



**TALLAHASSEE DOWNTOWN
Group Sales Agreement**

aloft Tallahassee Downtown
200 North Monroe
Tallahassee, FL 32301

November 6, 2023

PROPERTY CONTACT

Sales Manager: Andrea Milarcik
Phone: 850-577-5905
Email: ssc-tallahassee@mckibbon.com

GROUP DETAILS

Account: Florida Housing Finance Corporation
Group: Florida Housing Finance Corporation
Arrival: Thursday, February 1, 2024
Departure: Friday, February 2, 2024
Contact: Angie Sellers

Address:
Phone: 850-488-4197
Email:

GUESTROOMS & RATES

	Thu Feb 1	
	Rooms	Rate
King	13	\$189.00

Room Information

The following represents an agreement between the Aloft Tallahassee Downtown and Florida Housing Finance Corporation and outlines specific conditions and services to be provided:

ARRIVAL: February 1, 2024 DEPARTURE: February 2, 2024

Rate Information

All room rates are quoted on a net non-commissionable basis and do not include applicable taxes, subsidies, housing fees or other charges that may be required to offset the costs of your convention/meeting. Please note the tax for occupancy tax for Tallahassee is currently five percent (5%) and the Florida State tax is seven and a half percent (7.5%).

Please note there is a \$15 per day parking fee per vehicle and/or \$50 per day parking fee per bus.

GUEST ROOM GUARANTEE:

Florida Housing Finance Corporation is to provide 80% of the contracted rooms per day set forth in the above sleeping room commitment. Should the amount of the group rooms fall below the expected 80%, Florida Housing Finance Corporation will be responsible for the revenue difference between the actual rooms picked up and the 80% commitment of the contracted rooms. Only those reservations booked within the group block will count towards attrition purposes. If the hotel is able to achieve a sell-out for any time during the group's stay, the group will not incur any additional charges for the sold-out date(s) only. For purposes of calculating attrition damages, Group's rooms shall be considered the last rooms to be sold in the hotel.

Method of Reservation	Cutoff Date: Tuesday, January 2, 2024
Reservations will be made by Rooming List.	
All reservations must be made by January 2, 2024. All adjustments and/or changes to the reservations must be made 48 hours prior to your group's arrival.	

BILLING INFORMATION

Billing Method: Billed to Master
 Billing Contact: Angie Sellers
 Phone: 850-488-4197
 Email:

GENERAL TERMS AND CONDITIONS

PAYMENT ARRANGEMENTS:

It is our understanding that all individuals who attend your meeting will be responsible for their own room, tax and incidental charges upon checkout.

All individuals who attend your meeting are authorized to charge room and tax to your master account with incidentals to be paid by individual upon check-out.

CREDIT CARD AUTHORIZATION (Required to Guarantee Block)

A secured Credit Card Authorization Form and photo copy of the front and back of the credit card is required to guarantee the room block. The group will not be considered definite until the completed CCA is received by Hotel.

GUEST ROOM CHECK-IN/CHECK-OUT TIME:

Check-in Time: 3:00 PM Check-out Time: 12:00 PM

All guests arriving before the scheduled time will be accommodated, as rooms are available. However, an early check in is never guaranteed. Our Front Desk Staff will gladly provide luggage storage in the event rooms are not available.

Failure to cancel an individual reservation within 48 hours prior to arrival or failure to show on day of arrival will result in a charge that is equal to the first night's stay to the credit card on file for each room reserved. Failing to call or show before 12:00am after the first night of a reservation will result in cancellation of the remainder of the reservation. **Please advise your attendees of this fee.**

The following statutorily required terms and conditions are hereby appended to the Aloft Tallahassee Downtown ("Aloft") Group Sales Agreement for February 1 - 2, 2024.

Public Records

Files Subject to Florida's Public Records Law: Any file, report, record, document, paper, letter, or other material received, generated, maintained or sent by Aloft in connection with this Contract is subject to the provisions of Section 119.01-.15, Fla. Stat., as may be amended from time to time (Florida's Public Records Law). Aloft represents and acknowledges that it has read and understands Florida's Public Records Law and agrees to comply with Florida's Public Records Law.

Pursuant to Section 119.0701(2)(b), Fla. Stat., Aloft will be required to comply with public records laws, specifically to:

- a. Keep and maintain public records required by the public agency to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

Notwithstanding anything contained herein to the contrary, the provisions and requirements of this paragraph shall only apply if and when Aloft is acting on behalf of Florida Housing.

1. Aloft understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.
2. Aloft understands and agrees to comply with the provisions of Section 448.095, Fla. Stat.
3. Aloft attests, under penalty of perjury, that it does not meet any of the criteria in Section 287.138(2)(a) – (c), Fla. Stat.

ACCEPTANCE:

Please sign and return a copy of this Agreement by **November 10, 2023**

This Agreement will constitute a binding contract between the parties. The individuals below represent that each is authorized to bind his or her party to this Agreement. Signee is responsible for communicating policies to all attendees. If this Agreement is not received by the date above, the Hotel reserves the right to release all rooms and space referred to herein.

Aloft Tallahassee Downtown and Florida Housing Finance Corporation have agreed to and have executed this agreement by their authorized representatives as of the dates indicated below.

Additional Information:

This agreement (and any additional pages attached hereto) constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by aloft Tallahassee Downtown and an authorized representative of Florida Housing Finance Corporation.

To guarantee rates quoted, the availability of sleeping rooms requested, and all other terms, this contract must be signed and returned by **Friday, November 10, 2023** or aloft Tallahassee Downtown reserves the right to release the guest rooms held.

I hereby accept the above stated terms and conditions, and further warrant that I have authority to sign on behalf of Florida Housing Finance Corporation.

Customer

Name: Angeliki G. Sellers

Title: CFO

Signature:



Date:

11-6-23

Property

Name: Andrea Milarcik

Title: Sales and Catering Manager

Signature:



Date:

Nov. 7, 2023

Chief Financial Officer
February 1, 2024

Account	Balance	Debit	Credit	Balance
Accounts Payable				
Accounts Receivable				
Allowance for Doubtful Accounts				
Capital Stock				
Common Stock				
Preferred Stock				
Retained Earnings				
Dividends				
Income Statement				
Operating Income				
Other Income				
Expenses				
Cost of Sales				
Salaries and Wages				
Utilities				
Insurance				
Depreciation				
Interest				
Taxes				
Other				
Total				