

Hotel Ballard

5216th Ballard Ave NW, Seattle, WA 98107 Ph: 206-789-5012 Fax: 206-789-2012

Submit Form to:
Oksanap@hotelballard.com
Rorib@hotelballard.com

Wedding / Group Block Reservation Request

Name of Event / Group			
Date of Arrival	# of Nights	# of Rooms	Estimated Time of Arrival
Event Contact Person	Position		
Signatory (If different)	Position		
Contact Phone	Contact Email:		
Address	City, State	Zip Code	

ROOM SELECTION

Please note that the below Room Selection is a request only and may not be available at the time of submission. Please contact reservations for the most up to date availability.

Room Type	Staff Use Only	QTY	1 st Night	2 nd Night	3 rd Night	4 th Night	5 th Night	6 th Night	7 th Night
Standard King		15							
Standard Double		3							
Courtyard Suite		8							
Luxury Suite		3							

ROOM DESCRIPTIONS

Standard King: 1 king-sized bed, option for Juliet balcony or bay window. Only room type to accommodate a rollaway. Rooms overlook Ballard Ave NW.

Standard Double: ADA compliant rooms with 2 full-sized beds, two closets, bay window only. Rooms overlook Ballard Ave NW.

Courtyard Suite: Full-sized sleeper sofa in the attached parlor upon entry, bedroom separated by sliding farm door with 1 king-sized bed. Fireplace, soaking tub, and some have a small patio space. All have front door access to the rooftop outdoor lookout area. Rooms pushed back from the façade of the building, top floor location with exterior walkway.

Luxury Suite: Full-sized sleeper sofa in the attached parlor upon entry, bedroom separated by sliding farm door with 1 king-sized bed. Fireplace, soaking tub, bay window in parlor, and Juliet balcony in bedroom. One Suite per interior floor. Rooms overlook Ballard Ave NW.

All rooms are 100% smoke-free, no pets allowed.

GROUP BLOCK OVERVIEW – *The Group Block (“Group”) and Hotel Ballard (“Hotel”)*

CONTRACTED GROUP DISCOUNT

20% - Must block the minimum room requirement. Any additional requests over and above the group block will receive the group discount upon availability.

CUT-OFF DATE

The “cut-off date” for accepting reservations into a group block is **ONE MONTH PRIOR TO ARRIVAL**. At this point, the group will receive the final rooming list, any rooms cancelled after the cut-off date are subject to cancellation penalty charged to the group master. Reservation requests received after 5:00 p.m. local time at the Hotel on the cut-off date will be accepted on a space and rate availability basis. Any unused rooms left in the group block will be released at this time.

RESERVATIONS PROCEDURE

It is our understanding that reservations will be made by: Rooming List and/or Individual Call-In

Rooming List - It is the responsibility of the group to provide the Hotel with a rooming list that includes accurate names, arrival/departure dates and types of accommodations requested for each individual. The Hotel must receive this list by 5:00PM on **ONE MONTH PRIOR TO ARRIVAL**. Reservations are being guaranteed by the group.

Individual Call-In - Please have guests call in to the Hotel reservation line (206)789-5012 or email reservations@hotelballard.com. The Hotel must receive the Group reservations by 5:00PM on **ONE MONTH PRIOR TO ARRIVAL**. Reservations made by the individual will be guaranteed by the card provided at booking.

GUESTROOM ATTRITION

Minimum number of room nights required to avoid attrition fee: **80% of the contracted guestroom block must be fulfilled by the cut-off date**. The attrition is specific to the room nights and room types contracted by your group and will not be affected by upgraded room types or extended dates of stay. Should the Group actualize less than **80%** of the total contracted room nights, an attrition fee equal to the number of room nights below **80%** multiplied by the single occupancy contracted rate plus the current tax shall be paid to the Hotel.

ROOM & RELATED CHARGES

The Group will specify which charges will be billed to individuals versus the group master on the credit card authorization page that is to be submitted at signing. This credit card will also be used to guarantee the group block. Should the Group cancel or incur attrition this card will be charged if another method of payment has not been established.

CANCELLATION OPTION

The Group agrees that cancellation upon this commitment would constitute a breach of the Group’s obligation to the Hotel and the Hotel would be harmed. Provided that the Group notifies the Hotel of the cancellation in a timely manner, and pays the liquidated damages in a timely manner, Hotel agrees not to seek additional damages from the Group. The sliding scale in the chart below reduces damages for early cancellation and reasonably estimates the Hotel’s liability to lessen its harm by reselling the Group’s guestrooms. Either the Hotel or the group may cancel this contract without cause upon written notice to the other party at any time prior to the event and upon payment of an amount based on the following scale:

Effective Dates	Cancellation Calculation
More than [325] days from the start of the Event	No Penalty Fee
[324] days to [245] days to the start of the Event	25% of Total Revenue*
[244] days to [185] days to the start of the Event	40% of Total Revenue*
[184] days [95] days to the start of the Event	60% of Total Revenue*
[94] days or less to the start of the Event	80% of Total Revenue*

*Total Revenue is calculated as the expected room rent plus the tax at signing (15.7%).

Once an agreement is accepted and signed, there shall be no right of termination for the sole purpose of holding the same meeting or a smaller version in another facility. If the Group schedules the program contemplated by this agreement within the same geographic region as the Hotel, the Group shall be liable for the maximum amount indicated on the above chart.

HOTEL INFORMATION

- Complimentary Wi-Fi
- Complimentary access to Olympic Athletic Club & Spa
- Check-In begins at 3:00PM & Check-Out is by 11:00AM. Early check-ins and late check-outs are never guaranteed and are subject to availability and/or additional fees.
- Guests must be 21+ and a valid ID must be presented to check-in.
- The Hotel assumes no responsibility for accidents, injuries, theft or loss of any merchandise or articles left in the hotel, including the public parking facility below, prior to, during or following your stay.
- Our property is 100% smoke-free. A \$250 penalty will be charged for non-compliance.
- We have a strict no-pet policy for guest rooms. Pets are welcome in the lobby and outdoor area of our rooftop lookout only. A \$500 penalty will be charged for non-compliance.
- Cribs, rollaways, or minifridges require advanced notice and are subject to availability and/or additional fees.

- Any special requests such as delivery or distribution of gifts/gift bags must be arranged in advance with management and may be subject to a fee.

CONDUCT

- Group agrees to assume full responsibility for the conduct of its guests, members, employees, or third parties hired to provide services for Group. Liability for damages occurring on premises outside of the guest rooms will be charged accordingly.
- Per Washington State Law (RCW 70.160) smoking is prohibited within 25 feet of businesses. This is including, but is not limited to, The Olympic Rooftop Pavilion, the patio surrounding the Pavilion, the rooftop, the hotel entrance, and any other spaces occupied on premises of Hotel Ballard.
- Group agrees to comply with Hotel Ballard 11pm-8am quiet hours. Any excessive noise, disruptive behavior or complaints against the Group will be dealt with accordingly and may result in additional fees or requests to vacate the property. Group blocks with an event held in the Olympic Rooftop Pavilion may extend their event time to midnight on the condition that they reserve both the 4th & 5th floors (1-Luxury Suite, 5-Standard Kings, 1-Standard Double, 8-Courtyard Suites).

RELOCATION CLAUSE

In the unlikely event any member of your group with a guaranteed reservation cannot be accommodated by the Hotel, the Hotel will provide the following:

- Accommodations at a comparable Hotel as close as reasonably possible at no charge to the guest for the first night the guest is displaced from the Hotel.
- One complimentary round trip ground transportation between the Hotel and the alternate Hotel for each day the guest is displaced.
- Offer to relocate displaced guest back to first available room.
- If room becomes available and the guest elects not to return to the Hotel, the Hotel will have no further obligations under this clause.
- Any displaced rooms will still count towards group attrition and no penalty will be incurred as a result of relocation.

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Thank you for your Group Inquiry!
We value your interest and will contact you as soon as possible.