

INSERT
HOST UNIVERSITY LOGO

HOST UNIVERSITY NAME
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS
LETTER OF INTENT

Date:

This letter of intent serves as a courtesy hold for rooms agreed upon by both parties, by and between [insert host University name] ("University") and [insert hotel name] ("Hotel"). University and Hotel for and in consideration of the mutual promises and covenants expressed herein, agree to the courtesy hold outlined below. Should the University be awarded this event, Hotel agrees to honor the block and rate set forth within the letter of intent. If the University is selected to host, this agreement would stand as the official contract. If University is not selected to host this event, the agreement is terminated without penalty.

EVENT INFORMATION

Event Name:

Event Start and End Dates:

Game Dates are:

CONTACT INFORMATION:

Hotel Contact:

Hotel Name

Hotel Sales Contact Name

Title of Sales Contact

Address of hotel

City, State, Zip code

Phone number

Email address of sales contact

Host University Contact:

Name

Title

Street Address

City, State, Zip Code

Phone Number

Email Address

Third Party Contact (if applicable):

Name

Title

Street Address

City, State, Zip Code

Phone Number

Email Address

IATA Number

BLOCK TYPE:

(select applicable box(s) below)

- Team(s)
- Headquarters
- Officials
- Media

HOTEL ROOM BLOCK:

	Day:						Total
	Date:						
Rate	Room Type:	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.
Total							

Contracted rates must be set for single through maximum occupancy.
All rooms being held must be non-smoking rooms.

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.
 - 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.
- Other -
- Other -

CUT OFF DATE:

Guest rooms will be held until the Cut-off Date of [insert date here]. This is a courtesy hold and visiting teams will be responsible for their own charges, including, but not limited to guestroom incidentals. All reservations requested after the Cut-off Date or outside the guest room block must be confirmed by Hotel and will be accepted on a space available basis at the group guest room rate. (Insert Host University name) will not be liable for any cancellation or attrition charges if the event does not take place in (insert City, State of University host location).

AGREED AND ACCEPTED:

(Insert host University Name)
on behalf of its Department of Intercollegiate Athletics

(Insert Hotel Name)

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____