

Irving Convention Center Hotel Headquarter Hotel Booking Agreement - Summary of Terms

How far in advance is the event requesting to book the Hotel?

More than 24 mos.

18-24 months

12-18 months

Less than 12 months

City (CVB) Booking Rights

City-Wide Event Rooms* - Can require Hotel to provide up to 75% of rooms and suites at the hotel for City-Wide Events, up to 14 Event Nights per month (or more if the last group booked for the month under this Agreement increases the total to more than 14).

City-Wide Event Rooms* - Can require Hotel to provide up to 60% of rooms and suites at the hotel for City-Wide Events, up to 10 Event Nights per month (or more if the last group booked for the month under this Agreement increases the total to more than 10).

City-Wide Event Rooms* - Can require Hotel to provide up to 50% of rooms and suites at the hotel for City-Wide Events, up to 10 Event Nights per month (or more if the last group booked for the month under this Agreement increases the total to more than 10).

Can request that Hotel Parties grant a Hotel room block, subject to the sole, but reasonable discretion of Hotel Parties.

*Hotel Room Rates for any room blocked shall be determined pursuant to Article II and/or Article III of the Headquarter Hotel Booking Agreement.

Hotel Parties' Booking Rights

Hotel Parties can book 25% of rooms at the Hotel for any purpose and can request from CVB the release of additional rooms for any purpose, subject to the sole, but reasonable discretion of the CVB.

Hotel Parties can also book 100% of all remaining available rooms after CVB has blocked 14 Event Nights for a given month.

Hotel Parties can book 40% of rooms at the Hotel for any purpose and can request from CVB the release of additional rooms for any purpose, subject to the sole, but reasonable discretion of the CVB.

Hotel Parties can also book 100% of all remaining available rooms after CVB has blocked 10 Event Nights for a given month.

Hotel Parties can book 50% of rooms at the Hotel for any purpose.

Hotel Parties can also book 100% of all remaining available rooms after CVB has blocked 10 Event Nights for a given month.

Controls all hotel rooms at the hotel.

Meeting Space Booking Rights

Based on availability, at any time, an event at the Convention Center may be required to utilize the hotel's meeting facilities for overflow, or an event at the hotel may be required to use the Center's space as overflow. Meeting room rental rates, when charged, shall be at the prevailing rates of either facility for those specific spaces, with the understanding that rates for utilizing space at the Center will be evaluated based on the total number of room nights the event represents to the benefit of the market, as well as any ancillary revenues to the Center, and with the understanding that utilizing these spaces for little or no charge from time to time may be necessary to attract both Citywide and in-house hotel groups.

This agreement applies only to City-Wide Events, defined as Convention Center events demonstrated to utilize a significant amount of Convention Center facilities, generate 400 or more peak night hotel rooms in Irving (including Hotel) and 50 or more peak night rooms at the Hotel.

Per the Room Block Agreement, an Event Night is defined as "Any night during a City-Wide Event that the number of rooms blocked at the Hotel by the City is equal to or greater than thirty percent (20%) of the rooms blocked at the Hotel by the City for the Peak Event Night of such City-Wide event. If rooms are blocked under the Agreement for multiple City-Wide Events on the same Event Night, such Event Night will be considered only as one (1) Event Night for purposes of the Maximum Event Night Ceiling."

If blocked rooms are not guaranteed 30 days prior to arrival, unless otherwise specified in the individual event contract, all rooms will be released and available on a first-come, first-served basis.