



Mr. Scott Mackenzie
Re.: DE HIV Consortium
100 West 19th St – Suite 415
Wilmington, DE 19801

February 28, 2017

Hello Scott,

Thank you for calling with reference to guestrooms for your upcoming Event in May, 2017. We'd be delighted to host your friends, and associates here at the Best Western – Brandywine Valley Inn.

Reservations can be made by calling any of the below numbers, mention the DE HIV Consortium and they will enjoy a group rate of \$ 118.00. Our rates usually start at \$139.00 for this time of year. I will keep a close eye on the reservations and keep you posted. We will assist with transportation to and from the event in Hockessin. We have a driver here from 9:00 AM – 10:00 PM. This rate includes our Deluxe Continental Breakfast served for 3 hours every morning and catered by Manhattan Bagels, complimentary USA Today and early check-in with express checkout.

Kindly review and sign and I will hold these rooms with no liability on your part. Thirty days prior you'll have the option to drop the remainder or hold on to some or all of them. I appreciate the opportunity to send this to you for your consideration. I am available to assist in any way at all and I'm available for any questions or concerns before, during and after your visit. Thank you so much.

Mary J. Taylor CHA
General Manager
(302) 543-6155 -Office
(302) 543-6152 -Fax
(610) 314-5777 -Cell
(800) 537-7772 -Toll Free
manager@brandywineinn.com

Brandywine Valley Inn

1807 Concord Pike, Wilmington, DE 19803 P: (302) 656-9436 F: (302) 543-6152

Reservations: 1 (800) 537-7772 bestwestern.com

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Brandywine Valley Inn

1807 Concord Pike, Wilmington, DE 19803
 (302) 656-9436 Fax (302) 543-6152
 Email: info@brandywineinn.com

GROUP ROOMS CONTRACT

Proposal
 Definite
 Revision Date:
 Cancel

Group Name: Delaware HIV Consortium
Group Contact: Scott Mackenzie **In House Contact:** Mary J. Taylor
Address: 100 W 19th St Suite 415
City: Wilmington **State:** DE **Zip Code:** 19801
Telephone: 302-654-5471 **Fax:** smackenzie@delawarehiv.org

ROOM BLOCK								
Day	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Rate
Date						05/12/17	05/13/17	
Single								
Double								
Triple								
Quad								
ROH						15	15	118.00
Suite								
Total						15	15	30

ABOVE RATES DO NOT INCLUDE TAXES AT 8%

MEAL/MEETING ROOM REQUIREMENTS

<u>Date</u>	<u>Day</u> Daily	<u>Function</u> Deluxe Continental Buffet Breakfast	<u>Time</u> (3) hrs.	<u># People</u>
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RESERVATION SOURCE	BILLING INSTRUCTIONS
<input type="checkbox"/> Rooming List <input checked="" type="checkbox"/> Call In <input type="checkbox"/> Reservation Cards <input type="checkbox"/> Guaranteed for Late Arrival <input type="checkbox"/> Time Arrival	<input checked="" type="checkbox"/> On Own <input type="checkbox"/> Vouchers <input type="checkbox"/> Master Folio Room & Tax <input type="checkbox"/> Direct Bill Room & Tax <input type="checkbox"/> Direct Bill All Charges <input type="checkbox"/> Credit Card _____ Exp. Date:

Contract Terms

To Guarantee the rates quoted, the availability of the sleeping rooms and other terms of the contract, the following deadlines must be met or the rooms may be canceled. We can not guarantee that rooms will be in the same area. Sign Contract and return by: 03/09/17. Deposit Amount and Due Date: N/A. Guest Names must be assigned for your Room Block by: 04/12/17. Total Prepayment is Due: N/A.

CHECK IN: 3:00 P.M.

CHECK OUT: 12:00 NOON

Cancellation Policy

If cancellation becomes necessary, to avoid forfeiture of any deposits paid or payment of penalties, the hotel must receive written notification no later than 72 hr prior to arrival.

Customer Signature _____ Date _____ Hotel Representative _____ Date _____