



September 18, 2018

Lorraine Richards  
Operations Manager  
HCANL  
St. John's, NL  
P: 709-364-8811 E: nlrhca@nf.aibn.com

Dear Lorraine:

### Heavy Civil Association NL

We are delighted that you are considering the Holiday Inn St. John's Conference Centre again as the host property for January 2019. As the 3<sup>rd</sup> largest, full-service hotel in St. John's guests love our central location. We are minutes from Downtown St. John's, St. John's International Airport, shopping and near exit 47A TransCanada Highway.

Our hotel is dedicated to providing our guests with the highest quality of service and we are confident that you and your colleagues will enjoy our hospitality, accommodations and services.

Once you've had an opportunity to review this agreement, please sign and return to my attention by **Friday, September 28, 2018** to confirm your booking on a definite basis.

On behalf of **Holiday Inn St. John's Conference Centre**, I thank you for your interest in our hotel and I look forward to the opportunity of liaising with you to ensure its success.

If you have any questions, please do not hesitate to reach out to me at any time.

Warm regards,

A handwritten signature in black ink, appearing to read 'Bruce Crichton'.

**Bruce Crichton** | Sales Manager | Holiday Inn St. John's  
IHG® | 180 Portugal Cove Road, St. John's, NL, A1B 2N2  
Tel: 709-722-0506 ext. 521 Fax: 709-722-9756 Email: [bruce.crichton@sunraygroup.ca](mailto:bruce.crichton@sunraygroup.ca)

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**SECTION 1 - Accommodations**

This quote is based on the following accommodation requirements as per your email:

**Guest Room Block and Rates**

2019	Wednesday Jan. 09	Thursday Jan. 10	Friday Jan. 11
Single/Double	30	60	45
Total	30	60	45

**135 room nights total**

- Standard Single/Double - \$99.00 / Executive \$119.00

*The above rates are plus applicable taxes (19%) and Service Fee (3%) subject to change. These rates are based on single and double occupancy.*

**SECTION 2 - Reservation Method**

\_\_\_\_\_ Rooming List;

\_\_\_\_\_ Individual Call-in

For reservations, contact [hisj-reservations@sunraygroup.ca](mailto:hisj-reservations@sunraygroup.ca) or 709-722-0506 or toll free 1-855-914-1413 and ensure your group asks for the group block name “Heavy Civil Association NL”.

**SECTION 3 - Group Block Cut-off**

All reservations/rooming list must be made by **Tuesday, December 18, 2018**. Once that date approaches, your rooms will be released back into our inventory for general re-sale. We will, however, accept reservations after the cut-off date subject to availability and the current rate of the day.

**SECTION 4 - Payment Method**

\_\_\_\_\_ Individuals pay own room, tax and incidentals

\_\_\_\_\_ Room and tax to be billed to master account with incidentals on own

\_\_\_\_\_ Room, tax and incidentals billed to master

**SECTION 5 - Concessions**

- Room rate extended 2 days pre and post stay upon availability
- Complimentary open air parking
- One complimentary room per 50 sold on a cumulative basis



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## SECTION 6 - Schedule of Events

We are currently holding **“All Space”** from **Thursday, January 10, 2019 to Saturday, January 12, 2019** **with the exception of 2 small boardrooms**. Your Schedule of Events will need to be mapped out with our Catering Department to ensure optimization of our meeting space. You can connect with Jill Ring via email [Jill.ring@sunraygroup.ca](mailto:Jill.ring@sunraygroup.ca) or phone 709-722-0934, ext. 2. Our AV provider is Eastern Audio 709-722-0864.

## SECTION 7 - General information & Policies

- 100% smoke free facility.
- IHG Rewards Club membership is free; members receive complimentary local telephone calls. Guests can enroll online at [www.ihgrewardsclub.ca](http://www.ihgrewardsclub.ca) or upon check-in at the front desk.
- IHG Business Rewards;\* If you book guest rooms and meetings on behalf of others, when you join IHG Business Rewards you'll earn points for every booking - no matter how big or small. You can phone 1-800-344-4880 to join. It's free to join and easy to take advantage of every point you earn. You will have many options to choose from. [www.ihg.com/businessrewards](http://www.ihg.com/businessrewards)
- Complimentary open-air parking
- Mini-fridge in all guestrooms
- Complimentary Business Center equipped with work stations, printers and office amenities
- Complimentary Wi-Fi in all guestrooms, meeting space and public areas
- Room Service (7:00am to 11:00pm daily)
- East Side Mario's restaurant (open 7:00am to Midnight, daily) offering Happy Hour appetizers and pizzas from 4:00pm to 6:00pm and 9:00pm to close, daily in the lounge with beverage purchase
- New Indoor pool and fitness center with two giant waterslides totaling over 300 feet.

### Check In/ Checkout

While every effort will be made to have your rooms ready as soon as possible, normal check-in time is from 3:00 pm and check-out is 11:00am.

Should your group have any special requests for check-in or check-out, we would be only too happy to discuss these details with you.

### Signage

The Customer will obtain the Hotel's consent to any signage it wished to erect in any of the public areas of the Hotel.

## SECTION 8 - Acceptance of Agreement

To confirm this booking, please sign and return to my attention by **Friday, September 28, 2019**.

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Acceptance: Print Name & Signature

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Date