



**NCAA Hotel Room Block  
Letter of Agreement**

Hotel Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Total number of rooms in the Hotel: \_\_\_\_\_

Hotel's AAA rating (and date of rating): \_\_\_\_\_

Distance from Hotel to Competition Venue (in miles): \_\_\_\_\_

Re: **2026 DI Women's Basketball Invitation Tournament - WBIT** Hotel  
Room Block 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 **2026 DI Women's Basketball Invitation Tournament – WBIT** (the "Event") and the following to be known herein as "guest(s): *Headquarter, NCAA Staff, Teams, Band & Cheer*. This will confirm our room block arrangements for the Event as specified below.

Anthony Travel is recognized as the travel agency on record and shall service the contract on behalf of the NCAA. NCAA grants Anthony Travel the authority to execute on the details of this contract on its behalf.

**NCAA – Responsible Party**

Contact Organization: The National Collegiate Athletic Association  
Address: 700 W. Washington Street, PO Box 6222  
Indianapolis, IN 46206-6222  
Phone: 317-917-6222  
Fax: 317-917-6888

**Anthony Travel – Agency on Record**

Contact Organization: Anthony Travel, Inc. (IATA # 45657010)  
Contact Name: Lauren Braunegg  
Address: 7920 Belt Line Road, Suite 1010  
Dallas, TX 75254  
Phone: 802-448-4787

**DESCRIPTION OF GROUP AND EVENT**

Event ID/Name: **2026 DI Women’s Basketball Invitation Tournament - WBIT** Game dates: **March 30 and April 1, 2026 (semi-finals and finals)**

Room Block Dates: **Saturday, March 28, 2026 – Thursday, April 2, 2026**

**Teams & HQ Block:**

<b>Day:</b>	<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>TOTAL</b>
<b>Date:</b>	<b>03/28/26</b>	<b>03/29/26</b>	<b>03/30/26</b>	<b>03/31/26</b>	<b>04/01/26</b>	
<b>Room Type</b>	Qty.	Qty.	Qty.	Qty.	Qty.	
Double/Doubles	116	116	116	58	58	<b>464</b>
Kings	32	32	32	22	22	<b>140</b>
Suites	5	5	5	3	3	<b>21</b>
<b>TOTAL</b>	<b>153</b>	<b>153</b>	<b>153</b>	<b>83</b>	<b>83</b>	<b>625</b>

**Band & Cheer Block:**

<b>Day:</b>	<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>TOTAL</b>
<b>Date:</b>	<b>03/28/26</b>	<b>03/29/26</b>	<b>03/30/26</b>	<b>03/31/26</b>	<b>04/01/26</b>	
<b>Room Type</b>	Qty.	Qty.	Qty.	Qty.	Qty.	
Double/Doubles	60	60	60	30	30	<b>240</b>
Kings	8	8	8	4	4	<b>32</b>
<b>TOTAL</b>	<b>68</b>	<b>68</b>	<b>68</b>	<b>34</b>	<b>34</b>	<b>272</b>

The Hotel agrees to hold room block for assignment by the NCAA as indicated. All rooms being held must be **non-smoking**. *(Please fill out the grid below with your proposed room block).*

**Teams & HQ Block:**

<b>Day:</b>	<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>TOTAL</b>
<b>Date:</b>	<b>03/28/26</b>	<b>03/29/26</b>	<b>03/30/26</b>	<b>03/31/26</b>	<b>04/01/26</b>	
<b>Room Type</b>	Qty.	Qty.	Qty.	Qty.	Qty.	
Double/Doubles						
Kings						
Suites						
<b>TOTAL</b>						

**Band & Cheer:**

<b>Day:</b>	<b>Sat</b>	<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>TOTAL</b>
<b>Date:</b>	<b>03/28/26</b>	<b>03/29/26</b>	<b>03/30/26</b>	<b>03/31/26</b>	<b>04/01/26</b>	
<b>Room Type</b>	Qty.	Qty.	Qty.	Qty.	Qty.	
Double/Doubles						
Kings						
<b>TOTAL</b>						

1. Room Rates and Commission Payments:

The below rates are based on all non-smoking **standard** room types for single through max occupancy, per room, per night, and are subject to total taxes (room, sales, occupancy, and other).

2026 King Room Rate \_\_\_\_\_ Tax Rate: \_\_\_\_\_

2026 Double Room Rate \_\_\_\_\_ Tax Rate: \_\_\_\_\_

The below rates are based on all non-smoking **suite** room types for single through max occupancy, per room, per night, and are subject to total taxes (room, sales, occupancy, and other).

2026 Suite Room Rate \_\_\_\_\_ Tax Rate: \_\_\_\_\_

The above rates are 10% commissionable on rate listed. All commissions are to be paid to Anthony Travel.

The above rates will be the only published and charged rate to the NCAA, Anthony Travel, host university and the individual guests.

**The Hotel agrees to not offer a rate lower than the contracted group rate to the general public through any outlet, including internet, hotel directly, or 800#. This does not include corporate rates, government/AAA rates, etc.**

**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 Anthony Travel reservations associated with this event over the group dates.**

All commission and rebate due per the contract will be paid by check, payable to Anthony Travel (and not through a third-party processor) to the address listed on the first page of this agreement, within 14-30 days of group departure. After 30 days, the hotel agrees to pay an additional 1 and 1/2% per month on any unpaid balances. Any commission and/or rebate amounts not paid within 60 days of the group departure will be sent to a collection agency. The Hotel will be responsible for any commission and/or rebate collection costs incurred, including collection costs and fees, attorney fees and court costs. All fees associated with collection are the responsibility of the hotel and all legal disputes will be settled in the state of Indiana.

In the event the hotel accepts reservations for the Event, above the contracted number of rooms, the hotel agrees to pay commission to Anthony Travel as defined in the contract on each of those room nights utilized during the event. Commission should be applied to any rooms associated with the event at the group rate.

2. Cut-off Date

The Cut-off Date shall be – **Friday, March 27, 2026 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.

3. Complimentary Room Allotment

For every 45 room nights paid for on a cumulative basis (excluding contracted complimentary rooms or upgrade concessions), the NCAA is entitled to one (1) complimentary room night. The NCAA, or its designees, shall have the option of assigning these complimentary nights to guests or receiving the room rate of any remaining complimentary room night paid out with commission to Anthony Travel. Any complimentary nights to be paid out will be invoiced by Anthony Travel (with related commissions and/or rebates) post Event. Anthony Travel is responsible for distribution to NCAA if applicable. Value for paid out complimentary nights is defined as the room rate per night, excluding all taxes.

4. Concessions:

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

**Team & HQ:**

- a. Food & Beverage – Hotel to extend five percent (5%) discount off banquet food & beverage for the duration of the event.
- b. Wireless – wireless internet access for all guests in their guest rooms, meeting space and the lobby area will be provided complimentary.
- c. Parking – Hotel to extend six (6) complimentary valet parking passes to be utilized for the duration of the event.
- d. Audio Visual – Hotel to extend a 10% Audio-Visual discount for the duration of the event.
- e. Staff Sleeping Rooms – Hotel to extend a 50% discount off the contracted group rate for four (4) staff sleeping rooms for the duration of the event.
- f. Porterage: Hotel will provide complimentary round-trip portorage for team arrival and departure.

**Band & Cheer:**

- a. Complimentary Breakfast – complimentary hot breakfast will be provided for the duration of the event
- b. Wireless – wireless internet access for all guests in their guest rooms, meeting space and the lobby area will be provided complimentary.
- c. Parking – Complimentary self-parking for the duration of the event.
- d. Bus Parking – complimentary bus parking for the duration of the event.

5. Space and Meeting Rooms

The Hotel shall provide the participating institution, on a complimentary basis, without charge and with no food and beverage minimum, five (5) meeting rooms. These meeting rooms should be away from public areas, connected to, or near one another, on the same floor, and in the primary building of the Hotel.

Day	Hold	Function	Set Up	Group	# of People	Minimum Space Requirements
Saturday-Thursday	24 hours	Office	Conference	WBIT Staff	10	1,200 sq. ft.
Saturday-Thursday	24 hours	Meeting	TBD	Team 1	30	2,000 sq. ft
Saturday-Thursday	24 hours	Meeting	TBD	Team 2	30	2,000 sq. ft
Saturday-Thursday	24 hours	Meeting	TBD	Team 3	30	2,000 sq. ft
Saturday-Thursday	24 hours	Meeting	TBD	Team 4	30	2,000 sq. ft

As part of this contract, it is a requirement for the Hotel to identify below the meeting spaces reserved for the institution, based on the parameters described above.

Meeting Room 1: \_\_\_\_\_ Square Footage: \_\_\_\_\_  
Meeting Room 2: \_\_\_\_\_ Square Footage: \_\_\_\_\_  
Meeting Room 3: \_\_\_\_\_ Square Footage: \_\_\_\_\_  
Meeting Room 4: \_\_\_\_\_ Square Footage: \_\_\_\_\_  
Meeting Room 5: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Meeting rooms must be held on a 24-hour hold from the time the institution arrives until it departs, and each room should be equipped with complimentary high-speed internet.

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.

Band & Cheer does not require set meeting space for this event. Based on availability at the time of a potential request, the Hotel shall provide complimentary meeting space and related setup required by the NCAA or the assigned guest without charge.

The Hotel agrees that during the NCAA championships weekend, it shall not knowingly permit individuals, organizations or corporations (e.g., beer or tobacco companies) to hold meetings, seminars or hospitality rooms that conflict with the NCAA, its principles or purposes or are direct competitors of the NCAA’s marketing and corporate champions or partners. Any potential such conflicts should be timely presented for review to and approval by the NCAA prior to contracting with the individuals, organizations or corporations.

If desired, information kiosks may be staffed at the Hotel by the local organizing committee to provide information to the participants and spectators in attendance.

6. Reservations

Block reservation method:

**HQ/OFFICIALS:**

- **Rooming List:** NCAA or Host will make reservations directly with the Hotel via rooming list.

**TEAM/BAND & CHEER:**

- **Rooming List:** Universities will make reservations directly with the Hotel via rooming list upon qualifying for the event.

At Anthony Travel or NCAA’s request, the Hotel will provide its in-house groups list. Any participating teams or individuals associated with the championship, but not booked within NCAA’s

room block will receive the terms and conditions outlined within this agreement and will also be credited to NCAA's room block pick-up.

Hotel will guarantee reservations made by NCAA (or Anthony Travel acting on its behalf) or participating teams and/or individuals and hold all accommodations for guests' arrival, unless released by the NCAA (or Anthony Travel acting on its behalf) under the terms hereunder.

The NCAA (or Anthony Travel acting on its behalf) or participating teams and/or individuals may add reservations into the block on or prior to the Cut-off Date and may change and substitute guest names in reservations at any time. After the Cut-Off Date, additional room reservations will be accepted by the Hotel based on a space available basis at the contracted room rate. Individual room cancellations and changes will be accepted by the Hotel, without charge to the guest or NCAA or Anthony Travel, up to 8:00 am day of arrival.

7. Room Availability and Relocation

Upon individual and/or group reservation hereunder, Hotel shall provide the applicable guest rooms within the above room block on the applicable dates listed herein, in accordance with the terms of this Agreement.

Should the block be oversold, the Hotel will honor all reservations made by the NCAA, Anthony Travel and guests first and will not relocate NCAA guests.

In the unlikely event that relocation becomes necessary, the following rules shall apply: If Hotel does not honor a confirmed guest reservation, Hotel shall immediately notify Anthony Travel of relocation and provide, at Hotel's expense and at no charge to guest, NCAA or Anthony Travel: (i) complimentary room accommodations of equal or better quality at a hotel as near to Hotel as possible for each night accommodations are unavailable, (ii) complimentary automobile transportation between Hotel and such other hotel as needed by the guest. If a room at Hotel becomes available for any night during the guest's reservations, Hotel shall, at Hotel's expense, relocate the guest by automobile to Hotel, except that if the guest does not want to relocate to Hotel from such other hotel, then the guest may continue to stay at the other hotel. Hotel shall notify Anthony Travel in writing whenever a reservation for a guest is not honored in Hotel. Failure to honor a guest's reservation shall be a breach of this Agreement and the above shall not limit any of the NCAA's rights or remedies in the event of such a breach. Commission will still be due and payable on all relocated rooms.

8. Rates; Check-in/Check-out

Rates (including commission payments on the rates as defined within) are in effect for the period starting three (3) nights prior to the first night of the Room Block and ending three (3) nights after the last night of the Room Block.

9. Billing Arrangements

10. No advance payment shall be required for any individual utilizing rooms and credit cards should be charged at the conclusion of stay/check-out for those not on the master account.

**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.

The Hotel shall establish a master account for the NCAA and/or guests (i.e., Host or Local Organizing Committee) as requested, subject to successful completion of Hotel's credit application. The established room block may contain reservations that are individual pays own and should not be routed to the master account. The Hotel is authorized to deduct comps from the NCAA master

account; however, commissions should not be deducted. Any guest setting up a master account for the sub-block of rooms will be managed by that guest and not NCAA or Anthony Travel, Inc. All charges that are not in dispute will be paid within 45 days after receipt of a proper statement and backup materials from the Hotel.

**TEAM/BAND & CHEER:**

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.

The Hotel shall establish a master account for the team(s) or institution(s) as requested. The Hotel is authorized to deduct comps from the NCAA master account; however, commissions should not be deducted. All charges that are not in dispute will be paid within 45 days after receipt of a proper statement and backup materials from the Hotel.

11. Group Actuals

Hotel will provide Anthony Travel with actuals and a final summary of all rooms actualized within 3 business days of group departure. Hotel will receive commission invoice within 21 business days of group departure.

12. Signage

The NCAA shall inform the Hotel of the appropriate NCAA signage that will need to be displayed in the Hotel during the Event at no additional charge to the NCAA. In addition, the NCAA shall have the right to approve all related signage at the Hotel during the room block dates.

13. Alcoholic Beverages

If alcoholic beverages are to be served in the Hotel's public space (excluding the NCAA suites and other space), the NCAA understands that the Hotel may require that the beverages be dispensed only by the Hotel's servers. The NCAA agrees to the Hotel's policies regarding proper identification of any person of questionable age or refusal of service to any person who, in the Hotel's judgment, appears intoxicated. The Hotel represents and warrants that it has obtained all necessary liquor licenses and/or permits related to the service of alcoholic beverages, and is in compliance with all applicable local, state and federal laws related to same.

14. Merchandising

The Hotel agrees that the NCAA or its designees shall have the exclusive right to sell products licensed by the NCAA for merchandising at the Hotel (inside and outside the premises controlled by the Hotel). The Hotel agrees to provide at no charge to the NCAA adequate space in its lobby for such sales. The NCAA guarantees that the merchandise shall be displayed in a neat, professional manner. This does not preclude the Hotel's gift shop from offering non-NCAA branded merchandise for sale.

Additional merchandising and payment terms, if any, must be negotiated between the Hotel and the NCAA's merchandising agent.

If it deems appropriate, the NCAA will provide apparel for the Hotel staff, primarily the front office staff, to wear during the Event. If the Hotel is not in the position to approve the NCAA providing merchandise to its staff, then no other organization shall be provided a similar privilege.

15. Shipping and Handling

If it is necessary for materials to be shipped to the Hotel, each item must be packed properly and marked with (a) the guest/organization name and contact; (b) date of the function, and (c) name of the

Hotel contact. The Hotel reserves the right to refuse to accept packages that appear damaged. The Hotel assumes liability for packages that are received by the Hotel and are then misplaced prior to being accepted by the guest. The Hotel will not accept responsibility for materials delivered to the Hotel prior to 14 days before the Event.

The Hotel will receive, and store shipped materials and boxes at no additional charge to the NCAA or guests.

16. Hotel Changes and Impossibility

If there is construction or renovations at Hotel or any changes which may materially and adversely affect the accommodations or services of Hotel or the guest experience or if there is a change in brand, ownership or management of Hotel, or reduction in the hotel's AAA rating from the time the hotel was initially selected, the NCAA (or Anthony Travel acting on its behalf) may, at their option, cancel any or all reservations without liability. The Hotel shall promptly notify the NCAA (or Anthony Travel) and provide monthly updates on the status of said construction or renovation.

In the event the Hotel is destroyed or damaged to such an extent that the NCAA's requirements may not be adequately accommodated and said damage or destruction is caused by an instrumentality, other than an act of God or the active fault of the NCAA or its' agents, the Hotel shall indemnify the NCAA for all costs reasonably incurred by the NCAA or participating institution in relocating to another Hotel.

New owners and/or management shall be bound by the provisions of this agreement including all terms specific to post event commission collections.

Notwithstanding the preceding paragraphs in this Paragraph Sixteen (16), the NCAA may, at its sole discretion, upon written notice to the Hotel, cancel this agreement at any time.

17. Publicity

Hotel agrees that it shall not disclose to any third party the existence of this Agreement, the monetary value of the Agreement, and shall not publicize NCAA's presence at the Hotel by use of outside signs, publications, press release, or any other method without prior written approval from a duly authorized representative of NCAA. Furthermore, Hotel acknowledges NCAA's sole ownership of and exclusive right, title, and interest in and to the NCAA name, logo, and any other trademarks now or hereafter owned by NCAA or its affiliates, and expressly agrees not to use such NCAA trademarks. Without limiting the generality of the foregoing, Hotel shall not (i) make any public announcement regarding its association with NCAA or (ii) use the NCAA name, logo, trademarks, or any contents in which NCAA holds a copyright, in any promotional materials or activities, or publications.

18. Indemnity

The Hotel and NCAA and Anthony Travel, shall each defend, indemnify and hold each other, and their related, affiliated and subsidiary companies and the officers, directors, members, agents, employees and assigns of each of the foregoing, harmless from and against any and all claims, demands, suits, judgments, liabilities, losses, costs and expenses of any nature whatsoever (including attorneys' fees and costs) arising directly or indirectly from or out of the rooms and other services provided by the other, the guests' occupancy of the rooms or use of such other services, any willful negligent act or omission of the other or its officers, directors, members, agents, employees, contractors, subcontractors, or assigns or any other failure of the other to comply with the obligations on its part to be performed hereunder.

19. Privacy

For the purposes of this Agreement, Hotel shall comply with obligations applicable to Hotel under applicable privacy and data protection laws, including to the extent applicable EU data protection laws.



Hotel shall have implemented measures designed to: (1) provide proper notice to individuals about its collection and use of their personal data, (2) use such personal data only for legitimate business purpose(s), (3) provide available means by which individuals may request to review, correct, update, suppress, restrict, or delete or port their personal data, consistent with applicable law, (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data, (5) use technical/organizational measures and internal controls to protect personal data within its organization against unauthorized or unlawful access, acquisition, use, disclosure, loss, or alteration.

- a. **Additional Indemnification.** Without limiting any of Hotel's other indemnification obligations outlined herein, Hotel shall be responsible for, and shall indemnify fully, defend and hold harmless the NCAA and Anthony Travel, its parents and affiliates, and each entity's officers, agents, employees and each of the NCAA member institutions, from and against any and all claims, demands, causes of action, liabilities or damages, including legal costs and attorneys' fees, arising out of or resulting from Hotel's failure to comply with any of its obligations under this Section, including any actual or alleged improper or unlawful access to, or breach of, a customer's personal information.

20. Insurance

Hotel shall maintain the following:

- a. Occurrence basis commercial general liability insurance (including broad form contractual coverage) with minimum limits of Two Million Dollars (\$2,000,000.00) combined single limit per occurrence, protecting Hotel, the NCAA and Anthony Travel from claims from bodily injury (including death), personal injury and property damage which may arise from or in connection with Hotel, the performance of any services pursuant to or in relation to this Agreement or from or out of any act or omission of Hotel, its affiliates, or the officers, directors, agents or employees or assigns of either and naming the NCAA and Anthony Travel, and their related, affiliated and subsidiary companies and their employees, officers, directors and agents as additional insureds; and
- b. Workers' Compensation Insurance as required by applicable law and Employer's Liability Insurance with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence.
- c. Cyber/privacy liability insurance with limits of not less than Two Million Dollars (\$2,000,000) for each occurrence covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, and network security.
- d. All such insurance required in paragraphs a) through c) above shall provide that the coverage thereunder may not be reduced or canceled unless thirty (30) days prior written notice thereof is furnished to NCAA (or Anthony Travel acting on its behalf), shall be primary and not contributory and shall be written by companies with a Best Guide rating of "A-VII" or better. Certificates of Insurance (and copies of all policies, if required by the NCAA) shall be furnished to NCAA (or to Anthony Travel acting on its behalf) upon signature of this Agreement.

21. Mediation and Arbitration

The parties agree that any disputes arising hereunder that the parties cannot resolve between themselves shall be addressed in the following manner:

- a. First, the parties shall engage the services of a mediator through the American Arbitration Association or as otherwise agreed by the parties. The parties shall share the cost of the

mediation equally. Unless the parties agree otherwise, the mediation shall be in Indianapolis, Indiana at a time reasonably agreeable to both parties. Both parties may be represented at such mediation by attorneys, and each side shall have present a member of senior management with full authority to bind said party to any resolution that may be mediated.

- b. Second, in the event mediation fails, any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Unless the parties agree otherwise, the arbitration hearing shall be held in Marion County, Indianapolis, Indiana.

22. Entire Agreement: Waiver and Modification: Captions

This Agreement constitutes the entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all previous agreement between the parties, whether written or oral, with respect to such subject matter.

No waiver or modification of this Agreement, or of any provision herein contained, shall be valid unless in writing and duly executed by the party to be charged therewith. Paragraph headings used throughout this Agreement are for reference and convenience only and in no-way define, limit, describe or affect the provisions of this Agreement.

23. Americans with Disabilities Act

The Hotel shall be responsible for complying with the public accommodation requirements of the Americans with Disabilities Act (ADA), including: (1) the “readily achievable” removal of physical barriers to access the meeting rooms (e.g., speakers’ platform, public address systems, etc.), sleeping rooms and public spaces (e.g., restaurants, restrooms and public telephones); (2) the provision of auxiliary aids and services when necessary to ensure that no disabled individual is treated differently by the Hotel than other individuals (e.g., Braille room service menus or reader, etc.), and (3) the modification of Hotel policies, practices and procedures applicable to all guests and/or groups as necessary to provide goods and services to disabled individuals (e.g., emergency procedures and policies of holding accessible rooms for hearing and mobility impaired, disabled individuals until all remaining rooms are occupied). All extraordinary costs for special auxiliary aids requested by the NCAA/participating institution shall be borne by the NCAA/participating institution, provided the Hotel notifies the NCAA/participating institution in advance in writing.

- a. The NCAA/participating institution shall be responsible for complying with the following ADA public accommodation requirements: (1) the “readily achievable” removal of physical barriers within the meeting rooms utilized by the NCAA/participating institution which the NCAA/participating institution would otherwise create (e.g., set-up of exhibits in an accessible manner) and not controlled or mandated by the Hotel; (2) the provision of auxiliary aids and services when necessary to ensure effective communication of the NCAA/participating institution’s program to disabled participants (e.g., Braille or enlarged print handouts, interpreter or simultaneous videotext display, etc.), and (3) modification of the NCAA/participating institution’s policies, practices and procedures applicable to participants, as required to enable disabled individuals to participate equally in the program.
- b. The NCAA/participating institution shall attempt to identify, in advance, any special needs of its disabled attendees/guests requiring accommodations by the Hotel and will notify the Hotel of such needs for accommodations, as soon as they are identified to the NCAA/participating institution. Whenever possible, the NCAA/participating institution shall copy the Hotel on correspondence with attendees who request special needs as specified by ADA policy. The

Hotel shall notify the NCAA/participating institution in writing of requests for accommodations, which may be received outside of the NCAA/participating institution's reservation program, to facilitate the NCAA/participating institution's obligations as required by ADA.

24. Federal/State/Local Laws

Hotel acknowledges and agrees that it follows all applicable federal, state and local laws, including health and safety and, alcoholic beverage control laws, etc., and ensures continued compliance with same during the term of this Agreement.

25. Representations and Warranties

Hotel represents and warrants to NCAA the following:

a. It agrees to render the services conscientiously and to the full extent of its ability and in a competent and professional manner; and

b. It agrees to perform its services hereunder in a good and workmanlike manner consistent with commercially reasonable standards; and

c. It will treat all information gained through the performance of its duties under the Agreement in a confidential manner. It will not at any time, in any fashion, form, or manner, either directly or indirectly divulge, disclose, or communicate to any person, firm, or corporation in any manner whatsoever any information of any kind, nature, or description concerning any matters affecting or relating to the NCAA, without regard as to whether any or all the foregoing information would be deemed confidential, material, or important. The parties hereby stipulate that any breach of the terms of this section is a material breach of the Agreement.

26. Nonobservance of Agreement

If either the NCAA or the Hotel fails to perform any of the terms or conditions specified and such failure or breach shall not be cured within 10 days after giving the written notice thereof, or within 24 hours after giving notice during the Event, the other party shall have the right to terminate the Agreement, without prejudice to the right to compensation for loss or damages sustained.

27. Assignment

Except as expressly set forth herein, this Agreement shall not be assigned or transferred in whole or in part by either party without the written consent of the other. **The Hotel understands and agrees that the NCAA will assign portions of the block to selected individuals and groups, and agrees that, upon each such assignment, the NCAA shall cease to be responsible for each such assignment.**

28. Force Majeure

The performance of the Hotel contract is subject to termination without liability upon the occurrence of any circumstance beyond the control of the NCAA or the Hotel, such as acts of God, war, epidemics or pandemics, government regulations, disaster, strikes (except those involving the employees or agents of the NCAA or Hotel), civil disorder or curtailment of the transportation facilities, to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel. The ability to terminate the Hotel contract, without liability pursuant to this paragraph, is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical but, in no event longer than 10 days after learning of such basis.

If a Force Majeure Event occurs, either party may cancel the event / reservation and terminate this agreement by giving the other party prompt written notice. If the agreement is terminated pursuant to this provision, any pre-paid deposits will be returned within thirty (30) days of the termination. A “Force Majeure Event” shall mean an event or circumstance that is beyond the reasonable control and without the fault or negligence of the Party impacted, and that could not have been prevented by the reasonable diligence of the party. Without in any way limiting the foregoing and in addition to the above paragraph, a Force Majeure Event may include, but are not restricted to (a) acts of God or of a public enemy, (b) acts of the Government in either its sovereign or contractual capacity, (c) fires, (d) floods, (e) epidemics or pandemics, (f) quarantine restrictions, (g) strikes, (h) freight embargoes and (i) unusually severe weather.

29. Bankruptcy

If the NCAA or the Hotel shall make a voluntary or involuntary assignment for the benefit of creditors or enter bankruptcy proceedings, become insolvent or subject to foreclosure, or take any other action for the benefit of creditors or relief of debtors prior to the Event, the other party shall have the right to cancel the Agreement without liability upon written notice to the other party.

30. Changes/Additions/Stipulations/Lining Out

Any changes, additions, stipulations or corrective lining out by either the NCAA or the Hotel will not be binding until such additions, clauses or stipulations have been approved in writing (email is sufficient) by the other party.

31. No Offer

Submission of this letter by one party to the other does not constitute an offer. Accordingly, unless and until this letter is executed and delivered by both parties hereto, submission of this letter by one party to the other, along with any communications or correspondence between the parties in connection therewith, is intended only as non-binding discussions, and either party shall have the absolute right to withdraw from such discussion without any liability whatsoever to the other party.

Please indicate your agreement by signing in the space provided below and return.

**[SIGNATURES APPEAR ON NEXT PAGE]**

AGREED AND ACCEPTED:

Name of Hotel: \_\_\_\_\_

By (Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

This portion will be completed and signed by the **NCAA** if the site is selected to host the **2026 DI Women's Basketball Invitation Tournament - WBIT**

Date: \_\_\_\_\_

By (Signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_