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## UNIVERSITY CONTRACT AWARD

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DATE ISSUED: July 1, 2017

COMMODITY: **Hartford Catering, Lodging and Venue Providers**

CONTRACT#: UC-17-KA012317-8C

FOR: University of Connecticut

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Payment Terms: Net 15, the University will not be responsible for deposits

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**TERMS OF CONTRACT:**

- A. The University of Connecticut or using agency will issue either an individual purchase order or a blanket purchase order for services.
- B. The term of this contract shall be from July 1, 2017 to June 30, 2020 with options to renew for two (2) additional one (1) year terms.

1 <sup>st</sup> Extension	7/1/2020 to 6/30/2021
2 <sup>nd</sup> Extension	7/1/2021 to 6/30/2022

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**Purchasing Agent:**

Kristin Allen

(860) 486-0970

Email: [kristin.allen@uconn.edu](mailto:kristin.allen@uconn.edu)

**Hilton Hartford Hotel**

Services: Catering (on-site only), Lodging and Venue Usage

315 Trumbull Street

Hartford, CT 06103

Contact: Lisa McIntyre

Phone: (860) 760-2230

Email: [lmcintyre@waterfordhotelgroup.com](mailto:lmcintyre@waterfordhotelgroup.com)

**Cancellations:** In the event that the University cancels or reduces the size of its event, that the hotel would suffer damages in an amount which would be difficult to determine, the parties have mutually agreed that the University will pay an amount to the Contractor as reasonable liquidated damages equal to a percentage of the total contracted price. In the event the event is cancelled:

<u>Date of Cancellation</u>	<u>Percentage of Total Event Contract Owed</u>
Date of signing to 90 days in advance	25%
89 days to 60 days in advance	45%
59 to 30days in advance	60%
29 or less days in advance	80%

Catering prices are per the current published catering menu.

Venue Rates

Colt Boardroom, Wadsworth and PT Barnum Rooms – each 12 ppl max	\$350.00 per room
Ethan Allen, Hartford Commons – each 75 ppl max.	\$1,500.00 per room;
Connecticut Ballroom – 350 ppl max.; can be broken down into three (3) sections – each 50 ppl max	\$2,500.00 for entire room; \$650.00 for each 50 person section
Grand Ballroom – 350 ppl max.; can be broken down into three (3) sections – each 100 ppl max	\$6,000.00 for entire room; \$2,000.00 for each 100 person section

Lodging Rates

Single Room	\$169.00 per night
Double Room	\$169.00 per night
King Room	\$169.00 per night
Check-in: 3:00pm; Check-out 12:00pm 15% Sales Occupancy Tax	
<u>\$19.00 for overnight parking additional if required</u>	