

555 Canal Street
New Orleans, Louisiana 70140
504/581-1000

File No. 77C-953

(Please quote this number in all correspondence)

SALES CONTACT Karleen Koerke

October

OCC 4566

PLEASE REVIEW ALL OF THE FOLLOWING POINTS:

GUARANTEED RESERVATIONS: If guaranteed reservations are not guaranteed, they will be held until 6:00 PM on the date of arrival. A guaranteed reservation will be held the night of the arrival date. If the guest does not arrive either he or the organization will be billed for one night.

CHECK OUT TIME: Our check out time is Noon. Since it is our policy to house guests in a clean room, it will be helpful if your attendees would plan to arrive after that time. Please be assured, however, that every effort will be made to accommodate those guests who arrive prior to our 3:00 PM check in time.

SPECIAL BILLING ARRANGEMENTS: We would appreciate receiving explicit billing instructions giving the name and address of the individual to whom the master account is to be billed. Also included should be the names of those persons, if any, whose guest room accounts are to be billed to your organization.

MEETING AND BANQUET ARRANGEMENTS: Upon receipt of the signed copy of this letter of agreement, one of our catering managers will, if necessary, contact you to discuss the details of your program. Please advise our catering manager of any special requirements you may have in the areas of audio-visual equipment, display equipment, labor, etc. Function rooms are being held only between the hours indicated on the reverse side under Meeting and Banquet Requirements. Specific catering requirements are needed 14 days prior to your arrival.

GUARANTEES: Function rooms are assigned by your estimate of the number of persons anticipated. Final guarantees are due 48 hours prior to the event. This guarantee is not subject to reduction, and the hotel will be prepared to serve 5% over the guarantee received.

MEETING ROOM RENTAL. Although it is our policy to charge a rental for use of our meeting facilities, we do, on occasion, provide meeting space on a complimentary basis. The amount of complimentary space will be related to the number of guest rooms picked up and the number of food functions which you will be hosting. If rental applies, it will be noted under Meeting and Banquet Requirements on the front side of this form.

FOOD AND BEVERAGE POLICY: It is our policy not to permit food and beverages to be brought into our function rooms or hospitality suites from outside the hotel.

CONFIRMATION AGREEMENT: In lieu of a non-refundable cash deposit at this time, it is agreed that in the event of cancellation NA prior to your meeting, NA organization shall pay to the hotel cancellation fees in the amount of our then current minimum single guest room rate for your peak room block night.

COMMENTS

This agreement is subject to the policies and procedures printed above. Please sign and return to the hotel by 03/01/83 the copy marked, "hotel copy", which will acknowledge your acceptance of this agreement.

DATE January 29, 1983

SALES CONTACT Karen Koeppel

TITLE Sales Manager

DATE February 15, 1983

SIGNATURE Richard F. Ehrlich

TITLE Vice-Chairman, Vinyl Club
Safety Association

OCC 4567