



October 28, 2016
 Mr. Mitch Grummon
 222 Sutter Street, Suite 600
 San Francisco, CA 94108

We are happy to confirm the following addendum for The Media Consortium

MEETING AGENDA

Arrival	Start Time	End Time	Function Name	Room Name	Style	Covers	Rent
03/02/2017	07:00AM	05:00PM	Meeting	Springwood	Rounds of 10	100	\$550.00
03/03/2017	07:00AM	05:00PM	Breakout	Ashlawn	Theatre Style	50	
03/03/2017	07:00AM	05:00PM	General Session	Executive	Rounds of 10	100	\$550.00
03/03/2017	07:00AM	05:00PM	Breakout	Sagamore Hill	Theatre Style	50	
03/04/2017	07:00AM	05:00PM	Breakout	Ashlawn	Theatre Style	50	
03/04/2017	07:00AM	05:00PM	General Session	Executive	Rounds of 10	100	\$550.00
03/04/2017	07:00AM	05:00PM	Breakout	Sagamore Hill	Theatre Style	50	

All fees for meeting and function space are subject to applicable taxes and service charge.

FOOD AND BEVERAGE MINIMUMS

Group agrees to provide a minimum of \$7,000.00 in banquet food and beverage revenue (excluding tax and service charge). Should the Group's banquet food and beverage revenue fall below this amount, the Group will be responsible for the difference between the minimum banquet food and beverage revenue and the actualized food and beverage revenue. This amount will be placed on the Group's Master Account.

All banquet food and beverage arrangements must be made through the Hotel. Only food and beverage purchased from the Hotel may be served on Hotel property. The Hotel reserves the right to cease service of alcoholic beverages in the event that persons under the mandated age limit are present at the function and attempt to receive service of alcoholic beverages. Hotel further reserves the right to deny alcoholic beverage service to guests who appear to be intoxicated.

MEETING ROOM RENTAL

Total meeting room rental will be \$1,650.00

All other terms on the original sales agreement dated on September 16, 2016 and signed on September, 23 2016 will remain unchanged.

Please acknowledge that the above details are correct by signing and returning this letter by **November 11, 2016**. Upon receipt of your signed confirmation we will consider our agreement definite.

By the Group's Authorized Representative

By:

Name: Mr. Mitch Grummon

Title: Business Development Manager

Date:

11-1-16

By the Hotel's Authorized Representative

By:

Name: Shannon Averill

Title: Senior Sales Manager

Date:

11/3/16