



# *Frisco Inn on Galena*

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## *Group Rental Agreement*



Thank you for considering the Frisco Inn on Galena for your group. The rates for the guest room rentals include a full breakfast each morning for guests staying at the Inn, happy hour each evening for guests staying at the Inn, and normal Frisco Inn on Galena amenities and services including daily housekeeping. Any additional persons, additional services, conference facilities, and special functions must be stipulated in this agreement and additional charges are applicable. Group rentals are for individual guest rooms at the Frisco Inn. Group rentals do not imply that you are renting other spaces at the Frisco Inn on Galena for your exclusive use, unless stipulated and detailed in this agreement. A 10% gratuity for the Inn's staff will be added to your charges for group reservations. It is understood that groups will abide by all of the Frisco Inn on Galena policies, unless otherwise specified in this agreement, including normal quiet hours of 10pm-8am, unless other hours are established within the framework of this agreement.

**Group Payment and Cancellation Policy:**

- Any room rental involving 3 or more rooms is required to complete the group rental agreement. (whether booking together or separately).
- For groups of 3 or more rooms, a 25% deposit is due upon booking, 25% at 90 days prior to arrival, 25% at 60 days prior to arrival, and the balance is due 30 days prior to arrival. Stays of one or two nights requires full payment at the time of booking. Deposits must be paid by the designated group leader.
- For groups booking less than 3 rooms, normal deposit policies will apply.
- Group cancellations are subject to forfeiture of any and all deposits paid at the time of cancellation.

<b>Room Charges:</b>	_____	<b>1<sup>st</sup> deposit date</b>	_____	<b>Amount</b>	_____
<b>Additional Guests:</b>	_____	<b>2<sup>nd</sup> deposit date</b>	_____	<b>Amount</b>	_____
<b>Additional Services:</b>	_____	<b>3<sup>rd</sup> deposit date</b>	_____	<b>Amount</b>	_____
<b>Special Functions:</b>	_____	<b>4<sup>th</sup> deposit date</b>	_____	<b>Amount</b>	_____
<b>Conference Facilities:</b>	___ <b>N/A</b> ___				
<b>Sub-Total:</b>	_____				
<b>Gratuity:</b>	_____				
<b>Tax:</b>	_____				

**Total:** \_\_\_\_\_

**Frisco Inn on Galena - Group Guest List**

**(Updated room list of names must be provided 24 hours prior to check-in)**

101 King Patio (2) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

102 2 Doubles (4) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

103 Signature King (2) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

104 Queen (2) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

105 Queen (2) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

106 Queen Patio (2) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

107 Queen Patio (2) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

200 King & 2 Doubles (6) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

201 2 Doubles (4) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

202 2 Doubles (4) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

203 2 Doubles (4) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

204 King (2) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

205 King (2) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

206 Queen (2) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

207 King Tower (2) Name: \_\_\_\_\_ # Guests in room: \_\_\_\_\_

Loft (8) (Offsite) Name: \_\_\_\_\_ # Guests in unit: \_\_\_\_\_

\* If you have requested extra beds, twin beds can be placed into rooms 106, 107, 200, and 207. For an extra twin bed there is a \$25 charge.



Room rates are based upon double occupancy. A \$45.00 charge for additional guests over 2 in each room applies. Room 200 (the family suite) can accommodate up to 6 guests with a \$45.00 charge for additional guests over 4.

Buffet style breakfast, when applicable, may be offered for large groups who rent 10 or more rooms at the Frisco Inn on Galena.

The deposits and all other payments must be paid by the designated group leader. Your deposit will be collected, on the payment schedule, as indicated in this agreement. The Frisco Inn on Galena reserves the right to terminate this agreement if the group (or members of the group) demonstrate(s) an unwillingness to abide by the policies set forth herein and the group (or members of the group) may be asked to vacate the premises without refund if the aforementioned group members refuse to abide by the policies. The party involved is responsible for any and all damages to the property. The group leader will compensate the Frisco Inn on Galena for any damages incurred prior to check-out.

Please indicate how many guests you expect on the included room assignment sheet. We look forward to having your group stay with us!

I, \_\_\_\_\_, (please print) hereby agree to the above general, payment, and cancellation policies.

_____	_____
Group Last Name (Please print)	Date Arriving
_____	_____
Group Representative Signature	Date
_____	_____
Frisco Inn on Galena Representative Signature	Date

Thank you and we look forward to your stay!

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