

## ~~CATERING~~ CONTRACT

HOLIDAY INN & SUITES  
2725 Graves Road  
Tallahassee, FL 32303  
Phone (850) 536-2000 Fax (850) 536-2006

|                      |  |                  |                                     |
|----------------------|--|------------------|-------------------------------------|
| TODAY'S DATE:        | February 20, 2017                        | MENU DUE:        | N/A                                 |
| SIGNED CONTRACT DUE: | 2/23/17                                  | GUARANTEE DUE:   | 2/24/2017                           |
|                      |  | DEPOSIT DUE:     | \$150 - 2/23/17                     |
| ACCOUNT:             | Florida Housing Finance Corporation      | READER BOARD:    | Florida Housing Finance Corporation |
| ADDRESS:             | 227 North Brounough Street<br>Suite 5000 | CONTACT:         | Sheila Freaney                      |
| CITY:                | Tallahassee                              | ON-SITE CONTACT: |                                     |
| STATE:               | FL                                       | TELEPHONE:       | 850-488-4198                        |
| ZIP CODE:            | 32301                                    | EMAIL:           | Sheila.freaney@floridahousing.org   |

| DAY       | DATE   | START TIME | END TIME | FUNCTION TYPE | ROOM               | SETUP      | SET FOR | RENTAL FEE |
|-----------|--------|------------|----------|---------------|--------------------|------------|---------|------------|
| Wednesday | 3/1/17 | 8:00 AM    | 5:00 PM  | Meeting       | Monroe 27          | Theater    | 50      | \$300.00   |
| Wednesday | 3/1/17 | 8:00 AM    | 5:00 PM  | Meeting       | Monroe 25          | Conference | 2       | \$300.00   |
| Wednesday | 3/1/17 | 8:00 AM    | 3:00 PM  | Meeting       | Board Room Suite 1 | As Is      | 2       | \$150.00   |
| Wednesday | 3/1/17 | 8:00 AM    | 3:00 PM  | Meeting       | Board Room Suite 2 | As Is      | 2       | \$150.00   |

**Deposit:** The initial deposit of \$150 is due by 2/23/17. Payment of this deposit will confirm your reservation and hold your date. All deposits are nonrefundable and nontransferable and will be credited to the cost of your function or retained by us if you cancel your function. If the deposit is not received by the due date with a signed catering contract, we have no further obligation to you under this agreement.

**Food & Beverage Minimum:** The food and beverage minimum requirement is **\$N/A**. The requirement will need to be met regardless of the guaranteed number of attendees. Room rental, non food & beverage fees, labor fees, service charges and tax do not apply to this minimum.

**Tax & Gratuity:** ALL charges (including food, beverage, room rental, and equipment) are subject to a 20% service charge ~~and 7.5% sales tax - FHFC is tax-exempt.~~

**Guarantee:** In order to provide for all attendees, a guaranteed count must be provided by 2/24/2017. If no guarantee is received, the Hotel will consider the "Set For" shown above as the guaranteed count.

**Final Food & Beverage Charges:** The Hotel will charge for the guaranteed count, the actual number of attendees, or the Food & Beverage minimum, whichever is greater.

**Room Assignments:** The Catering Department reserves the right to reassign functions rooms to best service and utilize space according to the final guaranteed number of guests.


**Personal Checks:** No personal checks are accepted within 30 days of an event.

**Billing:** A completed credit card authorization form is required with the signed contract

**Cancellations:** Upon receipt of this signed contract, the aforementioned space will be held for the exclusive use by your group. Should the entire or partial program cancel within 30 days of the event, the Hotel will collect as liquidated damages, 100% of the combined Food and Beverage Minimum plus room rental.

**Acceptance:** Space will be confirmed on a definite basis with the return of your signed agreement and deposit by 2/23/2017. Failure to do so will result in function space being released and contract void.

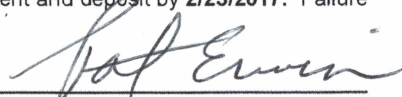
Client Approval

  
\_\_\_\_\_  
Title General Counsel  
Date 2-20-17

Holiday Inn & Suites

Sales Department

February 20, 2017

  
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2/20/17