

THIS INVOICE DATE

1/3/2018

Invoice: 1032018

ACCOUNT:

OMNI HOTELS

OMNI JACKSONVILLE HOTEL

Please remit payment to:

Omni Jacksonville Hotel
245 Water Street
Jacksonville, FL 32202
904-355-6664

OMNI HOTELS & RESORTS®

jacksonville | florida

DATE	DESCRIPTION	AMOUNT	PAYMENTS	BALANCE
1/3/2018	Group Commission Paid Out in Error See contract terms attached			\$5,072.50

Should you have any questions or concerns about this invoice, please don't hesitate to contact Kathleen Catrett

904-791-4972 Office number

904-791-4806 Fax number

kcatrett@omnihotels.com

Thank you very much and have a wonderful day!

Please remit payment within ten(10) days of invoice date

****Invoice subject to 1.5% late fee on total invoice if not paid within 30 days****

INVOICE TOTAL

\$5,072.50

OMNI HOTELS & RESORTS

LETTER OF AGREEMENT

This is a Letter of Agreement ("Agreement") between Florida Association for Community Action, Inc. ("Group") and Omni Hotel Management Group as agent for the owner of Omni Jacksonville Hotel ("Hotel"), dated Thursday, April 28, 2016.

GENERAL INFORMATION:

Especially Prepared for:	Florida Association for Community Action, Inc.	Global Sales Contact:	
Function:	Florida Association for Community Action, Inc.	Hotel:	Omni Jacksonville Hotel
Contact:	Ms. Wilma McKay, Executive Director 325 John Knox Rd, Building F, Suite 210 Tallahassee, FL 32303 Phone Number: (850) 224-4774 Email: wilma@faca.org	Hotel Contact Information:	Natalie Galmore Sales Manager 245 Water Street Jacksonville, FL 32202 Phone Number: 904-791-4841 Email: natalie.galmore@omnihotels.com

The following arrangements have been reserved for your Organization on a first option basis. Hotel sales associates are authorized to negotiate rates and reserve Florida Association for Community Action, Inc.'s space requirements. Only when both parties' authorized representatives have executed this Agreement is there a binding agreement. Any changes, additions, addendums, stipulations, or corrective lining out by Florida Association for Community Action, Inc. will not be binding to the Hotel until such changes have been approved by the Hotel in writing by the Hotel's Director of Sales and Marketing, Director of Sales, or General Manager. If this Agreement is returned signed but with changes, it shall not constitute an acceptance, but rather a counter offer by Florida Association for Community Action, Inc. which may be accepted or rejected by the Hotel in its sole discretion.

If Hotel does not receive this Agreement executed by Florida Association for Community Action, Inc. on or before 5:00 p.m. local Hotel time, **April 29, 2016** this option shall terminate and the Hotel shall have the right to contract with other parties for the use of all or part of the room block and other facilities described in this Agreement, without any further notice or obligation to Florida Association for Community Action, Inc..

This contract will become a binding commitment once it has been signed by both Florida Association for Community Action, Inc. and Omni Jacksonville Hotel.

ROOM ARRIVAL and DEPARTURE PATTERN

	Mon, 05/08/17	Tue, 05/09/17	Wed, 05/10/17	Thu, 05/11/17	Fri, 05/12/17
Run of House	37	92	97	77	2
Staff Rooms	3	3	3	3	0
King Non-Smoking Executive Room	8	8	8	8	0
Presidential Suite	1	1	1	1	1
Junior Suite	1	1	1	1	
Total	50	105	110	90	3

TOTAL SLEEPING ROOM NIGHTS RESERVED: 358

GUEST ROOM RATES

We are pleased to confirm the following special meeting/convention rates:

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
Run of House	\$139.00	\$139.00	\$149.00	\$159.00
Staff Rooms	\$89.00	\$89.00	\$99.00	\$109.00
Junior Suite	\$139.00	\$139.00	\$149.00	\$159.00
King Non-Smoking Executive Room	\$139.00	\$139.00	\$149.00	\$159.00
Presidential Suite	\$.00	\$.00	\$149.00	\$159.00

All special room rates are quoted **commissioable** and are exclusive of appropriate state and local taxes, fees and assessments, currently **13%** and are subject to change without notice.

COMMISSION

Commission of 10% of the room rate will be paid on all revenue rooms actually occupied and paid for by your attendees that were reserved as part of the established group block. You have designated **Wilma McKay** as your official meeting planner for this event. All commissions will be paid to **Wilma McKay** unless we receive confirmation in writing signed by you and that commissions are to be paid to some other person or entity.

Commission payments are net of all rebates, subsidies, housing fees, etc. and will be paid after receipt by the Hotel of full payment for the event. Commission payments are not paid on discounted staff rooms.

SPECIAL CONCESSIONS

- One Complimentary Two (2) Bed-Room Presidential Suite (5/8-13/17)
- One (1) Junior Suite at the group rate of \$139.00
- Eight (8) upgrades to Executive Kings at the group rate of \$139.00
- Three (3) Staff rooms at \$89.00
- Eleven (11) VIP Guestroom Amenities
- 1/40 Complimentary guestroom
- \$10.00 Rebate per full revenue producing guestroom payable as a credit to the master account
- Complimentary meeting space with food and beverage minimum of \$12,000.00
- 25% Discount on off 2017 banquet menus
- One Complimentary wireless internet connection
- Discount Valet parking at the rate of \$10.00 per day
- 10% Discount on Audio Visual

CUT-OFF DATE

The cut-off date for accepting reservations into this room block is **Monday, April 17, 2017**. Reservation requests received after 5:00 PM local time at the Hotel on the cut-off date will be accepted based on guest room availability at the prevailing transient rates. It is understood by the Group that the group rate may not be available after the cut-off date. At time of cut off, all unused rooms and suites will be automatically released for general sale.

RESERVATION METHOD

The Hotel understands that all reservations will be made, modified or canceled by individuals by calling Omni Reservations at **1-800-THE-OMNI** and, in either case, referring to the group and meeting name. Reservations must be made on or before the cut-off date. All group attendees will be responsible for their own room, tax and incidental charges.

We understand that you will provide a partial rooming list for the VIP's and Staff by the date listed above then the Hotel will ask the Group for a room block guarantee. In order for the Hotel to continue to hold the Group's room block the Group must submit this guarantee in writing on or before the established