

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 and offered to participating teams. If participating teams are local or have other accommodations, then University can release rooms in full without penalty. 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: _____
Venue: _____

CONTACT INFORMATION:

Hotel Contact:	Host University Contact:	Third Party Contact (if applicable):
Hotel Name	Name	Name
Hotel Sales Contact Name	Title	Title
Title of Sales Contact	Street Address	Street Address
Address of hotel	City, State, Zip Code	City, State, Zip Code
City, State, Zip code	Phone Number	Phone Number
Phone number	Email Address	Email Address
Email address of Sales Contact		IATA Number
AAA Rating: _____		
Distance to Venue: _____		

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.

Last updated 9.17.24

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.

LOWEST RATE GUARANTEE:

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 reservations associated with this event over the group dates.

AGREED AND ACCEPTED:

(Insert Host University Name)

on behalf of its Department of Intercollegiate Athletics

Signature: _____

Name: _____

Title: _____

Date: _____

(Insert Hotel Name)

Signature: _____

Name: _____

Title: _____

Date: _____