

COURTESY ACCOMMODATION CONTRACT
GROUP NAME: Groundspread NZ AGM & Awards Gala
EVENT DATE: Thursday, 7 July 2022 - Saturday, 9 July 2022

To:	Rose Hyslop	From:	Gemma Lee
Business Rewards #			
Company:	Groundspread NZ Otago	Company:	Columna Capital Holdings Limited t/a InterContinental Wellington
Address:	New Zealand	Address:	2 Grey Street Wellington 6011 New Zealand
Tel:		Tel:	+64 4 495 7878
Email:	eo@groundspreadnz.com	Email:	gemma.lee@ihg.com
Date:	Tuesday, 17 May 2022	No. of Pages (Including this one)	

Dear Rose,

Thank you for selecting InterContinental Wellington as your accommodation provider. Please find attached confirmation of your courtesy accommodation booking from **Thursday, 7 July 2022 - Saturday, 9 July 2022**.

The link provided to you will not be available after **Tuesday, 7 June 2022** Past this date accommodation booking will be subject to availability and the best available rate.

In order to ensure that all delegates are able to secure the below negotiated rates, please communicate this date and details to your delegates/guests.

Kind regards,

Gemma Lee
 Sales Manager- Conference & Events
 InterContinental Wellington
 (P): +64 4 495 7878
 (E): gemma.lee@ihg.com

SECTION 1: Accommodation

This agreement is based on the following accommodation requirements as per earlier communication:

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InterContinental Wellington - Groundspread NZ AGM & Awards Gala – NZD			
		Thu 07/07/2022	Fri 08/07/2022
1 King Bed Classic	Rate	279.00	279.00
1 King Bed Premium	Rate	349.00	349.00
1 King Bed Premium Lounge Access	Rate	429.00	429.00

RATE INFORMATION

- Rates are quoted per room per night (single, twin or double occupancy).
- Rates are based on the specific room types detailed available AND subject to availability.
- Rates are quoted in New Zealand Dollars and are inclusive of 15% GST.
- Rates may increase without notice due to the imposition of Government charges, taxes and levies.
- Rates are room only with breakfast served daily in Chameleon Restaurant at an additional \$27.00 per person.
- Rates are Non-Commissionable.
- All Rooms and Rates are subject to availability

COMPLIMENTARY INCLUSIONS (All Room Types)

Tea, coffee or juice with morning wake-up calls
 Daily newspapers
 Internet
 World Class concierge service
 Access to Emerge Health Club, our onsite gym and indoor swimming pool

CLUB INTERCONTINENTAL LOUNGE INCLUSIONS (Club InterContinental Rooms Only)

Access to Club InterContinental Lounge
 Refreshments on arrival
 Pre-dinner drinks and canapés
 Full breakfast in Club InterContinental Lounge
 Complimentary local telephone calls
 Complimentary internet
 Complimentary dry-cleaning (One piece per day)
 Evening turndown service

Web-Link

All bookings must be made via the Web-Link that will be provided when a contract has been signed. Weblink will expire 30 days prior to arrival.

The link will direct guests to our web page, where they will need to select dates - Negotiated rates are only applicable during the contracted dates above, bookings outside this date will receive an error and need to book direct through our website not on the link. Alternatively, we are happy to make bookings where guests may have additional nights to add, contracted rate is not guaranteed and will be looked at on a case by case basis. Please contact group.reservations@ihg.com to discuss this further.

Please ensure the following information is relayed to all bookers/delegates:

A contact number/email and credit card must be provided.
Guest are responsible for payment of room direct to the hotel.
Cancellation is 30 days prior to arrival date. Bookings cancelled within 30 days will be charged a cancellation penalty equal to the nights cancelled.
The link will **expire 30 days prior** to arrival and rooms are subject to availability at all times.

Cancellation Policy

Any rooms cancelled 30 days prior to arrival will incur 100% cancellation penalties. This will be charged to the individual's credit card advised at the time of booking.

CHECK IN / CHECK OUT

The Hotel check-in time is from 15:00 hours, check-out time is prior to 11:00 hours.
Requests for an early check-in is subject to availability, unless the room is reserved for the night prior to arrival, this will incur an additional night's charge.
Requests for a late departure are also subject to availability and may be subject to an additional fee.

COMMISSION

Rates are Non-Commissionable

WEB-LINK

The web-link will be activated and emailed to Rose Hyslop once a signed copy of this contract is returned to Gemma Lee.

ACCEPTED

By signing this contract, you have agreed to communicate the cancellation policy and web-link expiry date to all guests.

Accepted by:

Groundspread NZ Otago

Columna Capital Holdings Limited t/a
Intercontinental Wellington

Print Name:

Print Name:

Signature: _____

Signature: _____

Date:

Date