

Guestroom Contract

Best Western Doublewood Inn & Conference Center

3333 13th Avenue South Fargo, ND 58103

Phone: 701-235-3333 Fax: 701-280-9482

Reservations: 800-433-3235

Account & Group Tre Lag Stevne		Today's Date April 8, 2011
Billing Address 630 28 th St Chetek, WI 54728-8023		Sales & Catering Contact Theresa Keimig
Group Contact Dr. Robert M. Fossum	Phone Robert 715-924-4111 John Peterson 361-7015	Email: robertfossum@gmail.com Jfpeterson63@gmail.com
Host John Peterson	Market Segment SM	

ROOM RATES

TYPE	RATES	Wednesday 8-1-12	Thursday 8-2-12	Friday 8-3-12										
Variety	Rate \$81.00	90	90	90										
Suite	Comp	1	1	1										
Total	\$81.00	90	90	90										

METHOD OF RESERVATIONS

1. All Rooms are flat rates (1-4 people) per room
2. A variety or rooms with two double beds or one king size bed, non-smoking and smoking rooms are held within your block.
3. **A block of rooms** = that the hotel is holding a set number of rooms within the hotel. Due to the unpredictable stay over factor, the rooms are not necessarily next to each other & are based on the individuals wanting one or two beds and smoking or non-smoking.
4. All Rooms include: **Microwave, Refrigerator, Complimentary Wireless Internet, Voice Mail, Coffee Maker, Hair Dryer, Iron & Ironing Board**
5. All Room reservations need to be made by the specified cut-off date. The unused portion of the room block will be released for general sale after the cut-off date. Guests can receive the above discounted rate (2) days prior and (2) days after the above.

ROOM RESERVATIONS

CUT-OFF DATE: July 2, 2012 (30 days)

- Rooming List
 Return Card
 Individual Call-In
 Housing Bureau

One Complimentary room per (40) actualized rooms

Billing Instructions		Payment of Master Account	
Individual Pay: <input checked="" type="checkbox"/> rooms/tax <input checked="" type="checkbox"/> restaurant <input checked="" type="checkbox"/> incidentals Sales Tax:	Master Account: <input type="checkbox"/> rooms/tax <input type="checkbox"/> all charges <input checked="" type="checkbox"/> mtg room/food	<input type="checkbox"/> Prepaid <input type="checkbox"/> Cash <input type="checkbox"/> Company Check <input type="checkbox"/> Credit Card Type: Credit Card #: On File Exp: Cardholder: Direct Bill	

Contract Term Agreement

This contract will automatically be null and void if not returned to the hotel by: **May 1, 2011**. Your signature below indicates that you agree to the terms of this guestroom contract. This booking will not be confirmed as a definite booking until the hotel receives a signed contract.

Client Signature	Date	Events Director Best Western Doublewood Inn	Date
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Catering Contract

Best Western Doublewood Inn & Conference Center

3333 13th Avenue South Fargo, ND 58103

Phone: 701-235-3333 Fax: 701-280-9482

Account Tre Lag Stevne		Today's Date April 8, 2011		
Group Tre Lag Stevne		Sales & Catering Contact Theresa Keimig		
Billing Address 630 28 th St Chetek, WI 54728-8023		Fax		
Group Contact Dr. Robert M. Fossum		Phone Robert 715-924-4111 John Peterson 361-7015	E-mail: robertfossum@gmail.com Jfpeterson63@gmail.com	
Day / Date	Function	Location	Covers	Charge
Wednesday August 1, 2012	Conference	All Meeting Space	Variety	N/C
Thursday August 2, 2012	Conference	All Meeting Space	Variety	N/C
Friday August 3, 2012	Conference	All Meeting Space	Variety	N/C
Saturday August 4, 2012	Conference	All Meeting Space	Variety	N/C

FOOD & BEVERAGE POLICY:

All Food & Beverage is provided by the hotel. Outside food & beverage is not allowed to be brought into the hotel. A final guarantee for your meal function is required 72 hours (3 business days) prior to your event.

Billing Instructions		Payment of Master Account	
Individual Pay: <input checked="" type="checkbox"/> rooms/tax <input checked="" type="checkbox"/> restaurant <input checked="" type="checkbox"/> incidentals	Master Account: <input type="checkbox"/> rooms/tax <input type="checkbox"/> all charges <input checked="" type="checkbox"/> mtg room/food <input type="checkbox"/> mtg room/guestrooms	<input type="checkbox"/> Prepaid <input type="checkbox"/> Cash <input type="checkbox"/> Company Check <input type="checkbox"/> Credit Card Type: Credit Card #: Cardholder: <input checked="" type="checkbox"/> Direct Bill	Exp:
Prevaling Sales Tax: Service Charge: 15%			

This contract will automatically be null and void if not returned to the hotel by: ***May 1, 2011***
Your signature below indicates that you agree to the terms of this catering contract. This booking will not be confirmed as a definite booking until the hotel receives a signed contract.

Client Signature	Date	Director Sales Best Western Doublewood Inn	Date
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