

Embassy Suites Syracuse
GROUP SALES PROPOSAL

May 13, 2022

New York North AI-Non Family Groups
James McGrath



Event Name: New York AI-Non Meeting
Proposed Dates: September 15, 2023 - September 17, 2023

Embassy Suites Syracuse is thrilled to be considered as host of New York North AI-Non Family Groups New York AI-Non Meeting in 2023. Our property will be newly renovated at the end of 2019 making it the perfect location for your attendees to experience. The rates outlined below will be available until Monday, June 21, 2021.

Embassy Suites Syracuse - New York AI-Non Meeting - USD			
		Fri 9/15/2023	Sat 9/16/2023
Run of House	Guestrooms	40	40
	Rate	139.00	139.00
EXECUTIVE Suite		\$350.00	\$350.00

Total Number of Rooms: 80

Housing Method:

All guestrooms are run-of-the house unless otherwise set forth.

ROOM RATES INCLUDE

Complimentary full cooked-to-order breakfast each morning for each registered guest. Currently breakfast is served Monday-Friday 6am-9am and Saturday-Sunday 6:30am-9:30am. Times are subject to change by the hotel.

Complimentary Reception each evening 5:30pm-7:30pm featuring your favorite beverages

Complimentary Wi-Fi in guest rooms and meeting space

Complimentary Parking

All guest suites feature:

Private Bedroom with either 1 King bed (maximum 4 guests) or 2 Queen beds (maximum 6 guests)

Separate Living room with a queen size pull-out sofa bed and well-lit dining/work table

Wet bar, microwave, refrigerator, coffee maker

Hotel room rates are quoted per room per night and are subject to applicable state and local taxes at time of check in. Taxes are currently 13.00% but are subject to change.

TAX EXEMPT STATUS

If New York North AI-Non Family Groups or its guests maintain tax exempt status, a valid tax exemption certificate is required prior to or at check in, in order to be exempt from tax charges.

ADMINISTRATIVE FEE & APPLICABLE TAXES

Administrative Fee – The Embassy Suites, Syracuse charges a **15%** gratuity and a **7%** Administrative Fee on all food and beverage prices listed in our Special Events Menus, Banquet Event Orders, Room and Catering Contracts, which are ordered, prepared and served through our Sales, Catering & Special Events (Banquets) Departments. The gratuity is paid to employees providing a service to our guests. The administrative fee is a charge for the administration of the event (i.e. banquet, special function, package deals), is not a gratuity, and will not be distributed as gratuities to the employees who provided service to the guests. The gratuity and administrative fee also applies to meeting space and AV prices, with or without food and beverage as part of the function.

APPLICABLE TAXES

All food and beverage, as well as meeting space, AV or other special services, and items provided by the Hotel and the Administrative Fee are also subject to applicable New York State (NYS) Sales Tax. Current NYS Sales Tax is **8%**.

GROUP RATE TO BE EXTENDED BEYOND EVENT DATES

The above confirmed group rates may be applicable three days before to three days after the official meeting dates, subject to space availability.

METHOD OF RESERVATIONS

Reservations will be made by individuals calling the Hotel directly at 315-446-3200 or Embassy Reservations at 800-EMBASSY. Individuals must identify themselves as being with the group, **New York North AI-Non Family Groups**, at the time the reservation is made in order to receive the special group rate. Where available, it is highly recommended that all guest book their reservations online through the Personalized Group Link that will be provided to the group contact after the contract is fully executed and your group is loaded into the hotel reservation system.

CUT OFF DATE

All guestroom accommodations will be held until, **August 4, 2023**. All unreserved rooms will be released for sale to the general public. Any reservation requests received after the "Cutoff Date" including modifications, name changes and additions for the group will be accepted on a space and rate available basis. Release of rooms for general sale following the "Cutoff Date" does not affect New York North AI-Non Family Groups obligation as discussed in this agreement to utilize guestrooms.

CHECK-IN/CHECK-OUT

Check-in time is 3:00PM. While the Hotel will make every reasonable effort to accommodate guests who arrive before the check-in time, guest rooms may not be immediately available.

Check-out time is 11:00AM. Late check-out requests will be reviewed based on hotel demand. A late departure fee of \$50 per room will apply.

ACCOUNT SETTLEMENT POLICY

A master account will be created for the following charges: guest room, taxes and surcharges, pre-arranged meal functions, audio visual charges, meeting room rental and any other related charges authorized by the person or persons designated by New York North AI-Non Family Groups to do so. The master account can be settled to a credit card or can be direct billed, providing advance approval is secured. Otherwise, advance payment will be required two weeks prior to arrival.

AUDIO VISUAL EQUIPMENT & SERVICES

All function rooms are equipped with complimentary drop down screens.

Complimentary AV carts, extension cords and power strips can be provided.

For an additional price and on an exclusive basis, audio-visual equipment is available at the Hotel. Equipment availability and price list will be supplied upon request. Requests to bring in audio visual equipment or services from an outside source must be submitted in writing to the Hotel at least thirty (30) days prior to the event date. All requests are subject to approval by hotel management and fees will apply based on actual usage.

FOOD AND BEVERAGE

All food and beverage must be supplied and prepared by the Hotel or its licensed vendor, including any food and beverage service for any Hospitality Suites, subject to State and local alcoholic beverage laws. Food and beverage purchased at the Hotel may not be removed from the premises due to health department regulations and applicable alcoholic beverage laws and regulations

If alcoholic beverages are to be served on the hotel premises, (or elsewhere under the hotel's alcoholic beverage license), the Hotel will require that alcohol be provided by the Hotel and that such beverages be dispensed only by hotel servers and bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

FUNCTION SPACE/GENERAL

Embassy Suites Syracuse will provide the function space as outlined in the schedule of events described below. Embassy Suites Syracuse is the sole provider of all food and beverages served in the banquet facilities. The Banquet Event Order to be signed prior to the event will contain further details, including changes to the schedule of events or facilities described below, the menu and any additional charges that may apply, such as linens, etc. the Banquet Event Order must be finalized and signed at least 2 weeks prior to the date of the event. The final guarantee, not subject to reduction, must be received by the Hotel 7 business days prior to the event.

PROPOSED SCHEDULE OF EVENTS

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
Fri 9/15/2023	3:00 PM	9:00 PM	Meeting	Onondaga Ballroom	Round Tables of 8	100	\$1,000
Fri 9/15/2023	3:00 PM	9:00 PM	Registration and Raffles	Jefferson Room	Special Setup Instructions		\$300
Sat 9/16/2023	9:00 AM	9:00 PM	Registration and Raffles	Jefferson Room	Special Setup Instructions		\$300
Sat 9/16/2023	9:00 AM	9:00 PM	Meeting	Onondaga Ballroom	Round Tables of 8	100	\$1,000

Thank you for considering Embassy Suites Syracuse as your host. If there are any questions or concerns, I can be reached at (315) 446-3200 or (paula.detran@hilton.com) I look forward to working with you to bring your event to Embassy Suites Syracuse.

Sincerely,

Paula Detran

Paula Detran
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