



**GROUP SALES AGREEMENT**

Group Name:	Florida Housing Finance Corporation Board Meeting	Date:	February 7, 2024
Group Contact:	JENNY MARSHALL	Hotel Contact:	Dana Abulone
Company:	Online Booking - Update Org #	Hotel Name:	Hyatt Place St. Petersburg Downtown
Address:	227 North Bronough Suite 5000 Tallahassee , Florida 32301-1329	Hotel Address:	25 Second Street North St. Petersburg, FL 33701
Email:	jenny.marshall@floridahousing.org	Email:	dana.abulone@hyatt.com
Phone:	(850) 488-4197	Phone:	727.220.0964

This agreement (the "Agreement") is made and entered into as of **February 7, 2024**, by and between the legal owner entity of the **HYATT PLACE ST. PETERSBURG/DOWNTOWN** (hereinafter referred to as "Hotel") and **Florida Housing Finance Corporation Board Meeting** (hereinafter referred to as "Group"). Hotel agrees to hold the guest rooms and meeting and event space listed in this Group Sales Agreement (the "Agreement") for the Event named above on a tentative basis until **February 13, 2024**. If this Agreement is not fully executed by Group and returned to Hotel, together with any required deposit, credit application or other materials, by **February 13, 2024**, Hotel may release the guest rooms and/or meeting and event space. If, prior to Group's execution and return of this Agreement together with any other required materials, Hotel receives an alternate request for the Event guest rooms and/or meeting and event space, Hotel will notify Group and Group will have forty-eight (48) hours from Hotel's notification to return this signed Agreement together with any other required materials to Hotel.

**GROUP ROOM RESERVATIONS**

Hotel agrees that it will provide, and Group agrees that either Group or guests of Group (as specified below) will purchase, room nights in the Hotel in the following pattern (the "Room Block"):

**GUEST ROOM BLOCK**

Room Type	08/22/24
ROH S/D	50

**GUEST ROOM RATES**

Room	Single/Double Rate
ROH	\$209.00

Hotel room rates are subject to applicable state and local taxes. All rates quoted are Single/Double occupancy. An additional \$10.00 per person will be charged per night for Triple or Quad occupancy

**SUMMARY OF ANTICIPATED REVENUE**

For your information and guidance, the following chart illustrates the total potential value of your Event. The Hotel has offered the negotiated sleeping room rates, meeting room inventory and other concessions in this Agreement based upon the total revenue contracted, as well as additional revenue from providing additional services to your Group and your attendees at additional charge. Any requests for additional sleeping rooms, meeting rooms, function space and/or Food and Beverage to be added after Agreement signing will be subject to availability, and agreed upon changes would be confirmed in a written amendment to this Agreement signed by both parties.

<b>Summary of Revenue Anticipated by Hotel from this Agreement</b>	
<b>Total Anticipated Sleeping Room Nights:</b>	50
<b>Total Anticipated Sleeping Room Revenue:</b>	\$10,450.00
<b>Total Anticipated Food and Beverage Revenue:</b> Total Anticipated Food and Beverage Revenue does not include gratuities, service charges, supplemental surcharges, applicable federal, state or local taxes or any other fees outside of food and beverage product sales.	\$100.00
<b>Total Anticipated Meeting Room Rental Fees:</b>	\$3,000.00
<b>"Total Anticipated Revenue":</b>	<b>\$13,550.00</b>

**CONCESSIONS**

Hotel will grant Florida Housing Finance Corporation Board Meeting the following special guestroom concessions. Hotel will not guarantee any special request except those set forth below:

- Complimentary Wi-Fi access in guest rooms, meeting space and common areas of the Hotel
- Access to our Hyatt StayFit fitness center and rooftop heated swimming pool
- Self-Parking is \$22.00 per vehicle/per day
- 80% attrition
- 30-day cut-off
- The rates will be honored 3 days pre/post arrival departure based on hotel availability and at hotel discretion

**NON-COMMISSIONABLE**

All rates are non-commissionable

**RESERVATION METHOD**

*Please Select One of the Following Choices:*

  X   **Individual Reservations-** Each individual guest must make their own reservation by calling the reservations department at 1-800-993-4751 or through the customized booking link provided by the hotel. They must identify themselves as members of the Group. All reservations must be guaranteed and accompanied with a major credit card

  X   **Rooming List:** Rooming List must be received by **July 22, 2024**. After the cut-off date, any changes or modifications are subject to hotel availability and hotel discretion.

**CUT-OFF DATE**

After **July 22, 2024** (the "Cutoff Date"), Hotel shall be permitted to release, for sale to the general public or to other groups, any room nights in the Room Block that have not been reserved as provided in this Agreement. Hotel will continue to accept reservations from Group's attendees after that date at the prevailing room rate, subject to availability. The release of room nights after the Cutoff Date shall not release Group from any liability for Sleeping Room Performance as provided in this Agreement.

**GUEST ROOM MINIMUM/ATTRITION**

Hotel is relying on, and Group agrees to provide, a minimum of **eighty (80%)** of contracted guest room nights. Group has contracted 50 guest room nights and will be responsible for a minimum of **40** guest room nights over the event dates. Should the Group fall below this amount, the Group will be responsible for the difference between the minimum guest room night and actualized guest room night multiplied by the single guest room rate plus any applicable taxes. Any charges for no-shows or cancellations made within 48-hours of arrival will not apply towards guest room minimum.

Group may not transfer or resell its rights under this Agreement to any third party for purposes of reselling unused portions of the Guest Room Minimum ("Guest Room Minimum") or Guest Room Block ("Guest Room Block").

The Group may substitute another guest for individually cancelled reservations at the Group rate any time prior up to 48 hours prior to scheduled arrival date without any additional fees, penalties, or damages.

Hotel and Group intend to liquidate the damages in the event that Group fails to meet the Guest Room Minimum set forth in this section. Therefore, Group and Hotel agree that: (a) the above formula is a reasonable estimate of Hotel's damages in the event that the Guest Room Minimum is not met, and (b) the Attrition Fee does not constitute a penalty.

**FUNCTION ROOM AND CATERING SERVICES**

Hotel shall make the following reservations of meeting spaces for Group functions ("Functions")

DOW	Date	Start Time	End Time	Event	Room	Setup	Attendance Number
Thu	Aug 22 2024	04:00 PM	05:00 PM	MEETING	Benoist Room	U SHAPE	25
Fri	Aug 23 2024	08:30 AM	12:00 PM	MEETING	Sunshine City Ballroom	THEATER	125

Hotel reserves the right to assign and change specific Function space at its discretion. Group must obtain final written approval from Hotel before publishing function room names.

**MEETING ROOM RENTAL**

Meeting and event space rental for this Event is \$3,000.00 (the "Meeting and Event Space Rental Fee"). The Meeting Event Space Rental Fee is subject to taxes and service charges in effect at the time of the Event.

**FOOD AND BEVERAGE REVENUE COMMITMENT**

By entering into this Agreement, Group agrees to provide a minimum of \$100.00 in food and beverage revenue (the "Food and Beverage Revenue Commitment"). The Food and Beverage Revenue Commitment excludes services charges, taxes, audio visual, parking or other associated expenses applicable at the time of the Event.

Should Group's actual meeting and event food and beverage revenue fall below the Food and Beverage Revenue Commitment, Group shall pay as liquidated damages the difference between the Food and Beverage Revenue Commitment (after deducting any permissible reduction) and the actualized meeting and event food and beverage revenue, plus any applicable taxes and service charges (also referred to as "Attrition Charges"). Attrition Charges owed to Hotel under this Section, if any, will be posted as a charge on Group's Master Account together with applicable taxes and service charges.

**SERVICE CHARGE**

A service charge and applicable taxes that are in effect at the time of the Event shall be added to all banquet/event charges. The current service charge is 25%.

**ADDITIONAL FOOD & BEVERAGE POLICIES**

Unless otherwise agreed by the parties in advance and in writing, all food and beverage served on the premises of Hotel must be supplied and prepared by Hotel. Should this policy be breached, a fee of \$500.00 (per meal/per day) will be charged to the master account, which cannot be disputed. In addition, no remaining food or beverage shall be removed from the premises of the Hotel. At the conclusion of any Function, such food and beverage shall become the property of Hotel.

Menu prices will be confirmed no later than ninety (90) days prior to the Arrival Date. Food and Beverage prices shall be quoted exclusive of any applicable taxes and administrative fees. Group shall be responsible for all such taxes and administrative fees. Group must submit final menu selections to Hotel no later than fifteen (15) days prior to the event start date (the "Menu Deadline").

If Group fails to respond, by the Menu Deadline, to any menu proposals submitted by Hotel to Group for any Function, then Hotel may (a) deem as approved by Group any menu proposals it has submitted to Group or, (b) if Hotel has not submitted any such proposals, make its own selections. Other than specifically stated in the approved menu or otherwise agreed in a separate writing signed by Group and an authorized representative of Hotel, Hotel will not be responsible for any specific dietary requests or requirements.

Group must notify Hotel of the final attendance count for each Function no later than **five (5)** days prior to the Arrival Date. If Group fails to notify Hotel of the final attendance count for a Function by the deadline above, the final attendance count shall be deemed to be the number designated for such Function in this Agreement. Group shall have no discretion to reduce the final attendance count for any Function after the deadline above, and will be charged based on the final attendance count irrespective of the number of people who actually attend the Function.

The Hotel reserves the right to cease service of alcoholic beverages in the event that persons under the state mandated age limit are present at the event and attempt to receive service of alcoholic beverages. Hotel further reserves the right to deny alcoholic beverage service to guests who appear to be intoxicated. Under no circumstances is outside alcoholic beverages permitted in the Hotel.

### **BILLING/CREDIT PROCEDURES**

#### **GUEST ROOM PAYMENT**

*Please Select one of the Following Options.*

- Guests will be responsible for paying all of their own charges (guestroom, tax, incidentals)
- Room and tax will be routed to a master account. Guests are responsible for their own incidentals
- All charges will be routed to a master account

#### **MASTER ACCOUNT ARRANGEMENTS**

*Please Select one of the Following Options:*

- Master Account will be paid by credit card. A credit card authorization form must be completed and returned to the hotel **with the signed contract** to guarantee the events. This card will be authorized at least 7 days prior to arrival and will be charged prior to departure for payment of the group block and/or events. Failure to remit payment when due will result in cancellation of all arrangements outlined in this Agreement and the Group shall be liable for amounts described in the cancellation option provision of this Agreement.
- Master Account will be paid by direct bill (CHECK). The Group must return a completed credit card authorization form with a signed contract before direct bill application is sent for processing. If Group wishes to set up direct billing for the Master Account, a full direct bill application must be completed and returned to Hotel for approval no later than three months prior to Group arrival. In the event credit is approved: (i) all undisputed amounts shall be due and payable to Hotel no later than thirty (30) days after Group's receipt of the Master Account invoice, and (ii) Hotel reserves the right to rescind its approval if there is a material change in Group's creditworthiness.

Invoice disputes and/or billing errors must be communicated to Hotel no later than fourteen (14) days before the date payment is due. The Group is still responsible for paying all non-disputed charges within the (30) day term. Invoices remaining unpaid after 30 days of the invoice date will incur an interest charge of the lesser of 18% or the highest amount allowed by law.

#### **DEPOSITS**

A deposit in the amount of \$2,637.00 (25% of the estimated total amount due under the Master Account) will be due from Group no later than **February 13, 2024** (with signed contract). The remaining balance is due no later than one week prior to group arrival.

**CANCELLATION/MODIFICATION**

**CANCELLATION OF ROOM RESERVATIONS**

Deposits (taken by credit card) are refunded or credited only if cancellation notice is received 48 hours or more prior to arrival date. In addition, cancellation number must be obtained by guest.

**HOTEL'S CANCELLATION**

If Hotel cancels this Agreement or is unable to provide the requested rooms or meeting space, the Hotel will work with Group to arrange alternative accommodations and space at the prices set forth herein. Hotel will arrange for comparable space in the same vicinity of the Hotel and shall provide, without charge, necessary transportation between the alternative site and the Hotel. Hotel's liability is limited to these remedies and Hotel shall not be liable for any consequential, punitive or special damages.

**GROUP'S CANCELLATION/MODIFICATION**

Group and Hotel have entered into a binding commitment. The Hotel is committed to providing the rooms and services specified in this Agreement and the Hotel has offered special rates and other concessions based upon anticipated revenues for Group's event. The anticipated revenue includes the revenue from the total number of sleeping rooms Group has requested as well as the revenue received from the food and beverage services Group may have requested and any ancillary services, such as in-room movies, telephone tolls, room service and other charges (the "Total Anticipated Revenues").

If Group decides to cancel this Agreement, reduce the size of Group's meeting and/or attendance, or reduce the amount of food and beverage services, Group agrees that the Hotel will suffer damages. Such damages will be a result of Hotel's inability to offer your unused space or services to another group and/or the cost of the Hotel of trying to re-sell these space/services. The exact amount of damages will be difficult to determine. Therefore, Group agrees that the following liquidated damages clause is a reasonable effort of the parties to agree in advance on the amount of damages. It is agreed that these amounts will be due regardless of the Hotel's ultimate ability to re-sell some or all of the space or services.

Group agrees to pay Hotel at the time of cancellation, a liquidated damages fee, as follows: Total Room Nights Agreed multiplied by Contracted Rate plus Banquet Revenue (if applicable)

Date Hotel is Notified of Cancellation	Liquidated Damages – Percentage of Contracted Rooms and/or Banquet Revenue
121+ days before group check-in	50%
91-120 days before group check-in	70%
61-90 days before group check-in	80%
31-60 days before group check-in	90%
30 days or less before group check-in	100%

**MULTIPLE CONTRACTS**

Hotel may cancel upon written notice to Group any future events booked by Group, or any entity or person affiliated with Group, whether included in this Agreement or pursuant to any agreements or orders signed prior to or after this Agreement, in any of the following circumstances: (1) Group fails to pay any amounts when due under this Agreement or any other agreement or arrangement with the Hotel; (2) Group causes any damage, in the Hotel's sole discretion, to the Hotel property or reputation; (3) Group violates, in Hotel's option, any term of this Agreement.

**GENERAL PROVISIONS**

**DAMAGE CLAUSE**

In the event that damage to any Hotel property occurs as a result of any guest related to Group, Group assumes all liability and expense and agrees that, in addition to any other rights as against such guests or others, Hotel may charge Group's Master Account or directly bill Group for all such charges. Group shall indemnify, defend and hold harmless Hotel and its officers, directors, partners, affiliates, member's and employees from and against all demands, claims, damages to persons and/or property, losses and liability, including reasonable attorney fees (collectively "Claims") arising out of or caused by Group's negligence or intentional misconduct. Group does not waive, by reason of this paragraph, any defense that it may have with respect to such Claims.

#### **COMPLIANCE WITH LAWS**

Group shall comply with all Federal, State and local laws, rules and regulations with respect to its activities on Hotel property, including obtaining any permits required for Group's activities during the event. Hotel may require Group to present proof of such compliance prior to the event. Group relies upon Group's attendance projections in reserving the appropriate room(s) and in observing all federal, state and local regulations regarding room capacity limitations and health, safety and fire codes. Hotel reserves the right to take all necessary actions to cause the event to be in compliance with the laws, rules and regulations, including (1) closing the Event, (2) requiring certain guests to leave the event, (3) restricting access to the event, (4) restricting the consumption of alcoholic beverages, and (5) monitoring the event. If the Hotel decides, in its discretion, to take any of the actions above, it shall do so without penalty and Group shall remain liable for all obligations under this Agreement.

#### **INSURANCE**

Property of Group is the sole responsibility of the Group and/or its owner. Group agrees that it has procured sufficient insurance to cover the loss of such property and waives any claims under Hotel's insurance policy for the loss of Group's property or the property of any of its attendees or invitees.

#### **FORCE MAJEURE**

The performance of this Agreement is subject to any circumstances making it illegal or impossible to provide or use Hotel facilities, including Acts of God, war, government regulations, disaster, strikes, civil disorder, pandemics, or curtailment of transportation facilities. This Agreement may be terminated for any one of the above reasons by written notice from Hotel.

#### **INDEMNIFICATION AND HOLD HARMLESS**

The provisions of this section are applicable to the extent allowable by law. Hotel agrees to defend, indemnify and hold harmless Group from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Hotel pursuant to the performance of its obligations under this Agreement. Hotel also agrees to defend, indemnify and hold harmless Group from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of Hotel's performance pursuant to this Agreement, except for those actions or liabilities, which are due to the misconduct, or negligence of the Group. Group agrees to defend, indemnify, and hold harmless Hotel from and against all claims, actions, causes of action, or liabilities, including reasonable attorneys' fees, arising out of or resulting from any act undertaken or committed by Group or any contractors hired or engaged by the Group in connection with the performance of Group's obligations under this Agreement. Group also agrees to defend, indemnify, and hold harmless Hotel from any liability resulting from any claim, action or cause of action, which may be asserted by third parties arising out of the performance of Group's obligations pursuant to this Agreement, except those actions that are due to the misconduct or negligence of Hotel.

#### **DISPUTE RESOLUTION**

Hotel and Group agree to use its best efforts to resolve any disputes under this Agreement through informal means. In the unlikely event that formal action must be taken, this Agreement will be interpreted in accordance with the laws of the State in which the Hotel is situated and the exclusive venue for any dispute arising out of this Agreement shall be in the county or city in which the Hotel is situated. The prevailing party to any litigation shall be entitled to recover, in addition to damages, all legal costs and reasonable attorney fees as fixed by the Court, both at the trial and appellate levels, and in any bankruptcy case and post judgment proceedings.

### **Appendix A Additional Terms**

The following statutorily-required terms and conditions are hereby appended to the Hyatt Place St. Petersburg Downtown ("Hyatt") Group Sales Agreement for March 25-26, 2024.

#### **I. 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 Hyatt 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). Hyatt 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., Hyatt 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 Hyatt is acting on behalf of Florida Housing.

**If Hyatt has questions regarding the application of Chapter 119, Florida Statutes, to Hyatt's duty to provide public records relating to this contract, contact the Corporation Clerk at:**

**Corporation Clerk  
227 N. Bronough Street, Suite 5000  
Tallahassee, Florida 32301-1329  
Phone: 850.488.4197  
E-mail: [Corporation.Clerk@floridahousing.org](mailto:Corporation.Clerk@floridahousing.org)**

2. Hyatt understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.

3. Hyatt understands and agrees to comply with the provisions of Section 448.095, Fla. Stat.

4. Hyatt attests, under penalty of perjury, that it does not meet any of the criteria in Section 287.138(2)(a) - (c), Fla. Stat.

There are no other changes to the remainder of the Agreement.

To the extent allowed by law, the parties hereto hereby waive the right to a jury trial in any action or proceeding regarding this Agreement.

**ACCEPTANCE OF CONTRACT**

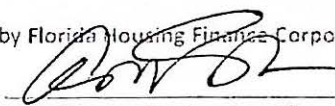
This Agreement and any exhibits hereto constitutes the entire agreement between the parties and supersedes any previous communications, representations or agreements, whether written or oral. Any changes to this Agreement must be made in writing and signed by an authorized representative of each party.

The persons signing this Agreement each warrants that they are authorized to bind the party for which they are signing. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of this Agreement invalid. Each party shall execute such other and further documents as may be necessary to carry out the intention as well as to comply with the provisions of this Agreement.

When signed by representatives of both parties, this Agreement, which includes Exhibit A -Additional Terms and Conditions, constitutes a binding agreement between the Group and the Hotel.

Approved and authorized by Florida Housing Finance Corporation:

Signature



Name (Print)

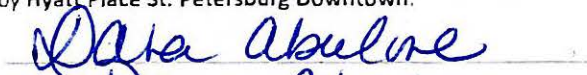
Angeliki G. Sellers

Date:

2/12/24

Approved and authorized by Hyatt Place St. Petersburg Downtown:

Signature:



Name (Print)

Dana Abulone

Date:

February 12, 2024



## EXHIBIT A

### ADDITIONAL TERMS & CONDITIONS

#### TAX EXEMPTION

If Group is tax-exempt, it must present all documentation required by Hotel and pay in the manner specified by Hotel. If Group is claiming tax-exempt status, Group hereby accepts all liability and agrees to indemnify Hotel for all taxes paid and all costs incurred, including attorney fees, if a taxing authority requires that the Hotel remit tax for the room nights covered by this Agreement. Otherwise, Group will be charged all applicable taxes.

#### EARLY DEPARTURE FEE

All sleeping rooms shall be subject to an Early Departure Charge equal to one night's room rate, plus applicable fees, taxes and assessments. Group shall be responsible for disclosing to guests this early departure fee, and in the event guest fails to pay or otherwise disputes the Early Departure Charge, Group shall be liable for such fee.

#### OUTSIDE VENDOR

All outside vendors must be approved by the hotel. The hotel requires the following documents to be submitted by each vendor: a copy of vendor's Florida Business license, certificate of liability insurance listing the hotel as a named insured and proof of workers compensation insurance (if vendor is exempt, a copy of the exempt certificate is required). These documents must be submitted to the Hotel's Sales & Catering Department a minimum of fourteen (14) days prior to the event start date.

#### FUNCTION ROOM SET-UP AND OPERATION

Group must obtain advance written approval from Hotel before Group, or any independent contractor of Group, may set up its own equipment, displays or facilities for any Function. Group and/or any such contractor shall coordinate all such deliveries/set ups with sufficient advance notice to Hotel. Group will be responsible and shall indemnify Hotel for any damage that Group, or its employees, agents or contractors, causes to persons or property arising out of or related to any property brought to Hotel's premises by Group or any contractor of Group or by setup or operation of any equipment, facilities or displays on the premises of Hotel by Group or any independent contractor of Group.

If there are extensive function room set-ups or elaborate staging, Hotel may charge additional set-up fees. If equipment is necessary that exceeds Hotel's inventory, then Group agrees to pay for the cost of renting the additional equipment. If any rigging is required, it must be arranged through the Hotel and Group shall be responsible for all rigging costs.

#### SIGNS AND DISPLAYS/USE OF HOTEL NAME

Group shall not display signs in Hotel nor use the name/logo of the Hotel in any promotional brochures or ads without prior approval of the Hotel. It is further agreed that no sign, banner or display shall be affixed to any part of the Hotel. Any damages caused to the walls, fixtures or carpet will be billed to Group.

#### SECURITY

Hotel may, in its sole discretion, require Group to take certain security measures in light of the size or nature of the function which may include the requirement to hire sufficient security personnel from the Hotel or Hotel may allow Group to retain an outside service that meets required bonding and insurance requirements and is approved by the Hotel prior to the function. If Group hires an outside service in accordance with the above, Group must provide Hotel with a copy of the agreement, which shall indemnify the Hotel and its owner, and their parent, subsidiary and affiliated companies and their employees, representative and agent, from and against any liability related to the security services.

#### RIGHT OF INSPECTION/ENTRY

Hotel will have the right to enter and inspect all functions. If Hotel observes any illegal activity or activity that may result in harm to persons or objects, Hotel has the right to immediately cancel the event, in which case Group's guests and invitees must immediately vacate the meeting room premise. In such event, Group will remain liable for all fees and charges related to the function pursuant to the terms of this Agreement.

#### GROUP'S PROPERTY

Group agrees Hotel will not be responsible for the safe-keeping of equipment, supplies, written material or other valuable items left in function rooms, guest rooms or anywhere on Hotel property other than the Hotel safe. State laws will govern Hotel's liability for

items stolen in guestrooms or items kept in Hotel's safe. Group is responsible for securing any such aforementioned items and hereby assumes responsibility for loss thereof. Group may not rely on any verbal or written assurances provided by Hotel staff, other than as provided in this Agreement.

**SHIPPING AND PACKAGES**

In the event Group will be shipping packages to Hotel, Group must notify Hotel at least one week in advance. All packages sent to Hotel must include the name of Group, date of program and number of items. Shipment should arrive no earlier than three (3) days prior to event. Hotel has no liability for the delivery, security or condition of the packages.

**HOTEL CONTACT/NOTICES**

All notices, offers, acceptances, requests and other communications hereunder shall be in writing and shall be deemed delivered if hand delivered or sent by Federal Express, or certified or registered mail to the Group contact on the first page of this Agreement, or, to the Hotel, to the following address: Hotel Address: 25 2<sup>nd</sup> St. N, St. Petersburg, FL 33701 Attn: Sales Department. Hotel may change Hotel's designated contact at any time upon notice. Hotel will not be bound by any notice unless delivered to Hotel in the manner specified herein.

**IN-HOUSE EQUIPMENT**

Event/Meeting Space in Hotel includes tables and chairs. This complimentary arrangement does not include special set-ups of extraordinary format that would exhaust our available supply to the point of having to rent such equipment. We will discuss the specific rental charges involved should your program require outside rental. Meeting rooms include pads, pens, ice water and glasses.

**MEETING SPACE**

Any physical changes in room set-up, once meeting room is set, will be charged a fee of \$500.00 (plus tax/service charge).

**CHECK IN/CHECK OUT**

Check-in time commences at 3 P.M., and checkout time is 12 P.M.

**EARLY DEPARTURES**

Hotel will charge an early departure fee of (1) one night's room and tax for any guest checking out prior to the departure date agreed upon with the Front Desk Agent upon check in.

**PARKING**

Due to limited parking spaces, Hotel's on-site parking garage is reserved for hotel guests only.

SELF PARKING: \$22.00/per day per vehicle (plus tax)

**GIFT/WELCOME BAGS**

Hotel will deliver guest welcome gifts/bags upon check-in via the Front Desk or to guest room. Gift bags shall be delivered at least 24 hours prior to guest arrival.

CHECK-IN DELIVERY:	Cost – Complimentary for generic Cost - \$3.00/each for guest specific
GUEST ROOM DELIVERY:	Cost - \$5.00/room

**QUOTE**

Jenny Marshall  
jenny.marshall@floridahousing.org

FL Housing Finance Corporation

Quote #: 1180  
Quote Date: 8/23/2024

\*\*\*\*\*TAX EXEMPT\*\*\*\*\*

ROOM

Quote For:

**FHFC**

Coquina-Driftwood

DATE: August 23-2024

Date	Description	Qty	Unit Price	Discount	Price
August 23rd	Wired Microphone \$100	10	\$100		\$ 1,000.00
	Audio Mixer 12 channel	1	\$300		\$ 300.00
	Extension Cord & Powerstrip \$50	6	\$50		\$ 300.00
	Wireless Microphone HH- Audience	2	\$210	\$ 100.00	\$ 420.00
Record + Stream	Hybrid Audio Interface USB \$200	2	\$200	\$ 400.00	\$ 400.00
Dual	Meeting OWL Cameras \$450	1	\$450		\$ 450.00
	Speaker/House \$150	1	\$150		\$ 150.00
	PC Laptop \$150	1	\$150		\$ 150.00
	Audio Record	1	\$150		\$ 150.00
					\$ -
					\$ -
<b>Sub Equip.</b>					\$ -
	<b>Equipment Service Charge 25%</b>	1	\$830		\$ 830.00
<b>Labor</b>	Techs (setup, Operate, Strike)	1	\$1,500		

- (1) All labor is based on a five-hour minimum.
- (2) It is understood and agreed that this is for rental only for the period specified and that the customer agrees responsible for the safe return of the above equipment or payment of full list price.
- (3) No on-site additions will be processed until an official approval is received from an authorized staff member you designate.
- (4) All equipment is checked thoroughly prior to each rental. However, occasionally equipment malfunctions. In most cases back-up equipment will be available at no charge to replace malfunctioning equipment, except in the case of very high-end or specialized equipment which will be included in your bid prior to show date.
- (5) Cancellations received less than (2) weeks prior to the first day of the event will be subject to a 25% cancellation charge. At (1) week prior to the first day of the event the cancellation charge will increase to 50%. At (72) seventy-two hours prior to the first day of the event the cancellation charge will increase to 100%.

Quote Subtotal	\$	3,650.00
Labor		\$1,500
Tax 7%	\$	-
<b>SubRental</b>		
Total Discount	\$	500.00
<b>Quote Total</b>	\$	5,150.00

SIGNATURE



DATE

3-4-2024