



Name:	Mr. Jamie Sitar	Hotel contact:	Ms. Kim Galligan
Title:	Chairperson	Title:	Sales Account Director
Company Name:	CASPR Canadian Association of Staff Physician Recruiters ("Group")	Hotel:	Novotel Toronto Centre
Address:	13 Ronald Bloor Drive	Address:	45 the Esplanade
City, Prov., Zip:	Sarnia, ON N7W 1C9	City, Prov., Zip:	Toronto, ON M5E 1W2
Phone:	705-309-4533	Phone:	647-881-0396
E-Mail:	meetingPRO.ca on behalf of Jamie Sitar	E-Mail:	kgalligan@silverhotelgroup.com
Event Dates:	From 10-25-2019 to 10-27-2019	Name of Event:	CASPR Board meeting

ACCOMMODATION & RATES

We are pleased to offer the following accommodations for your event:

Day	Date	Next-Generation Standard Room	
Friday	10-25-19	13	\$199.00
Saturday	10-26-19	13	\$199.00

TOTAL ROOM BLOCK RESERVED: 26

Room rates are quoted exclusive of local taxes and fees, currently 13% Harmonized Sales Tax (HST) and 4.52% Municipal Accommodation Tax (MAT). Rates are quoted in Canadian funds and are on a per room, per night basis. Please note that a \$25.00 charge is applicable for each adult over double occupancy with a maximum of 4 adults per room.

FUNCTION SPACE AND FOOD AND BEVERAGE

Date	Time	Event	Function Space	Setup Style	Att.	Rental Rev.
Saturday / 10-26-19						
	08:00 AM-05:00 PM	Meeting	Loire (Suite 215)	Boardroom Style	13	waived
	08:01 AM-09:00 AM	Breakfast	Loire (Suite 215)	Boardroom Style	13	
	10:00 AM-10:15 AM	Am Break	Loire (Suite 215)	Boardroom Style	13	
	12:00 PM-01:00 PM	Lunch	Loire (Suite 215)	Boardroom Style	13	
	02:30 PM-03:00 PM	Pm Break	Loire (Suite 215)	Boardroom Style	13	
Sunday / 10-27-19						
	08:00 AM-05:00 PM	Meeting	Loire (Suite 215)	Boardroom Style	13	waived
	08:01 AM-09:00 AM	Breakfast	Loire (Suite 215)	Boardroom Style	13	
	10:00 AM-10:15 AM	Am Break	Loire (Suite 215)	Boardroom Style	13	
	12:00 PM-01:00 PM	Lunch	Loire (Suite 215)	Boardroom Style	13	
	02:30 PM-03:00 PM	Pm Break	Loire (Suite 215)	Boardroom Style	13	

The Group agrees to provide the following minimum food & beverage contribution, net of all taxes and gratuities: **\$2,000.00**
 The minimum food & beverage is defined as all food & beverage ordered and consumed in function rooms only
 Should you fall short of this minimum; the master account will be charged the difference between the actualized amount of food & beverage and the amount achieved. This amount will appear as meeting room rental.

GRATUITY: The combined gratuity and service charge that is in effect on the day of your Event will be added to your master account. Currently, the combined charge is equal to 17%, plus any applicable HST. A portion of this combined charge (currently 13.09 %) is a gratuity that will be fully distributed to the serving team assigned to the Event. The remainder of the combined charge (currently 3.91%) is a service charge that is not a gratuity and is used to cover the administrative costs of your Event. We will endeavor to notify you in advance of any increases to the combined charge should different gratuity and/or service charge amounts be in effect on the day of your Event.

TAXES: Food Charges, Non-Alcoholic Beverages & Alcoholic Beverages and Meeting Room Rental are subject to 13% HST on base. Gratuities are subject to 13% HST on 17%.

EVENT ORDERS: In order to schedule staff and order products for your events, we require that your final menu selections and room set specifications be received twenty-one (21) days prior to your major arrival day. Your Catering Coordinator will provide you with Event Orders confirming the operational requirements for your events. You will need to sign a confirmation of the Event Orders and return it to the Hotel no later than seven (7) business days prior to the first event date.

GUARANTEES: The guaranteed number of attendee's is due a minimum of three (3) days prior to the first arrival date.

INVENTORY: If equipment is necessary that exceeds Hotel's inventory, then the Group agrees to pay for the cost of renting of additional equipment.

SET UP CHANGES: Meeting room rentals have been negotiated based on time and set up styles as shown in the Meeting Schedule. Time extensions and same day set up changes will be subject to a labor fee as determined by the Hotel.

RELOCATION: The Hotel reserves the right to relocate function(s) to another appropriate room. Every effort will be made to contact the Group in advance to advise.

FOOD & BEVERAGE POLICIES: Hotel must supply all food & beverage consumed on property. Menu prices will be confirmed six (6) months in advance of the first date of the Meeting Agenda. Special dietary substitutions may be arranged in limited quantities with 72 hours advance notice. Menu selections are required at least 21 days prior to the first arrival.

If the consumption on the bar is less than \$350.00 a charge of \$75 per bartender will be added.

SOCAN & Re:Sound: The Hotel is required to collect royalties on behalf of the Society of Composers, Authors and Music Publishers of Canada, when copy written music is played. A fee schedule can be provided upon request.

The sleeping rooms, function space and food and beverage functions listed above will be considered definite commitments upon signing of this agreement by both parties by 07-18-2019, and will be subject to all terms and conditions set forth on the following page. The persons signing herein agree that they are authorized representatives of the above indicated group and Hotel who have authority to enter into this contract. This agreement and the terms and conditions may not be changed or amended unless done so in writing and signed by both parties.

CONFIRMATION TERMS & CONDITIONS


1. **CUT-OFF DATE:** Reservations will be made by Rooming List no later than 09-25-2019. After that date, you agree that we may offer unused rooms held in your block to other customers to reduce our losses and your obligations under the performance clause. Reservations requested by your attendees after this date will be accepted based upon availability and subject to prevail rates. Room and tax will be paid by individuals or charged to group's account.
2. **ROOM ASSIGNMENTS:** We understand all reservations will be made via a rooming list. We ask that rooming lists include all guests' full names, guestroom preference and guarantee information.
3. **RESERVATION TERMS:** Our check-in time is 3:00 PM and check-out time is 12:00 PM. In the event a guest who has requested a room within your block checks out prior to the guest's reserved checkout date, the hotel will add an early checkout fee to that guest's individual account. In order to confirm a room assignment for attendee's they will be required to provide a major credit card at the time of reservation. The Hotel will accept cancellations of guest room assignments up to 72 hours prior to arrival. Any cancellation after that time will be subject to a charge in the amount of one night's room and tax. Any credit card provided as a guarantee will be charged immediately. The Hotel will deduct any collected nonrefundable prepayment fees from the amount you may owe as performance or cancellation damages
4. **COMMISSION / THIRD PARTY PAYMENTS:** The Hotel will pay 10% commission for each revenue room night reserved as part of the established group block at the special group rates contained in this agreement to MeetingPRO. Any change in the recipient of this payment after the contract is signed will require written notification, signed by both you and the recipient. Payment will be made after receipt by the Hotel of full payment of room & tax charges. You will take full responsibility for determining whether disclosure of payments is required and for making disclosure of all such payments, and defend and indemnify Hotel in any claims arising out of or related to disclosure.
5. **CANCELLATION:** The rates offered by us are based in part upon the total gross revenue anticipated by us from your agreement to use and pay for the rooms and events listed herein. You agree and understand that in the event of a cancellation by you, our actual damages would be difficult to determine. Therefore, you have agreed to pay reasonable liquidated damages to the Hotel for cancellation as described in this paragraph. Cancellation damages will be calculated as a percentage, based on the date of cancellation listed below, of total anticipated gross revenues from all contracted sleeping rooms, food and beverage and meeting room rental listed herein.

<u>Date of Cancellation</u>	<u>Percentage owed</u>
Date of signing to 60 days in advance	75%
59 to 30 days in advance	90%
29 days or less in advance of event	100%
6. **PERFORMANCE:** After this agreement is signed, you may, up until 09-25-2019 reduce the number of confirmed room nights by up to 10% without Attrition fees for the release of the rooms, by giving written notice to the Hotel.

After these dates, any room nights in the adjusted room night commitment that are released or not picked up by the Group will be assessed an attrition fee. The attrition fee will equal the number of rooms in the adjusted room block released or not picked up, multiplied by the single Group room rate. Taxes and fees are required by the law and will be added to the attrition fee. The

parties agree that the attrition fees are not a penalty, but is deemed to be reasonable liquidated damages payable to the Hotel. The Hotel will make every effort to resell all or a portion of the unused rooms. The unused room will be considered last sell. Should the Hotel be successful in reselling any portion of the released rooms, attrition will not apply to the resold rooms. At the completion of your event, the Hotel will provide you with a Post Conference Report, outlining the number of rooms remaining in the Hotel over the dates of your event, as well as the number of rooms the Group is responsible for, due to attrition fees.

7. **PAYMENT TERMS:** Room & Taxes and Meetings/Catering will be billed to the Company.
The entire contract price is to be paid in advance by cheque or credit card, deposit with signed contract and balance at least twenty one (21) days in advance of your function.
8. **DEPOSIT:** For confirmation of the provisions outlined in this Agreement, the Hotel will require a deposit of 25% or \$2,500.00, Canadian Funds together with a signed copy of this Agreement. Such deposit is non-refundable. If Master Account privileges are established, the deposit will be applied to the Group's Master Account
9. **SECURITY ETC:** We have no insurance for and are not responsible for any loss or damage to your property. If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our prior approval. Such security personnel may not carry weapons. For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the hotel. Group agrees to comply with all applicable federal, provincial and local laws, including health and safety codes. Group agrees to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws.
10. **INDEMNIFICATION & INSURANCE:** To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, Novotel, Accor, and the owner of the Hotel, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable attorney's fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the Hotel. You represent and warrant that your activities conducted at the Hotel and in connection with the function shall not infringe the patent, copyright or trademark rights or violate rights of privacy or publicity of any third party. You further agree to obtain and keep in force General Liability Insurance covering the event described in this contract with limits of not less than \$1,000,000 per occurrence and to provide the Hotel with a certificate of insurance naming Hotel, Novotel and the owner as an additional insured for your event.
11. **PROMOTIONAL CONSIDERATIONS:** We have the right to review and approve any advertisements or promotional materials in connection with your function that specifically reference any name or logo of the Accor Hotel brands.
12. **FORCE MAJEURE:** Neither party shall be responsible for failure to perform this contract if circumstances beyond their control, including, but not limited to; acts of God, shortage of commodities or supplies to be furnished by the Hotel, governmental authority, or war in North America that makes it illegal or impossible for the hotel to hold the event.

Dated:	July 24 2019	By:		For: CASPR Canadian Association of Staff Physician Recruiters
			Mr. Jamie Sitar, Chairperson	
Dated:		By:		For: Novotel Toronto Centre
			Ms. Kim Galligan, Sales Account Director	
Dated:		By:		For: Silver Hotel Group
			Ms. Brittany Longman, Collection Director of Sales	

Booking # 1839457

CREDIT CARD INFORMATION


Group Name	CASPR Board meeting
Group Date(s)	From 10-25-2019 to 10-27-2019
Company Name	CASPR Canadian Association of Staff Physician Recruiters
Contract number	1839457

Credit Card Type	4538 Visa
Credit Card Number	4538 2708 2245 0013
Expiration Date	08/22
Name on card	Brenna Reed

A \$2,500.00 non-refundable deposit is due with the signed contract

The entire contract price is to be paid in advance by credit card at least twenty one (21) days in advance of your function.

I hereby authorize Novotel Toronto Centre to charge the above credit card.

Signature	
Name	Jamie Sitar - Chairperson CASPR

