

## INSTRUCTIONS FOR OPTIONAL CLAUSES

The following sheets contain clauses suggested by UCSF departments. Please discuss this with your vendor and select clauses to be added to your event contract. Some clauses may increase your costs. For example, if you specify the level of service, your service costs may increase if your original cost estimate was figured at a lower service level.

If you wish to use these clauses, please check the clauses you select and submit this document with your purchase requisition.

OPTIONAL CLAUSES

*The following clauses shall be applicable if "checked" with a checkmark.*

OVERBOOKING

The hotel vendor guarantees that all attendees who are provided with a confirmed reservation, either directly or through the use of a master rooming list, will be provided with rooms for the period of their confirmed reservation. In the event said attendees are denied access to rooms for any reason, the hotel vendor will notify client dept of the overbooked situation not later than twenty-four (24) hours prior to such denial, allow the client dept the opportunity to decide which attendees will be relocated and, at its sole expense, provide sleeping accommodations for said attendees at a comparable property and at its sole expense provide daily transportation to and from the hotel vendor. Additionally, hotel vendor will provide two (2) complimentary five (5) minute long distance phone calls to the inconvenienced guest. Upon return to hotel vendor, hotel vendor will provide a note of apology, and every attempt will be made to place the guest in an upgraded accommodation.

\_\_\_\_\_ Applicable

Room Rates

Hotel vendor warrants and agrees not to sell or offer guest rooms at a lower rate than the guest Room rate established for client dept for this event. If a lower rate is offered during the guest room block period, UCSF's rate for this event will also be lowered to reflect the decreased rate.

\_\_\_\_\_ Applicable

Meeting and Function Space

Meeting space adjacent to or near space assigned to the client dept will not be assigned to another medical oriented meeting without first receiving approval from client dept.

\_\_\_\_\_ Applicable

Construction

Hotel vendor shall promptly notify client dept of any construction or remodeling to be performed in hotel vendor within three months prior to or over the meeting dates and hotel vendor warrants that any such occurrence shall not interfere in any way with client dept's use of hotel vendor.

Specifically, hotel vendor shall inform client dept in writing of the following:

- a. Planned scope of project;
- b. Schedule for commencement and completion;
- c. Anticipated impact project will have on areas to be utilized by client dept
- d. Hotel vendor's plan for minimizing impact of project on client dept.

Should construction or remodeling be determined by the Client Dept to interfere with the Client Dept's meeting, Client Dept will be considered to have cause to terminate this contract without liability with written notice to Hotel Vendor as long as such notice is taken within thirty (30) days of the Client Dept's receipt of notice of unacceptable construction or remodeling. If construction or remodeling results in the Client Dept canceling or relocating the meeting, the Hotel Vendor will assist in placing the Client Dept at a comparable property with comparable rates and will compensate the Client Dept the cost of re-advertising the meeting.

\_\_\_\_\_ Applicable

Check-In/Check-Out

Client Dept may designate early check-in or late check-out for selected staff and/or VIP's, the number of which will not exceed 15.

\_\_\_\_\_ Applicable

OPTIONAL CLAUSES

Meeting Space

All space listed will be held on a 24-hour basis for the exclusive use of the Client Dept. Space may be released only if in writing from Hotel Vendor to Client Dept. Hotel Vendor must notify Client Dept of any other activities or Client Depts booked in the facility immediately prior to, during, or overlapping, and advise the Client Dept of activities that may interfere with this meeting.

\_\_\_\_\_ Applicable

Meeting Room Set-Up Times

All meeting rooms will be set no later than the agreed upon time prior to a scheduled event. Those rooms requiring 24-hour hold shall not be dismantled, reset, or adjusted by Hotel Vendor or its authorized personnel without permission from the client dept's meeting manager.

Agreed upon time: \_\_\_\_\_

\_\_\_\_\_ Applicable

Food and Beverage

Client dept shall provide Hotel Vendor with an estimate of the number of persons attending each food-and-beverage function at least 72 hours in advance of the function and a guarantee of the number at least 24 hours in advance. Hotel Vendor agrees to set for \_\_\_% over the guarantee where room occupancy permits and to indicate on each food and beverage invoice the number served as well as the number guaranteed. Hotel Vendor will provide client dept with a separate food and beverage function invoice for each function. (Please enter percentage overage where indicated above.)

\_\_\_\_\_ Applicable

Hotel Service

Hotel vendor will provide adequate staffing for client dept's event. A manager will be on duty and available throughout the client dept's event.

The following service level is required at food and beverage functions:

- Breakfast Buffet: At least one waitperson per 50 guests
- Lunch: At least one waitperson per 20 guests
- Dinner: At least one waitperson per 10 guests
- Reception: At least one waitperson per 50 guests

\_\_\_\_\_ Applicable

The persons signing this addendum on behalf of hotel vendor and client dept, respectively, each warrant that they are authorized to make the agreements set out on behalf of hotel vendor and client dept, respectively.

For Client dept:

For Hotel vendor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_