



CONFIRMATION AGREEMENT

Please read carefully as our policies have changed.

Name of Organization: Osher Lifelong Learning Institute at the University of Delaware

Group Type: Education

Group Booking ID #: **11010**

Group Contact: Gretchen Sailer

Address: Osher Lifelong Learning Institute at the University of Delaware
2700 Pennsylvania Ave
115 Arsht Hall
Wilmington, DE 19806

Telephone Number: (302) 573-4417

Email: gsailer@udel.edu

Dates: Monday, May 20, 2024 to Friday, May 24, 2024

Day: Monday Tuesday Wednesday Thursday Friday
 15 75 75 75 Check-out

ROOM RATES PER ROOM PER NIGHT

Quoted Single Rate	(\$139.00)
Quoted Double Rate	(\$139.00)
Quoted Triple Rate	(\$154.00)
Quoted Quad Rate	(\$169.00)

TAXES & FEES


Resort Fee \$1.50 per day.

11% hotel occupancy tax.

These rates are net non-commissionable.

To accommodate and be fair to all guests, both group attendees as well as our transient customers, the Atlantic Sands Hotel & Conference Center cannot block specific room types for any group. All rooms reserved for your group will be "Run of the House". This means that we will guarantee our guests a room at the discounted group rate only and not a specific room type.

Upgraded room types are available for an additional fee and based on availability.

Please initial here that you have read and understood the above information and agree to the policy as listed in the above paragraphs. X 

State of Delaware Tax Exempt Eligibility:

Section 6102 of Title 30 of the Delaware Code imposes an eleven percent (0.11) excise tax on the rents received from the occupancy of rooms in a hotel within the State of Delaware. Those exempt from the 11% occupancy tax include employees of the United States Government or its agencies and instrumentalities, including members of the armed forces, in the performance of official duties as well as employees of the State of Delaware and its agencies, including public schools, in the performance of official duties. Non-profit organizations, churches or religious groups and associations of any type are NOT eligible for tax exempt status within the State of Delaware.

Any individual who wishes to be exempt from tax must provide a State of Delaware Division of Revenue Form 6100 Exemption Certificate. The only exception to this rule is if the individual's overnight accommodations are being paid for by a qualifying agency of the United States Government or the State of Delaware via master account. (NOTE: Only master account signatories may assign individuals to master account billing and should do so prior to arrival.)

Check-in Time/Check-out Time:

Check-in time is after 4:00 pm. Guests arriving before 4:00 pm will be accommodated as rooms become available. Checkout is 11:00 am. Early check-in/late check-out is not guaranteed.

Parking Facilities:

One complimentary parking space, per room, is provided in our parking lot for our overnight guests.

Parking is not provided on property for day guests attending events. It is up to the day guest attending the function to secure parking on the street or in a public lot. There are a number of options available including metered street parking (meters are currently only in effect during peak summer months; some take coins and some allow payment by credit card), local Park & Ride and DART service, and daily or weekly parking permits issued by the City of Rehoboth.



Signature Required (authorized party of Osher Lifelong Learning Institute at the University of Delaware)

Motor Coach/Bus Parking at the Hotel:


In the event a parking space is required for a motor coach/bus, it is the responsibility of the group to locate a parking space off of hotel property. The group will also be responsible for any associated parking fees and transportation of the driver to/from the hotel.

Non-Smoking Policy:

The Atlantic Sands Hotel is a non-smoking facility. Smoking is prohibited in all areas of the hotel, including guest rooms, banquet spaces, restaurants, hallways, lobbies, restrooms, etc. Smoking is also prohibited on balconies. The Atlantic Sands Hotel reserves the right to charge a \$200.00 penalty in the event there is evidence this policy has been violated by an overnight guest.

1. MEETING SPACE REQUIREMENTS

Once exact requirements are determined, please keep in mind that the function rooms are available for the times indicated. Times prior to and following an event may be reserved for other programs. Therefore, we appreciate your cooperation in keeping to your schedule or advising us of any changes as soon as you become aware of them.

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The Atlantic Sands Hotel and Conference Center assigns all function space according to the number of persons expected to attend the function. The Hotel reserves the right to reassign space to accommodate all groups or parties utilizing the Hotel's facilities. Osher Lifelong Learning Institute at the University of Delaware agrees to promptly notify the Atlantic Sands Hotel of any changes in its function space requirements. The Atlantic Sands Hotel and Conference Center will notify Osher Lifelong Learning Institute at the University of Delaware if any changes in function space allocation are required.

The Atlantic Sands Hotel and Conference Center also reserves the right to reassign space in the event that the hotel determines it is necessary for the safety of any guests, groups or parties utilizing the Hotel's facilities. The Atlantic Sands Hotel and Conference Center agrees to notify Osher Lifelong Learning Institute at the University of Delaware in the event that function space must be reassigned due to safety concerns and Osher Lifelong Learning Institute at the University of Delaware agrees to release the Atlantic Sands Hotel and Conference Center from any liability associated with a change in venue location on the property necessitated by such concerns.

1.1 Food and Beverage Policies:

You will be contacted by our Sales Office 45 – 60 days prior to your event to discuss your final menu selections, provide estimate pricing and confirm the number of attendees, audio/visual etc.

The Atlantic Sands Hotel and Conference Center is the only licensed authority to sell and serve alcoholic beverages for consumption on the hotel premises. Any food, beverage and/or liquor consumed on the premises **must** be purchased through the Atlantic Sands Hotel and Conference Center.

The hotel will apply a banquet service charge of twenty one percent (21%) to the price of all food and beverage served to groups.

Delaware Division of Public Health and safety codes does not permit any food to be taken out of the premises.


Food and beverage prices are subject to change due to market price fluctuation and product availability. Firm prices are guaranteed 60 days prior to your event.

1.2 Guarantee:

A minimum number of meals guaranteed must be called in to the Sales Office seven (7) business days prior to your first function. This number will be the minimum number for which you will be charged. An increase of up to 5% will be accepted up to 24 hours prior to the function. **If no final guarantee is received the hotel will prepare and charge based on the number of covers indicated under the catering requirements section of the contract.**

1.3 Meeting Room Rental Requirements*:

From	To	Function Name	Function Room	Covers
Tue 05/21/2024 03:00PM	Tue 05/21/2024 06:00PM	Set Up	Swan Ballroom	120
Tue 05/21/2024 03:00PM	Tue 05/21/2024 05:00PM	Registration	Club Lounge	120
Tue 05/21/2024 05:00PM	Tue 05/21/2024 07:00PM	Opening Reception	Swan Ballroom	150

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Wed 05/22/2024 07:00AM	Wed 05/22/2024 08:30AM	Breakfast Buffet	Swan Ballroom	150
Wed 05/22/2024 08:00AM	Wed 05/22/2024 11:00AM	ARTS Track	Crane	40
Wed 05/22/2024 08:00AM	Wed 05/22/2024 11:00AM	FOREIGN AFFAIRS Track	Mallard	40
Wed 05/22/2024 08:00AM	Wed 05/22/2024 04:00PM	DELA WHERE? Track	Osprey	40
Wed 05/22/2024 08:00AM	Wed 05/22/2024 04:00PM	CULINARY Track	Sanibel	60
Wed 05/22/2024 01:00PM	Wed 05/22/2024 04:00PM	ARTS Track	Crane	40
Wed 05/22/2024 01:00PM	Wed 05/22/2024 04:00PM	FOREIGN AFFAIRS Track	Mallard	40
Wed 05/22/2024 01:00PM	Wed 05/22/2024 04:00PM	CULINARY Track	Sanibel	60
Wed 05/22/2024 05:00PM	Wed 05/22/2024 07:00PM	Happy Hour/Open Mike Night	Swan Ballroom	150
Thu 05/23/2024 07:00AM	Thu 05/23/2024 08:30AM	Breakfast Buffet	Swan Ballroom	150
Thu 05/23/2024 08:00AM	Thu 05/23/2024 11:00AM	ARTS Track	Crane	40
Thu 05/23/2024 08:00AM	Thu 05/23/2024 11:00AM	CULINARY Track	Sanibel	60
Thu 05/23/2024 08:00AM	Thu 05/23/2024 04:00PM	FOREIGN AFFAIRS Track	Mallard	40
Thu 05/23/2024 08:00AM	Thu 05/23/2024 04:00PM	DELA WHERE? Track	Osprey	40
Thu 05/23/2024 01:00PM	Thu 05/23/2024 03:30PM	CULINARY Track	Sanibel	60
Thu 05/23/2024 01:00PM	Thu 05/23/2024 04:00PM	ARTS Track	Crane	40
Fri 05/24/2024 07:30AM	Fri 05/24/2024 09:30AM	Continental Breakfast	Swan Ballroom	150


**Please note, function times and descriptions will be determined by final itinerary*

1.4 Meeting Room Rental Fees:

A one time discounted room rental fee of **\$2,000.00** will be charged for the set-up and break-down of the assigned function space. (This represents a savings of: \$3,250.00)

1.5 Noise:

Osher Lifelong Learning Institute at the University of Delaware acknowledges and agrees, and agrees to inform their DJ/Entertainers and Musicians/Speakers, if any, to control the noise level at the event such that is not a disturbance to other Hotel guests. Please be advised that the Atlantic Sands Hotel has an established quiet time of 10PM. In the event the entertainment creates a disturbance due to high noise volume, the Atlantic Sands Hotel shall have the right, in its sole discretion, to immediately reduce the volume. If repeated disturbances are created, at the sole discretion of Atlantic Sands Hotel management,

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the offending noise will be ended. In the event disturbances require the event or entertainment/music to end, no portion of the rental fee will be refunded to Osher Lifelong Learning Institute at the University of Delaware.

1.6 Liability:

The Hotel reserves the right to inspect and control all private functions. The group is liable for damages to the premises and will be charged accordingly. The Hotel is not responsible for damage to, or loss of, any items left in the Hotel prior to, during, or following any function. The customer is responsible and shall reimburse the Hotel for any damage, loss or liability incurred by the Hotel, by any of the customer's guests or any persons or organizations contracted by the customer. The Hotel reserves the right to exclude or eject any and all persons from a function or Hotel premises without liability. The disruption of other Hotel guests or functions will not be tolerated. The Hotel does not permit anything on the walls, any glitter, sand, sparkles, or confetti to be used.

2. RESERVATION METHOD

2.1 Individual Call In:

Each individual will be responsible for making his/her own reservation with us no later than **Saturday, April 20, 2024**. Please have guests reference **booking ID number 11010 and Osher Lifelong Learning Institute at the University of Delaware** in order to minimize any confusion when reserving their accommodations and to insure they receive the group rate. Please have your attendees call 1-800-422-0600 to book their room reservations. **Currently, our website does not accept individual group room reservations.**

2.2 Guaranteed Reservations:

Please note - **ALL RESERVATIONS MUST BE GUARANTEED**. Individuals will be asked to provide a one night's room and tax deposit in order to guarantee a reservation. All deposits must be made by cash, check or major credit card.

Please note - If using a check as a method of payment, the Atlantic Sands Hotel shall receive it no later than two weeks prior to the arrival date.

2.3 Cut-Off Date:

On Saturday, April 20, 2024, your cut-off date, we will release any remaining rooms in your block for sale to the general public. Any reservation requests made after this date will be subject to room and rate availability. There will be no exceptions or extensions.


If a group member does not check in on the scheduled arrival date, the room is held until 11am the next day and then released back into the room inventory.



Signature Required (authorized party of Osher Lifelong Learning Institute at the University of Delaware)

2.4 Cancellation:

There will be no refund for early checkouts. Anyone checking out prior to the agreed upon departure date, will be responsible for their full stay.

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If guests cancel a guaranteed reservation for any reason, they must do so 72 hours prior to their arrival date to receive a refund of deposit which equals 1 night of your stay.

3. METHOD OF PAYMENT/BILLING

3.1 Master Account Billing:

All room and tax charges for your attendees will be posted to your group's master account. In addition, all banquet and meeting related charges will be posted to the group's master account. The Master account can be paid by **cash, organizational check (in some instances) or credit card.**

Hotel policy requests full payment no later than upon check in. Any exception to this policy must have advanced approval by the General Manager. Payments can be made by cash, check (if received 30 days in advance) or by a pre-authorized credit card. Only a cashiers check or money order will be accepted upon check in.

In the event the indicated person, company, organization or association fails to pay for any part of the full amount of the charges incurred, which they agreed to pay, within 30 days of settlement, the hotel has the right to collect payment from the individual guests that received the Hotel/Banquet services. 30 days after the final invoice date, 10% of the total balance due will be added as a late fee. Balance due is to be paid by the client.

3.2 Individual Charges:

Individuals will be responsible for payment of his/her own sleeping room, tax and fee and incidental charges.

Any charges to an account may be paid by cash or major credit card. American Express, Master Card, Visa and Discover card are accepted. Personal checks are *not* accepted as a form of payment once a guest is in the hotel.

3.3 Force Majeure:

This contract will serve to bind Osher Lifelong Learning Institute at the University of Delaware and The Atlantic Sands Hotel and Conference Center and there exists no circumstances a right for either party to cancel or to hold this same event in another city or hotel. Should events such as strikes, acts of God, or civil disturbance materially affect either party's ability to perform; this contract will be terminated without prejudice. If strikes, acts of God, or civil disturbance occur in the hotel's regional area only and do not affect the hotel's ability to operate and provide contracted services, the hotel expects full compliance of contracted services. Any notice of cancellation must be communicated in writing.


4. ACCEPTANCE

In order to bind this agreement on a definite basis, a **deposit of \$2,000.00** and the return of this signed agreement are due by **Friday, September 08, 2023.**

Please make all checks payable to: Atlantic Sands Hotel

Mail to:

1 Baltimore Avenue at the Boardwalk
Rehoboth Beach, DE 19971
Attn: Joseph McDonald
Sales Manager

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In the event the indicated person, company, organization or association fails to pay for any part of the full amount of the charges incurred, which they agreed to pay, within 30 days of settlement, the hotel has the right to collect payment from the individual guests that received the hotel's services.

5. IMPORTANT DATES

Date contract needs to be signed and returned by:	Friday, September 08, 2023
Date by which deposit needs to be paid:	Friday, September 08, 2023
Date by which the Director of Sales will contact you:	Tuesday, March 19, 2024
Date room list needs to be submitted:	Saturday, April 20, 2024
Date banquet event orders need to be signed:	Monday, May 13, 2024
Date payment is due:	Upon or before check in

If the above meets with your approval, please sign this agreement and return to my attention by **Friday, September 08, 2023** (faxed copies are acceptable). Once we receive this, we will consider all commitments on a definite basis. If the deposit and this agreement are not received by this time, all room blocks and function space will be released.

We look forward to welcoming your group and having you as our guests.

Approved:

	Karen Asenavage	30 August 2023
Signature	Printed Name	Date

Osher Lifelong Learning Institute at the University of Delaware
Organization

Joseph McDonald
Sales Manager

Date

This contract is accepted by the Atlantic Sands Hotel & Conference Center and subject to the terms and conditions stipulated in the above agreement and are not valid until accepted and given final approval by the General Manager of the Atlantic Sands Hotel & Conference Center.

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