meeting Space - Hotel shall provide complimentary meeting space and related setup required by the University or the assigned guest without charge.
 - One complimentary meeting room, per team accessible 24 hours a day for the duration of the event each with the ability to accommodate up to 15 people, six feet apart.

- Should the team(s) establish meal functions with the hotel and the team(s) is eliminated from the tournament, the hotel agrees not to charge the team for any cancelled functions due to elimination from the tournament.
- **COVID Testing Space** - A minimum of 2,500 sq ft of meeting space extended on a complimentary basis accessible 24 hours a day for the duration of the event. In addition to the following items: 3 tables and 9 chairs on a complimentary basis, 3 complimentary extension cords, complimentary uninterrupted internet access and complimentary self-parking for individuals coming in to test that are not guests of the Hotel, if applicable. Space needs to be held starting Tuesday, May 11, 2021 for the duration of the event.
 - Meeting Room Name: _____
 - Total Square Footage: _____

RESERVATIONS:

The Cut-off Date shall be – ***Tuesday, May 11, 2021 at 5:00PM local time***. Rooms will be held for the NCAA until this applicable Cut-off Date. The NCAA (or Anthony Travel acting on its behalf) will have the option of reducing the room block up to 100% prior to this Cut-off Date without penalty. At the Cut-off Date, Hotel shall offer NCAA the opportunity to guarantee unreserved rooms. All unreserved rooms not guaranteed in writing at that time shall be released from the Room Block by Hotel without charge to NCAA or Anthony Travel. All reservations requested after the Cut-off Date or outside the Room Block must be confirmed by Hotel and will be accepted on a space available basis at the group room rate.

Should event, or portions of the event, be cancelled, postponed or relocated by NCAA or the host university, Anthony Travel, NCAA, host university and the individual guests will not be liable for any penalties.

If the Event is an elimination tournament, as teams lose in the tournament, guests may choose to go home and reduce their stay at the Hotel. The Hotel understands the nature of the tournament and agrees to NOT charge any early departure fees to guests, the NCAA or Anthony Travel. The Hotel will return any prepayment on said nights to the NCAA within 14 days of group departure. In addition, the hotel agrees to not charge for any cancelled food and beverage due to elimination from the tournament.

BILLING:

HQ/OFFICIALS: Payment of rooms is the responsibility of the NCAA, Host or Local Organizing Committee. Method of payment will be established by the contracted cut-off date.

TEAM: Payment of rooms is the responsibility of the team or institution. Each team/institution is responsible for their own room, tax, and incidental charges. Method of payment will be established with each team/institution at the time of reservation in the NCAA Team Block.

AGREED AND ACCEPTED:

The hotel's general manager or designee must sign **one copy** and return it to the host institution/conference before the host submits its bid to the NCAA. The host institution/conference shall include all original, executed copies of the hotel Agreement with its bid submission.

If the institution/conference is ultimately selected to host the Event, the NCAA shall sign the copy of the hotel contract and return it to the host / hotel as a commitment.

This shall serve as the entire agreement between the NCAA and the hotel.

Name of Hotel: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Phone Number: _____

Email Address: _____

This portion will be completed and signed by the NCAA if the institution/conference is selected to host the Event.

Signature: _____

Printed Name: _____

Title: _____

Date: _____