



KENTUCKY STATE PARKS
"the nation's finest"

KENTUCKY DEPARTMENT OF PARKS GROUP CONTRACT

Status: Contract Pending

Park Name: Barren River Lake State Resort Park **Date Booked:** Wednesday, April 27, 2016

Park Address: 1149 State Park Road
Lucas, Kentucky 42156

Coordinator: Tammy

Phone: 270-646-2151 or 800-325-0057

Fax: 270-646-3645

Email: tammy.london@ky.gov

This Agreement is made and entered into as of this Wednesday, April 27, 2016 by and between Barren River Lake State Resort Park (hereinafter referred to as "Hotel") and Lexington-Fayette Urban County Government through the Reach Group Package ("you", "your", or "Group"). (The Hotel and the Group may be collectively referred to as the "Parties"). Group agrees that the terms of this Agreement are based upon the information provided by Group above.

The Hotel agrees to hold the space and guest rooms listed in this agreement on a first option tentative basis until **Wednesday August 17, 2016**. If this agreement is not fully executed by Group and Hotel by **Wednesday August 17, 2016** the Hotel will release the space. If an alternate request is received, the Hotel will notify you and you will have forty-eight (48) hours from Hotel notification to return this executed Agreement.

If this agreement is not fully executed, including receipt of a non-refundable deposit by **Wednesday August 17, 2016** the space and guest rooms requested will be released.

GROUP INFORMATION

Group Name: Lexington-Fayette Urban County Government

Representative: Brent Claiborne, Reach Package/Parks and Recreation

Address: 545 N Upper Street
Lexington, KY 40508

Phone: (859) 509-4748 **Fax:** (859) 254-0142

Email:

Arrival: Wednesday, August 17, 2016

Departure: Friday, August 19, 2016

Tax Exempt: Exempt Certificate #CT34-100 (Copy of certificate must be provided.)

ACCOMMODATIONS & RATES

Accommodations

Date	Rooms
8/17/2016	16
8/18/2016	16
Total	32

Package Rates

Package Plan	Room Type	Single Rate	Double Rate
Reach Package	2 Queen Hncp Access	\$54.00	
Reach Package	2 Queen	\$54.00	
	2 Queen		

NOTE:

A fee of \$10.00 per each additional adult after 2 adults in the lodge rooms will be added to the above rates

Due to the variety of room types, reservations are not guaranteed to be in the same section of the building or cottage area.

State Transient Tax of **1.24%** are added to all accommodations, regardless of group's exempt status; Kentucky Sales Tax of 6% will then be added to those groups not tax exempt.

There will be a \$2.00 resort fee added for each night of your lodge or cottage stay. This fee will help maintain and preserve America's most complete state park system with general upkeep and improvements at each park.

Rooms and cottages are available for check-in after 4:00 PM.

Check out time in the cottages is 10:00 a.m. (CST), and 11:00 a.m. (CST) in lodge rooms. Any rooms remaining occupied after check out time may be subject to an additional charge.

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.

Room Reservations to be made by:

_____ Rooming List – must be received by **Friday, August 5, 2016.**

This list must include the name and “share-withs” of each guest, the type of sleeping room desired, the arrival and departure date of each guest. Requests are noted but are not guaranteed.

Group will automatically guarantee all reservations made by a rooming list. If a guest identified on the list does not check-in, the Group’s Master Account will be charged for the first night of all no-shows and cancellations that occur within 24 hours prior to arrival.

Billing/Credit Procedures:

Billing for all charges must be established prior to the event with a credit card, full cash deposit or an established Master Account. Paying upon departure without pre-approval is not an approved form of payment.

- _____ Credit Card # _____ Expiration Date _____
- _____ Check
- _____ Direct Bill
- _____ Prepaid

Master Account

The manner of payment of the Master Account shall be established upon approval of the Group’s credit. Group must complete a direct billing application and return to Hotel upon the execution of this Agreement. Direct billing is a privilege and can only be authorized by the Hotel after a credit check has been approved. If Group has been approved for Direct Billing, **Meeting Room: Rooms/Cottages: Meals: Other Incidentals:** will be billed to the Master Account and will be direct billed to Group and paid as provided within.

Group may also elect to pay the Master Account by credit card. If Group fails to pay any obligations within 30 days of Hotel’s invoice date, Hotel is authorized to charge the credit card for all such obligations.

DEPOSIT & BILLING INFORMATION

If any charges are to be billed after departure, arrangements must be pre-approved before the event. **The Group is responsible for providing documentations of tax-exempt status, if applicable, prior to the meeting/event.** The following individuals have the proper authority to sign for the Master Account and/or act on behalf of and bind the Group pursuant to the terms of the Agreement:

Name: _____

Name: _____

Late Payments

Payment of all invoices are due upon receipt. Invoices remaining unpaid after 30 days of the invoice date will incur an interest charge of the lesser of 18% or the highest amount allowed by law. If the account remains unpaid after 60 days, the Park will initiate collection proceedings. The Group will be responsible for all collection fees, attorney fees or other costs in connection with the Park’s attempt to collect all amounts due hereunder. Further, the Park reserves the option to cancel subsequent and future arrangements, agreements or functions, at this location and all others operated by Kentucky State Parks, made by Group without penalty and upon written notice.

Cancellation Policy

Group agrees that if it cancels this Agreement for any reason, the Hotel will suffer damages. The closer in time the cancellation occurs, the greater the damages will be. Therefore, Group agrees to pay Hotel at the time of cancellation a liquidated damages fee, as follows:

If cancellation is....	Group Pays
More than 60 days, less than 90 days prior to arrival date:	Amount equal to 25% of the total anticipated revenue
More than 30 days, less than 60 days prior to arrival date:	Amount equal to 50% of total anticipated revenue
Less than 30 days prior to arrival date:	Amount equal to 100% of total anticipated revenue

Cancellation must be made to the Park’s group sales representative signing the contract below. No other cancellation procedures will be accepted. Cancellations will be made in writing or via email to the Park’s Group Coordinator above.

Upon signing this Contract, the following person warrants that he/she fully understands the contents of this agreement and is a duly authorized and appointed agent for the meeting/event and is fully empowered to accept the provisions contained in this contract and intend to enter a definite and binding commitment. This Agreement constitutes the entire understanding between the parties and supersedes any previous communications, representation, or agreements, whether written or oral.

If these arrangements meet with your approval, please sign and initial each page, and return to the attention of the Sales Manager. Acceptance will occur upon receipt of an original or facsimile (fax) transmittal of a fully signed original by the hotel.

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

AGREED TO BY:

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

PARK REPRESENTATIVE: _____ **DATE:** _____

