

Agreement between **Westin Palo Alto Hotel** and **National Bureau of Economic Research**

Customer

National Bureau of Economic Research
Rob Shannon

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Property

Westin Palo Alto Hotel
Monica Mendoza, CMP
Sales Manager

675 El Camino Real
Palo Alto, CA, 94301
United States

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NAME OF EVENT: NBER Insurance and Industrial Organization
REFERENCE #: M-E3ADQRK
OFFICIAL PROGRAM DATES: Thursday, 02/07/2019 - Saturday, 02/09/2019

This Agreement between National Bureau of Economic Research ("**Customer**") and Westin Palo Alto Hotel ("**Hotel**") is effective as of the date it is signed by Hotel ("**Agreement Date**").

Event Dates: ~~06-Dec-2018 to 08-Dec-2018~~ *2/7-8/19*

Guest Rooms: This Agreement applies to the following block of guest rooms (the "**Room Block**"):

	Thu, Feb 07, 2018	Fri, Feb 08, 2018	Total
Run of House	45	70	115
Attendees Room Block	45	70	115
Total			

Total Guest Room Night Commitment: Customer's total guest room night commitment is 60.

Rates: Hotel will provide the confirmed guest room rates below for the Room Block (the "**Rates**"):

Attendees Room Block

Rooms	Thu, Feb 07, 2018	Fri, Feb 08, 2018
Run of House	\$319.00	\$319.00

Occupancy tax is 14% and a California tourism tax of 0.195% will be charged per room night. A Convention and Visitors Bureau Tourism fee of \$0.84 will be charged per room night. These taxes are not included in the room rate and are subject to change without notice.

GROUP SERVICES COORDINATOR

Sarah Espinoza, our Group Services Coordinator, will be contacting you in the near future to finalize the details of your guest room block. Sarah can be reach at (650) 328-2800 x 7013 or by email sespinoza@pahotel.com.

RESERVATION METHOD - Rooming List

It is our understanding that reservations will be made by way of rooming list. Please include arrival date, departure date, names of the individuals to share rooms, VIP's and any special requests (i.e., handicapped, smoking rooms, etc.).

Please note that if the individual fails to check-in prior to 12:01 a.m. the following day of their arrival date, we will release the hold on the room and it will be available for general sale.

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CUT OFF DATE

A reservation cut-off date of Thursday, January 24, 2019 has been established for your group. On or before this date, a rooming list will need to be provided in order for the hotel to enter the names into the system.

BILLING

It is understood that room and tax for some guests specified on the rooming list will be billed to the National Bureau of Economic Research.

It is understood that some individuals will be responsible for their own room, tax and incidental charges and a credit card or cash deposit will be requested upon check-in.

PARKING

We offer valet parking for \$25.00 per day, or self-parking for \$20.00 per day. Please note that our parking fees are subject to change

GUEST ROOM INTERNET

Guestroom Internet is complimentary for the duration of the program dates above

STARWOOD PREFERRED PLANNER POINTS

Starwood Preferred Planner points, awarded through the Starwood Guest Program, are available to qualified meeting planners for business contracted through the Sales and Catering Departments of participating Starwood Hotels and Resorts Worldwide, Inc.

The client acknowledges that such points have been offered in connection with the rooms and services purchased under this Contract, and that client consents to the awarding of such points as set forth below. If the signatory of this Agreement is one of the individuals listed below, such signatory, by signing this Agreement, represents and warrants that he/she is authorized by client to accept such points. Once the full payment is received by the Hotel for the rooms and services purchased under this Contract, points will be awarded according to the Starwood Preferred Planner Program Rules to the following person(s) and /or charitable organization(s) up to a maximum of three recipients:

Member Name or Charity Organization	Starwood Preferred Guest Membership Number
1. <i>ROB SHANNON</i>	<i>204342257</i>
2.	
3.	

MASTER ACCOUNT AND BILLING PROCEDURES

A deposit of 25% for the estimated total of your event will be charged upon receipt of signed contract and our accounting office will provide you with a receipt. The remaining estimated amount of your event will be charged seven (7) business days prior to your event or group arrival. If you would like to pay by a corporate or personal check, we require the check at least ten (10) business days prior to the event. If you prefer to pay by wire transfer, we also require for the transfer to be processed at least ten (10) business days prior to the arrival date, and a proof of the wire transfer has to be provided.

CANCELLATION POLICY

Upon receipt of your signed contract, the overnight accommodations, meeting arrangements, and food and beverage functions as outlined will be reserved for your group. Cancellation will result in revenue loss to the Westin Palo Alto Hotel, and a cancellation fee will be charged. This will consist of a percentage of the anticipated revenue for guest rooms, function space, and food and beverage at the time of cancellation. Please review the following charges that will apply:

Cancellation	Percentage	Fee
90+ days prior to arrival	25% of anticipated revenue	\$7,337.00
61-90 days prior to arrival	50% of anticipated revenue	\$14,674.00
31-60 days prior to arrival	75% of anticipated revenue	\$22,011.00
0-30 days prior to arrival	100% of anticipated revenue	\$29,348.00

Adjustments to the cancellation fee will be made if any reserved space and/or guest rooms are actually resold.

RS

GUEST ROOM ATTRITION POLICY

A maximum of 20% of the contractual room block may be released without penalty. Rooms cancelled beyond 20% of the contractual room block will be assessed a cancellation fee. This fee will equal the number of rooms beyond 20% of the contractual block cancelled, multiplied by the single room rate. Adjustments to the cancellation fee will be made if the rooms are resold.

NO SHOW OR FAILURE TO SHOW POLICY

If a guest should fail to show, on the reserved arrival date, a charge of one night room and tax will be charged to the individual's credit card or to the contracted account assigned.

If the decision is made by the meeting planner to continue to hold the room and the guest continues to no-show, he/she will be charged for each room night held.

PACKAGE STORAGE/MOVEMENT OF MATERIALS

Due to our limited storage facilities, meeting materials should be scheduled to be delivered to the Hotel no sooner than seventy-two (72) hours prior to your arrival date. Each box must include on the shipping label the group name, event date, guest name, and the Hotel Catering Manager.

Charges for movement of materials in excess of 50 lbs will be \$4 per piece per day, regardless of size or at the rate of \$100 per pallet. The pallet charge will be in effect for pallets that arrive at the Hotel as a pallet and are moved to the location in the same condition. A single large box or wooded crate will be considered a pallet. The \$100 per pallet per day movement charges include moving the pallet from one location to another and, upon the guest's request, to off load items from the pallet. Unpacking of crates will require special arrangement with the Catering Manager. Charges will also apply to any affiliate groups.

FORCE MAJEURE

Notwithstanding anything else in this agreement, no default, delay or failure to perform on the part of either party shall be considered a breach of this Agreement, if such default, delay or failure to perform is shown to be due entirely to causes beyond reasonable control of the party charged with a default, including, but not limited to, causes such strikes, lockouts, or other labor disputes, riots, civil disturbances, actions, or inaction of governmental authorities or suppliers, epidemics, war, embargoes, severe weather, fire, earthquakes, acts of God or the public enemy, nuclear disasters, and default of a common carrier.

ACCEPTANCE

All of the arrangements outlined above have been reserved on a tentative basis. **However, should the above agreement be acceptable to you and/or your associates please sign this agreement and fax it to our office at 650.462.2937 by Monday, December 17, 2018.** This signed agreement will confirm these arrangements on a definite basis. If the agreement is not received by this decision date, all guestrooms and/or meeting space will be released. A final copy of this agreement will be sent to you by the authorized hotel representative upon signature.

Once again, thank you for selecting the Westin Palo Alto Hotel. We look forward to being of service to you and your guests!



Signature of Authorized
Company Representative

12.13.18

Date

Monica Mendoza, CMP
Sales Manager

Date

