



La Quinta - Berkeley  
 920 University Avenue  
 Berkeley, CA 94710  
 Phone: (510) 849-1121  
 Fax: (510) 845-4397  
 lq6238agm@laquinta.com

February 14<sup>th</sup> 2020

**Richard Ferguson**  
**Teacher**  
**E: [cglee50@gmail.com](mailto:cglee50@gmail.com)**  
**T: (530)400-2169**

Dear Valued Guest:

Thank you for choosing the La Quinta - Berkeley for your lodging needs. We are excited to have your team stay with us.

**Your travelers will enjoy these great amenities and services:**

- FREE Bright Side Breakfast
- FREE Wi-Fi
- FREE local calls
- In-room hair dryer, coffee maker, iron & ironing board, microwave and refrigerator

**To help us prepare for your group's arrival, please review the following items:**

**Group Overview:**

**Rate: \$143.10 + Tax (13%) = \$161.70**

Date-Check in to Check Out	# Kings	# 2 Queens	Rate w/Tax	Total per Night
February 14th 2020	0	6	\$161.70	\$970.20
February 15th 2020	0	9	\$161.70	\$1,455.30
February 16th 2020	0	9	\$161.70	\$1,455.30
<b>February 17th 2020 C/O</b>	<b>0</b>	<b>0</b>	<b>TOTAL:</b>	<b>\$3,880.80</b>

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- The overall group rate is subject to change if the nightly rooms count drops below 10.
  - The tax rate currently in effect is 13.00%. Additionally Changes to the current rate will be reflected in the amount actually charged.
  - Rates are quoted in US Currency unless otherwise indicated.

**Reservation Details:**



- **The rooming list should be received by February 11<sup>th</sup> 2020 for each reservation.**  
After this date, unreserved rooms in your group block will be released and requests for additional reservations will be taken on a space and rate available basis.

**Payment Details:**

- The **individual guest checking in** is responsible for the room and tax charges associated with each guest room reservation. **Unless the Credit Card Authorization is being used to pay for the rooms.**
- Incidental charges, such as phone, movies, etc. are the responsibility of each individual guest. Guests will be required to provide a personal credit card upon arrival if they wish to have access to room billing privileges.

**Cancellation Policy**

You may cancel these arrangements without penalty on or before **N/A (Too short of notice.)** Should you need to cancel after this date, the credit card provided as a guaranteed method of payment will be assessed a cancellation fee equal to one night's room and tax associated with number of rooms on peak night. Notification of cancellation should be sent directly to the hotel.

**Booking Confirmation Agreement**

Please sign and return this agreement along with a completed Credit Card Authorization form directly to the hotel by **February 7<sup>th</sup> 2020**, If the signed agreement and Credit Card Authorization form are not received by the hotel by this date, the hotel is under no obligation to honor the room block and rate.

We are honored that you have chosen our brand and look forward to hosting your travelers. If you have any questions, please feel free to contact me at (510) 849-1121 or [lq6238agm@laquinta.com](mailto:lq6238agm@laquinta.com). We look forward to working with you!

LA QUINTA INN BERKELEY

By: Dejuan Smith  
 Signature: *Dejuan Smith*  
 Title: Assistant General Manager  
 Date: February 2<sup>nd</sup> 2020

Richard Ferguson *- contact*  
 By: *Bruce Colby*  
 Signature: *[Signature]*  
 Title: *Chief Business Ofc*  
 Date: Feb. 7, 2020