



December 6, 2019

2020 Corporate Rate Agreement
For
**LUNDQUIST INSTITUTE FOR BIOMEDICAL MEDICAL INNOVATION
AT HAROR-UCLA MEDICAL CENTER
"The Lundquist Institute"**

By specifying the requirements, conditions and services relative to your rooms contract, we can assure you that the execution of this Agreement will exceed the expectations of you and your clients. The terms outlined below are an integral part of our Agreement and should be reviewed by you carefully.

Contact: Ms. Rachel Grajeda

Address: 1124 W. Carson Street, Torrance, CA 90502

Telephone: 310-222-3631

Email: rgrajeda@labiomed.org

PREFERRED CORPORATE RATE:

We are pleased to extend the following negotiated rate for **The Lundquist Institute** at Holiday Inn Los Angeles Gateway-Torrance.

Standard guestrooms with either one King bed or Two Double beds offered a rate of \$161.00 plus tax* per room, per night.

**A 15.7% City of Los Angeles Transient Occupancy Tax and Assessment is applied to all room rates. This is the 2019 tax rate and is subject to change.*

Corporate Rates are based on rate and room availability at the time of booking.

The Lundquist Institute corporate rate is offered based upon your commitment to refer to us no fewer than **fifteen (15)** room nights quarterly. Room usage is tracked daily and evaluated within each quarter and is subject to termination if room night commitment is not being met. We will advise you of any change in rate at least two weeks prior to the change being effective.

DURATION:

Once agreement is signed, this rate will be valid through December 31, 2020.

RESERVATION METHOD:

Reservations for special negotiated rate can be made through the reservations at (800)-972-2576 or www.ihg/holidayinn/torranceca or through your designated travel agency. When making reservation, your travelers need to say they are with **The Lundquist Institute** otherwise the reservation agent will be unable to confirm a room at the preferred corporate rate.

RATE LOADING INFORMATION (if needed):

Name of Agency	
Contact	
Address	
Phone Number	
Sabre or Apollo	
Pseudo City	
3-Ltr Designator (request only)	
IATA#	

CHECK-IN/CHECK-OUT TIMES:

Our check-in time is 3:00PM, check-out time is 12:00 Noon. Our guest service representative or bellman will check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day.

PARKING:

Parking is complimentary

INTERNET ACCESS:

High Speed Wireless Internet access is offered throughout the hotel and in all guestrooms free of charge.

GINGER CAFÉ RESTAURANT AND LOUNGE

Our Ginger Café Restaurant is open daily, 6:00AM to 12:00PM and 5:00PM to 10:00PM, serving breakfast and dinner. Room service is available from 6:00AM to 12:00PM and 4:00PM-11:00PM (closed for lunch). The Ginger Lounge is opened daily from 12:00PM to 11:00PM.

IHG REWARDS CLUB®

As an IHG Rewards Club® member you can earn points or miles by staying at one of our premier hotel brands with more than 3500 hotels around the World. There are no black-out dates for redeeming points and your points never expire. We encourage all your travelers to be a part of this fantastic rewards program. Become a member today at <http://www.ihg.com/hotels/us/en/rewardsclub/home>. Earn 10 IHG Rewards Club® points for every \$1USD (or local currency equivalent) spent on eligible charges, or earn miles from one of our airline partners. Miles earned vary by airline.

BILLING/CREDIT ARRANGEMENTS:

It is our understanding that all individuals will be responsible for their own room, tax, and incidentals charges upon check in, pending direct bill approval.

CANCELLATION POLICY:

In the event that you or your travelers need to cancel a confirmed reservation, they must call the hotel at 855-836-6189 one day prior 24 hours, or failing to show will result in a charge equal to the first night's stay per room to your credit card. Taxes may apply. Failing to call or show before check-out time after the first night of reservation will result in cancellation of remainder of your reservation.

GROUP BUSINESS:

Any Project and/or meeting that have arrivals of 10 rooms or more simultaneously will be considered a group. The reservations for these groups will be based upon availability and rate will be negotiated and agreed upon by the group contact and the time the reservations are made. Groups will not be considered as transient.

ACCEPTANCE:

By signing and returning the enclosed copy of this Agreement and initialing the page by **December 16, 2019** we can then have your special corporate rate loaded into our system. Once the signed Agreement is received, it will constitute a binding Agreement between both parties. Please keep a copy of the Agreement for your records. In the event a fully signed original of this Agreement is not received by **December 16, 2019** the Agreement is subject to re-negotiation.

Organization: **The Lundquist Institute**

Name: Rachel Grajeda

Signature: *Rachel Grajeda*

(Please print)
Title: Purchasing Manager

Date: 1/6/19

Hotel: Holiday Inn Los Angeles Gateway-Torrance

Name: Crystal Anderson

Signature: _____

Title: Director of Sales & Marketing

Date: _____

