



CATERING AGREEMENT

Catering Manager: Diana Waddell
 Date: June 25, 2014

Name: Patricia Kratzke
 Organization: Professionals in Worker's Compensation
 On Site Contact: Patricia Kratzke
 Post As: Professionals in Worker's Compensation
 Address: P.O. Box 65893
 Tacoma, WA 98464
 Phone: (206) 249-7922

Dear Patti,

The **DoubleTree Suites by Hilton, Seattle Airport/Southcenter** is pleased to hold the following arrangements on a tentative basis for:

Date	Start Time	End Time	Function	Agr
11/20/2014	5:00 PM	6:00 PM	Dinner Buffet	60
11/20/2014	6:00 PM	8:30 PM	Meeting/Session	60

Date	Start Time	End Time	Function	Agr
1/15/2015	5:00 PM	6:00 PM	Dinner Buffet	60
1/15/2015	6:00 PM	8:30 PM	Meeting/Session	60

Date	Start Time	End Time	Function	Agr
5/21/2015	5:00 PM	6:00 PM	Dinner Buffet	60
5/21/2015	6:00 PM	8:30 PM	Meeting/Session	60

ROOM RENTAL / FOOD AND BEVERAGE MINIMUM:

For each of the above (3) meeting dates the food and beverage minimum is \$1200 plus service charge and tax. If the minimum is not met, the difference will be charged as room rental.

MEETING ROOM INTERNET FEES:

- Wireless Internet Boardroom Package (Suite 1201, 1202, 1203, 1204, Pinnacle Room and Sunrise Room) - \$50.00
- Wired Internet Presenter Package (hard-wired connection for Presenter)- \$50
- Wireless Internet Package up to 20 users - \$100
- Wireless Internet Package 21 – 50 users - \$150
- Wireless Internet Package 51 – 100 users - \$200

ASSIGNMENT/CONFIRMATION OF FUNCTION SPACE:

You agree to confirm with us the assigned function space before printing any materials listing specific meeting or function locations. The schedule of events listed above indicates the space that will be held on a definite basis upon signing of this contract by both parties. If for any reason the function space reserved is not available for your event, you agree that we may substitute space of appropriate size and comparable quality for your event.

In order to best serve you, final menu selections, room set-up instructions, and other details should be received by the Hotel no later than three (3) weeks prior to your function. The **DoubleTree Suites by Hilton, Seattle Airport/Southcenter** reserves the right to reassign function rooms at any point in planning should the number of attendees change. Any changes will be clearly posted on the Hotel reader board. Upon review of your event requirements, Banquet Event Orders will be sent to you to confirm all final arrangements and prices. These BEOs must be signed and returned prior to the event and will serve as a part of this agreement.

HOTEL AWARDS HHONORS BONUS POINTS: ("Meeting Planner") is eligible to earn HHonors bonus points for a qualifying event. Full details and rules regarding the program are available by calling the HHonors Customer Service Center at 1-800-548-8690 in the U.S. and Canada or 1-972-788-0878 or by visiting www.hilton.com. Hilton HHonors membership, earning of points and redemption of points are subject to HHonors Terms and Conditions. Only the meeting planner who is specifically named in the Agreement will be eligible for this Meeting Planner Bonus Program, unless we receive confirmation in writing signed by Group that some other person or entity is to receive the Meeting Planner Bonus in their stead. The Meeting Planner will earn one HHonors bonus point for every eligible dollar charged to the groups' master account, up to a maximum award of 100,000 HHonors bonus points. Eligible revenue will include any applicable Meeting Room Rental charges, hotel hosted, catered food and beverage charges, and any guest rooms charged to the master account. Points are awarded on base dollars charged to the master and are not awarded for any applicable taxes and/or service fees.

In order to be eligible for this bonus the recipients' Name and Hilton HHonors Number must be included in the signed agreement.

Event Planner Name: Patricia Kratzke Enter HHonors Number: 623011951

FINAL GUARANTEES:

A guaranteed number of guests is due by 12:00 PM, five (5) business days prior to the date of the event. If a guarantee is not received within this period, the most recent number of guests specified will be considered the guarantee. The **DoubleTree Suites by Hilton, Seattle Airport/Southcenter** will only prepare to serve the guaranteed number of attendees. If the attendance is above this amount, with authorization, we will prepare, serve and charge additional meals. Be advised that this may cause a delay, and the additional meals may be different from those originally ordered.

TAX AND SERVICE CHARGE:

All meeting room rental, audio visual charges and food and beverage prices are subject to the prevailing Hotel service charge, currently twenty percent (20%). All service charges are subject to the current applicable sales tax. 70% of food and beverage service charge will be distributed to servers and where applicable, bus help and/or bartenders engaged in the event. This service charge is not a gratuity and is not the property of the employee(s) providing service to you.

PAYMENT ARRANGEMENTS:

PAYMENT BY CREDIT CARD:

Functions may be guaranteed for payment or paid for by the following credit cards: American Express, Diner's Club, MasterCard or Visa. Completion of the credit authorization section below is required.

I AUTHORIZE THE USE OF MY CREDIT CARD TO GUARANTEE ALL CHARGES PLACED ON THE MASTER ACCOUNT.

VISA	██████████ 8172	██████████
Card Type	Card Number	Exp. Date
Patricia Kratzke	██	
Print Name	Cardholder's Signature	

If no other arrangements for billing have been established by the completion of the function, all charges will automatically be placed on the above credit card.

ROOM RENTAL AND ASSIGNMENTS:

Functions are assigned by the minimum number of people anticipated. The Hotel reserves the right to change groups to a room suitable for the final attendance. Your Catering Sales Manager will make every reasonable attempt to contact you prior to changing rooms. All room changes will be clearly posted on the Hotel reader board.

FOOD AND BEVERAGE:

No food or beverages of any kind will be permitted to be brought into the Hotel or removed from the premises by the group or any guests affiliated with the group without written consent from the Hotel. The Hotel reserves the right to confiscate food or beverage that is brought into the Hotel in violation of this policy.

GUEST RESPONSIBILITIES:

The Organization agrees to begin the function at its scheduled time and to have guests and invitees vacate the function space at the closing hour designated.

The Organization agrees to assume full responsibility for the conduct of its guests including damages to Hotel property as a result of misuse.

The Organization agrees to assume full responsibility for all items left at the Hotel and all items that get broken. This includes all items such as: centerpieces, gifts, glassware, cake, etc. The **DoubleTree Suites by Hilton, Seattle Airport/Southcenter** will use caution with such items, but is not responsible for any damages.

SHIPPING AND RECEIVING:

All materials shipped to the Hotel must be labeled with group name, hotel contact name, date of the function, and name and phone number of the sender. The Organization agrees to assume full responsibility for any materials or equipment shipped to the Hotel or left on the Hotel premises. Boxes and materials shipped to the hotel cannot arrive more than three (3) days prior to your function date.

Please provide the number of packages and/or pallets shipped and anticipated arrival date by Noon five (5) business days prior to the scheduled event.

SECURITY:

Routine security services are provided by the Hotel. Should additional security be deemed necessary by the Hotel, arrangements must be made two (2) weeks prior to the scheduled function.

Due to Hotel policy, no flammable or open flame materials may be allowed in the Hotel. Tea lights or candles with guards or holders are acceptable as long as the flame does not exceed the height of the holder. Smoke and fog machines are not to be used in the Hotel. All questionable material must be accompanied by a written authorization from the Hotel security department.

FORCE MAJEURE:

FORCE MAJEURE: Neither party shall be liable for failure to perform or delay in performing any obligation under this Agreement, including the obligation to make payments when due, if such failure or delay is due to an act of God, war, embargo, riot, insurrection, sabotage or other civil unrest; fire, explosion, flood or other natural disaster; strike or other labor disturbances; government; restraints; or any other cause beyond the control of the affected party; provided, however, that the party so failing to perform shall (a) as soon as possible, inform the other party of the occurrence of the circumstances preventing or delaying the performance of its obligation; and (b) exert its best efforts to eliminate, cure or overcome any such causes and to resume performance of its covenants with all possible speed.

PROMOTIONAL CONSIDERATIONS:

Any advertisements or promotional materials in connection with this function that specifically reference any name or logo of the DoubleTree Suites By Hilton Seattle Airport Southcenter, will need to be approved before printing or advertising in any form. This includes Social media sharing and postings.

CANCELLATION:

In the event reserved meeting facilities are not used, the DoubleTree Suites by Hilton, Seattle Airport/Southcenter will experience monetary losses which would be difficult to calculate due to the uncertainty and cost of obtaining replacement business. Therefore, in the event a scheduled function should cancel, the client will pay to DoubleTree Suites by Hilton, Seattle Airport/Southcenter a liquidated damage fee, which shall consist of a percentage of the lost revenue, including tax based upon the following scale:

- **91+ days prior to the scheduled event date:**
25% of the anticipated Revenue, plus tax
- **90–60 days prior to the scheduled event date:**
50% of the anticipated Revenue, plus tax
- **59–30 days prior to the scheduled event date:**
75% of the anticipated Revenue, plus tax
- **29–0 days prior to the scheduled event date:**
100% of the anticipated Revenue, plus tax

ACCEPTANCE:

By signing and returning a copy of this agreement by July 2, 2014 you will enable us to establish these arrangements on a definite basis. If a signed copy is not received by the date noted above, the Hotel shall be released from all obligations and conditions of this agreement.

Organization Representative:

Hotel Representative:

**Patricia Kratzke, Professionals in
Workers Compensation**

Diana Waddell, Director of Catering

06/26/14

Date