

EXHIBIT A – GROUP RESERVATIONS ADDENDUM

1. **Hotel Name:** _____
2. **Hotel Contact information:** _____
3. **Name of Event:** _____
4. **Event dates and times:** _____
5. **Baylor Department:** _____
6. **Department Contact Information:** _____
7. **Guest Room Block:**

Baylor will utilize _____ room nights in the amount/pattern set forth below:

Date Range:				
Room Type:				
1.	# _____ Rooms	# _____ Rooms	# _____ Rooms	# _____ Rooms
2.	# _____ Rooms	# _____ Rooms	# _____ Rooms	# _____ Rooms
3.	# _____ Rooms	# _____ Rooms	# _____ Rooms	# _____ Rooms
Total # of Rooms:	# _____ Rooms	# _____ Rooms	# _____ Rooms	# _____ Rooms

8. **Group Room Rates.** The Hotel confirms the following rates for the Event:

Room Type	Group Rate
1.	\$ _____
2.	\$ _____
3.	\$ _____

9. **Total Cost Estimate (including tax):** \$ _____

** Final amount shall be detailed in a proper invoice submitted to Accounts Payable@baylor.edu*

All invoices for charges must reference a valid Baylor Purchase Order number.

10. **Reservation Method.** Check one:

- ☐ Reservations will be made by **rooming list**. The Baylor Department will forward the rooming list to the Hotel on or before _____ the "Cut-Off Date").
- Reservations will be made by **individual guests** on or before _____ (the "Cut-Off Date").

11. **Payment Method.** Check one:

Reservations will be paid by Baylor

Courtesy Reservations will be paid by other individuals, groups, or entities

12. **Complimentary Rooms.** Baylor will receive complimentary guest room(s) during the Event.

Unused complimentary guest rooms have no monetary value.

13. **Auxiliary Activities.** List additional terms applicable to group room accommodations, such as amenities and/or services to be offered by Hotel.

Baylor University

Signature: _____

Name: _____

Title: _____

Date: _____

Hotel Name:

Signature: _____

Name: _____

Title: _____

Date: _____