

HOTEL ALMA

AT THE UNIVERSITY OF CALGARY

University of Calgary, Hotel Alma
169 University Gate NW
Calgary, Alberta T2N 1N4

September 17, 2019
MacMillan Clan Gathering
Tuesday, July 14, 2020 ~ Sunday, July 19, 2020

Thank you for your interest in Hotel Alma at the University of Calgary campus. We are pleased to guarantee your request for booking a block of rooms on **Tuesday, July 14, 2020 ~ Sunday, July 19, 2020**. We look forward to introducing your group to the warm, welcoming atmosphere and service of Hotel Alma.

The following outlines our understanding of the terms and conditions for the contract between **Clan MacMillan Society of North America (the "Client")** and Hotel Alma. The signed contract is due back on **Thursday, October 17, 2019**.

CONTACT: Keith MacMillan
President
ADDRESS: Clan MacMillan Society of North America
129 Fisher Ave
Cochrane, AB T4C 2C3
Email: KeithW_MacMillan@shaw.ca
Tel: 403-850-1722

1.0 GUESTROOM BLOCK

Upon acceptance of this Contract, we will remove from our inventory and consider reserved for your use, the room nights within the following arrival and departure pattern:

Month and Year

Day Date	Tuesday July 14	Wednesday July 15	Thursday July 16	Friday July 17	Saturday July 18	Sunday July 19
Eurostyle Standard room	5	20	20	20	20	
One-Bedroom Suite		10	10	10	10	
Two-bedroom Flat at Alma		10	10	10	10	
TOTAL #	5	40	40	40	40	

Total Room Nights: 165

Rooms Booked:

HOTEL ALMA:

EUROSTYLE STANDARD ROOMS

- One queen bed
- 32-inch flat-screen TV
- Minifridge, microwave and coffee makers
- Desk with ergonomic chair
- Wi-Fi, MP3 clock radio
- Complimentary Breakfast
- Complimentary local phone calls
- Complimentary long distance phone calls, within Canada and US, with the exception of Alaska and Hawaii
- Complimentary internet access (wired and wireless)
- Complimentary access to the University of Calgary Fitness Facilities

ONE BEDROOM SUITES

- One king bed
- Living room
- Two 32-inch flat-screen TVs, DVD player
- Wetbar, minifridge and microwave and coffee makers
- Desk with ergonomic chair
- Wi-Fi, MP3 clock radio
- Complimentary Breakfast
- Complimentary local phone calls
- Complimentary long distance phone calls, within Canada and US, with the exception Alaska and Hawaii
- Complimentary internet access (wired and wireless)
- Complimentary access to the University of Calgary Fitness Facilities

FLATS AT ALMA

TWO BEDROOM APARTMENT, FLATS AT ALMA*

- Two bedrooms each with a double bed and lockable door
- 32 inch flat screen TV in each bedroom.
- Wetbar, minifridge and microwave
- Complimentary internet access (wired and wireless)
- Fitness passes can be purchased at the Front Desk for \$5.00

* Breakfast is not included with this room rate.

ROOM RATES

We are pleased to confirm rates for your group as outlined below:

Hotel Alma & Flats at Alma ~ MacMillan Clan Gathering Rates		
Eurostyle Standard Room, Hotel Alma	One Bedroom Suite, Hotel Alma	Two-bedroom Flats at Alma
\$122/night	\$147/night	\$109/night
N/A	\$10**	\$10.00*
<p>Note: Rates are subject to 5% GST, 4% Alberta Tourism Levy and 3% Room Fee (Taxes, levies and fees subject to change) Rates above are based on single or double occupancy Rates above are minimum price per room Rates are net, non-commissionable</p> <p>*Two Bedroom Summer Apartments - \$10.00 extra person charge applied for each person over 2 up to a maximum of 4.</p> <p>**One Bedroom Suites - \$10.00 extra person charge applied for each person over 2 up to a maximum of 4 occupants per Suite</p>		

REGISTRATION DESK

Wednesday, July 15, 2020 – built-in high counter desk at the lobby of Hotel Alma will be reserved for **MacMillan Clan Gathering** registration from 10:00am – 6:00pm.
Registration Desk is provided complimentary.

Please indicate if access to power or extension cord is required. _____

CONFIRMATION OF BOOKING

2.0 RESERVATION PROCEDURES

Upon acceptance of this contract, the entire guestroom block as outlined above will be removed from our inventory and considered sold to **Clan MacMillan Society of North America**. Should **Clan MacMillan Society of North America** wish to cancel this booking, all cancellations must be communicated in writing to Hotel Alma.

Hotel booking link: will be provided once the contract is signed.

Individuals should be provided the following information for contacting Hotel Alma:

Please refer to the group name when reserving your room: **MacMillan Clan Gathering**

PH: 403-220-2588 Toll Free: 1877-498-3203 FX: 403-284-4184 E: stay@hotelalma.ca

Please note that reservation requests need to be called in, faxed or e-mailed to the Reservation department. There is no option currently available for on-line bookings for groups.

A major credit card must be provided by each guest to guarantee the reservation. This credit card will only be used for one night's room and tax should the guest cancel less than 48 hours prior to arrival or fail to arrive for the reservation.

It is our understanding that each guest will be responsible for own room and incidental charges. As such, a credit card imprint will be required of all guests at time of check in for any incidental charges.

AUTO RELEASE

Auto Release Date: Monday, June 15, 2020: The "cut-off date" for accepting reservations into this guest room block is **Monday, June 15, 2020**. Reservation requests received after 4:30 p.m. local time at Hotel Alma and Seasonal Residence, University of Calgary on the cut-off date will be accepted at Hotel Alma and Seasonal Residence, University of Calgary's prevailing rate, based on availability. Failure to reserve guest rooms before the cut-off date will not impact the enforceability of the Attrition or Cancellation clauses.

Should written consent be given to keep a portion of the block before or on Monday, June 15, 2020, **Clan MacMillan Society of North America** will be held 100% financially responsible for any rooms left unreserved by a delegate.

3.0 ADVANCED PAYMENT

Hotel Alma is relying on, and **Clan MacMillan Society of North America** agrees to provide a minimum of 130 room nights. This is 80% of the total requested Block of 165 room nights. To guarantee this room minimum an advanced payment of **\$2,000.00 + GST** is required. If **Clan MacMillan Society of North America** meets its room minimum, the advanced payment will be refunded at 30 days post departure. However, should the group fall below this amount, the advanced payment is non-refundable.

Deposit Amount: \$2,100.00

Deposit Due Date: Thursday, October 17, 2019

Hotel Alma accepts Credit (VISA, Master Card and American Express) or Cheque. Please fill in the information in a table below. If the signed Contract with the credit card information is not received by the deposit due date, Hotel Alma will consider the tentative agreement terminated by the client and the room block will be released. Please refer to the cancellation policy regarding cancellation fees.

Please send the signed contract to:

University of Calgary
Hotel Alma
169 University Gate NW
Calgary, AB T2N 1N4