



# TRINITY CENTER

The Episcopal Diocese of East Carolina

Booking ID #: 627861

## TRINITY CENTER CONTRACT AGREEMENT

**Group/Organization:** Sample Contract Agreement: For Your Information  
**Address:** 1 Sample Agreement Way  
Sample NC 00000

**Primary Contact:** Ms. S. Sample  
**Phone:** Day: +1 252-111-2222  
**Email:** ca@thisisnotanemail.com  
**Secondary Contact:**

**Arrival Date:** Thursday June 27, 2024      **Time:** 4:00 PM      **First Meal:** Dinner  
**Depart Date:** Friday June 28, 2024      **Time:** 1:00 PM      **Last Meal:** Lunch

**Number of People/Reservations:** 0

**Housing Needs:**      **Rooms:** 0      **Dorms:**

**Meeting Space Required:** Make Believe Meeting Space for Sample

**Rate:** \$1.00 per person per night; SPECIAL SAMPLE AGREEMENT RATE

**Bed Linens & Bath Towels:** Provided by Trinity Center at no additional cost

**Deposit Required:** \$1.00  
**Contract and Deposit Due:** June 28, 2024  
**Guaranteed Numbers Due:** June 28, 2024

**For Office Use**

Date	Amount	Check #

*Trinity Center and the above named Group/Organization agree to the terms of this contract agreement, its policies as outlined on the following page, and the practices and procedures of Trinity Center.*

Signed: For Trinity Center      June 27, 2024

Signed: For the Group      Date:



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**(RATES SUBJECT TO CHANGE ANNUALLY)**

## **TRINITY CENTER AGREEMENT POLICIES**

### **DEPOSIT**

A minimum deposit of 20% is required to confirm a reservation. This amount is calculated at the time of booking, is noted on the agreement, and is based on the number of contracted reservations and the per person per night rate. **THIS DEPOSIT IS NON-REFUNDABLE.** The deposit will be credited to the final invoice. If the deposit is not received by the due date, the event will be removed from the Trinity Center calendar.

### **GUARANTEED NUMBER OF RESERVATIONS**

Six months prior to the event, Trinity Center requests that you guarantee your number of reservations (people and rooms/dorms). You may, at this time, reduce your original number of reservations with no penalty. Reservations may be added at a later date if space is available. Each added reservation will be added to your Guaranteed Minimum Fee.

### **GUARANTEED MINIMUM FEE**

Six months prior to the event, Trinity Center calculates a Guaranteed Minimum Fee of 80%. This is based on the number of guaranteed reservations and the quoted rate on the agreement. This is your guaranteed minimum payment, and the group is responsible for paying at least this minimum amount with no option to reduce below this amount. Any added reservations will become part of the group's Guaranteed Minimum and added to the Guaranteed Minimum Fee.

### **PAYMENT POLICY**

1. Final numbers are due two weeks prior to the event, and the final invoice is calculated and emailed to you at this time. (Please note that any drop below 80% will be billed at the Guaranteed Minimum Fee.)
2. Charges are payable prior to or upon arrival. Only one check or credit/debit card payment will be accepted from the group. **NO CASH PAYMENTS.**
3. Credit Card Payments are subject to a 3% transaction fee. No transaction fee for debit cards.
4. Any additional charges accrued during the event are invoiced immediately following the event with the expectation of payment within 30 days.
5. No adjustments are made on the final invoice for guests arriving a day late or departing a day early, for guests missing meals, or for No Shows.
6. A \$25.00 service charge will be added to your final invoice for any returned checks.

### **CANCELLATION OF AN EVENT**

1. Trinity Center charges HALF of the Guaranteed Minimum Fee for cancellation of any event made 120 DAYS or less prior to the date of arrival.
2. Trinity Center charges the FULL Guaranteed Minimum Fee for cancellation of any event made 30 DAYS or less prior to the date of arrival.
3. Deposits are applied to the balance due for all cancellation charges.