



THE ALLERTON HOTEL CHICAGO

Click here to start writing your own contract.

Please fill out the portions of our standard contract below, and email back to bjohnson@theallertonhotel.com, or fax to Brad Johnson at 312-274-6437. Please include your meeting specifications as well. One of our sales professionals will respond back to you.

Company Name:

Contact Name:

Phone Number:

Email:

Fax:

Day				
Date				
# of Guest Rooms				

Room Rates	Single Rate:	Double Rate:
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CONCESSIONS: We are pleased to provide the following upgrades for your program:

*Please list your Concessions

- _____
- _____
- _____
- _____

- _____
- _____

GUEST ROOM ATTRITION: If the Group actualizes fewer than ___% of the contracted room nights (excluding complimentary rooms); the Group shall pay the Hotel as liquidated damages, an amount which equals the number of room nights exceeding the reduction allowance multiplied by the single guestroom rate plus 15.4% tax. The Hotel's daily convention report shall measure the Group's cumulative guestroom pick-up. The attrition charge will be calculated on the day of check out and automatically applied to the master account.

CANCELLATION POLICY: If the Group does cancel for any reason, the Group must notify the Hotel through direct personal communication. This includes via telephone, electronic communication, or in person with your Sales Manager. Cancellation notice will then be required in writing in order to have written and dated documentation. The date of which written notification is received will be used in determining the assessment amount to be paid by the group to the hotel as a result of cancellation. Per the schedule below:

Date written cancellation notice is received

Amount of assessment

90 – 0 days prior to arrival

___% of the total number of guest room nights contracted (at the applicable room rates), meeting room rental and estimated banquet revenue.

120 – 91 days prior to arrival

___% of the total number of guest room nights contracted (at the applicable room rates), meeting room rental and estimated banquet revenue

Date of contract signature – 121 days prior to arrival

___% of the total number of guest room nights contracted (at the applicable room rates), meeting room rental and estimated banquet revenue

MEETING SPACE: Please include any meeting space requirements.