



**MARRIOTT
THE LINCOLN
CORNHUSKER**

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between: The Lincoln Marriott Cornhusker Hotel, 333 S 13th Street, Lincoln, NE, 68508-2516, (402) 474-7474 and Lancaster County Commissioners and outlines specific conditions and services to be provided.

ORGANIZATION: Lancaster County Commissioners
555 S. 10th Street, Room 110
Lincoln, NE 68508

CONTACT: Name: Minette Genuchi
Job Title: Administrative Assistant
Phone Number: (402) 441-7449
E-mail Address: mgenuchi@lanaster.ne.gov

NAME OF EVENT: **Lancaster County Employee Recognition Breakfast**
REFERENCE #: M-8LQ2WAY
OFFICIAL PROGRAM DATES: Thursday, 05/25/2017
ANTICIPATED ATTENDANCE: 125

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on the requirements outlined by Lancaster County Commissioners, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

Date	Day	Start Time	End Time	Function Type	Setup	# People	Rental
05/25/2017	Thu	6:30 AM	9:00 AM	Registration	Registration	125 ^y	
05/25/2017	Thu	7:00 AM	9:00 AM	Breakfast Buffet	Rounds of 10	125 ^y	*waived

All meeting room, food and beverage, and related services are subject to applicable taxes (currently 9.39%) and service charge (currently 22%) in effect on the date(s) of the event.

^y Group shall provide a final count to The Lincoln Marriott Cornhusker Hotel on or before 5/18/2017.

MASTER ACCOUNT CHARGES: Direct Bill to AR #784 (bill through the Lancaster County Treasurer - group is tax exempt)

EVENT MANAGEMENT

An event manager will be coordinating all of the details pertinent to your function activities and room block. These details will include specific food and beverage arrangements, program revisions, room set-ups, rooming lists, and relevant billing instructions. Please be advised that no food or beverage of any kind may be brought into The Lincoln Marriott Cornhusker Hotel meeting rooms by or on the behalf of the guest, or any of the customer's guests or attendees.

MEETING ROOM RENTAL

According to your established program needs detailed in this agreement, we agree to extend a reduced function space charge of **waived** plus taxable service charge. This applies to our labor and utilities costs in setting up and maintaining your required function space.

FOOD AND BEVERAGE MINIMUM

The Lincoln Marriott Cornhusker Hotel has agreed to provide a discounted Breakfast buffet for \$14.00 per person + service charge (tax exempt) **Breakfast Buffet** to include: *Whole fresh fruit(grapes, apples, oranges, bananas), assorted breakfast breads, scrambled eggs with cheese & chives, bacon, coffee, decaf, hot teas, orange juice, water pre-set on tables. Approved by Andy Cordes- F&B director*

IN-HOUSE EQUIPMENT

The Lincoln Marriott Cornhusker Hotel will provide, at no charge, table linen (choice of white, ivory, or black) cloth

napkins (choice of white, ivory, red, or black) , a riser, and podium with wired microphone

PARKING

The City of Lincoln owns and manages two adjacent covered parking garages. Current parking charges are free the first hour and then \$1.25 an hour up to \$11.25 for overnight parking (garage pricing and hours of operation are subject to change). Valet parking can be provided at \$20.00 per day (prices subject to change). The daily valet charge can be added to the guestroom charges and paid upon check out by cash or credit card. Garage pricing is subject to increases during city special events.

CANCELLATION

Should it become necessary to cancel this event once this contract is signed and received by the hotel, the group and hotel will work together to re-book event based on hotel availability with in the same year of scheduled event. If group can not Rebook the event within the same year a cancellation fee equal to 100% of the anticipated revenue will be collected and used as a deposit towards a future event.

ACCEPTANCE

When presented by The Lincoln Marriott Cornhusker Hotel to Group, this document is an invitation by The Lincoln Marriott Cornhusker Hotel to Group to make an offer. Upon signature by Group, this document will be an offer by Group. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless The Lincoln Marriott Cornhusker Hotel otherwise notifies Group at any time prior to Group's execution of this document, the outlined format and dates will be held by The Lincoln Marriott Cornhusker Hotel for Group on a first-option basis until **March 21, 2017**. If Group cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at The Lincoln Marriott Cornhusker Hotel's option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, Group and The Lincoln Marriott Cornhusker Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by:

Name: (Print) _____

Title: (Print) _____

Signature: _____

Date: _____

Approved and authorized by The Lincoln Marriott Cornhusker Hotel:

Name: Tami Nagle

Title: Sales Manager

Signature: _____

Date: _____

E-mail: tnagle@thecornhusker.com

Phone: (402) 479-8296

Fax: (402) 474-6006