

201 Liberty Street South
Salem, Oregon 97301
www.phoenixgrandhotel.com

Voice: 503 540-7800
Toll Free: 877 540-7800
FAX: 503 589-1715



Phoenix Grand Hotel Group Rooms Agreement

Name of Group: **Oregon Association of County Clerks**

Dates: **February 7-10, 2011**

GROUP RATES:

Room Type	Single Rate	Double Rate
Deluxe King	\$109	\$119
Deluxe Double Queen	\$119	\$129
Suite King	\$129	\$139
Suite Double Queen	\$139	\$149

Please note that all room rates are quoted exclusive of applicable state and local taxes, currently 10%. The extra person charge for each additional adult is \$20.00 per person, per night. These group rates will be offered two days before and two days after the dates indicated above, subject to availability of rooms at the time the reservation is made.

RESERVATIONS METHOD:

Individuals will call in and make their own reservations directly with our Reservations office. Individuals may use our toll free number, **(877) 540-7800**. Please ask them to identify themselves as being a member of your group in order to receive the special negotiated rates.

RESERVATIONS DUE DATE:

The reservations due date is **January 15, 2011** after which rooms not reserved will be returned to general hotel inventory. The group will remain responsible for such room nights per the cancellation or attrition clause below. Reservation requests received after the reservations due date will be accepted on a space and rate availability basis.

GUEST ROOM CHARGES:

Individuals are responsible to pay their own accounts at departure and must present a credit card at check in to access ancillary services.

HOTEL POLICIES:

Check-in time is 3:00 p.m. and check-out time is 11:00 a.m. We will do everything possible to try to accommodate all early arrivals but cannot guarantee that the rooms will be ready until 3:00 p.m. We reserve the right to substitute room types where a particular room type is unavailable. Late check-out may be arranged on a space-available basis at an additional charge. Phoenix Grand Hotel requires a 24-hour cancellation notice to avoid penalty charges.