



October 5, 2015

MC021716PH.con

Jo Ellen Green Kaiser
Executive Director
The Media Consortium c/o The HUB
222 Sutter St. Ste 600
San Francisco CA 94108
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T- 415-878-3862

Dear Jo Ellen.

Thank you for your request for sleeping accommodations at Club Quarters Hotel, Philadelphia, located at 1628 Chestnut Street, Philadelphia, PA 19103. Please find below a detailed contract for your review and signature.

Table with 4 columns: Dates, Room Type, # of Rooms, Rate. Rows include February 17, 18, and 19, 2016 with room types and rates.

*Rates are based on single occupancy. +\$18 per extra person

BOOKING PROCEDURES: We understand that individuals will be making their own reservations before the cut-off date of January 16, 2016. Any reservations after the cut-off date rooms and rate will be subject to availability.

CANCELLATION: The Media Consortium agrees that if it cancels this agreement or any portion of the program, Hotel will suffer a significant loss and agrees to pay a cancellation fee. This cancellation fee will be equal to 90% of total room charges totaling \$11,880 plus any applicable taxes unless it is less than 7 days prior to arrival, in which case the cancellation charge shall be 100% of the total room charges \$13,120 plus any applicable taxes.

ROOM BLOCK GUARANTEE: The Media Consortium agrees to guarantee a total of 90% of the room block. Should the room block fall below 90% (a equivalent to 108 room nights), The Media Consortium will agree to pay the difference of the full room and tax amount due to cover the remaining number of rooms in order to equal to 90% (a equivalent to 108 room nights) at the rate of \$110 per night.

INDIVIDUAL CANCELLATION POLICY: Seven days prior to arrival.

TAX: Philadelphia's hotel tax is currently 15.5%.

PRE/POST: Room rates are valid three (3) days pre/post.

DEPOSIT: A deposit equal to 50% or \$6,660 due no later than October 26, 2015. The deposit will be kept on file and returned at the completion of this agreement provided that no additional funds are owed by the Media Consortium. The deposit can be made by check or wire.

PAYMENT PROCEDURES: We will be requesting a credit card from each guest at the time of the reservation. Guests will present their own credit cards upon check-in.

If the above meets with your approval, please sign and return this agreement no later than Friday October 9, 2015. Without a signed agreement we cannot guarantee the rooms.

Sincerely,

Eric Sillen
Manager, Group Services

Authorized Signature for the Media Consortium

Print Name/Title: _____

Date: _____

