



40 Dalton Street
Boston, MA 02115
(617) 236-1100
www.bostonbackbay.hilton.com

INDIVIDUAL BUSINESS TRAVEL RATE AGREEMENT

September 7, 2016

Mr. Robert Totino
Vice President of Finance
Wentworth Institute of Technology
550 Huntington Ave.
Boston, Ma. 02115
617.989-4005
totinor@wit.edu

To Mr. Totino,

Thank you for your interest in the Hilton Boston Back Bay hotel. Please review our Individual Business Travel Rate Agreement with Wentworth Institute of Technology. The following agreement outlines Hilton Boston Back Bay Hotel and Wentworth Institute of Technology to the specifications outlined herein.

GUESTROOM RATE SCHEDULE

The following guestroom rate schedule will be applicable for Wentworth Institute of Technology individual travelers' reservations:

January 1, 2017 – December 31, 2017

Effective Dates	Wentworth Institute of Technology
January 1 - February 28, 2017	\$159.00
March 1 - September 4, 2017	\$289.00
September 5 - November 19, 2017	\$299.00
November 20 -December 31, 2017	\$189.00

These guestroom rates include **complimentary high-speed internet access**. The Hotel will make every effort to confirm your reservation with the above guestroom discount. The guest room rates are based on availability. Rates are subject to length of stay restrictions. If you're contracted rates are not available, our reservation agents will advise you of our next best available rate for your reservation.

Guestroom rates are offered net, non commissionable basis and are subject to state and local taxes, currently 14.45%.

GUESTROOM USAGE

The estimated guestroom usage for Wentworth Institute of Technology is listed below:

**Annual Room Nights
100**

The Hotel will review your production on a quarterly basis and reserve the right to re-negotiate the rates based on your company's performance, with a thirty (30) day written notification to you. In addition, the Hotel will contract with Wentworth IT and reserves the right to evaluate production on a quarterly basis and based on production, reserves the right to terminate the relationship within 30 day notice.

Preferred rates are applicable to single or double occupancy for standard rooms and will be confirmed based on the specific room inventory available at the time a reservation is made. Upgraded rooms may be available at an additional cost. The above rates are valid for Wentworth Institute of Technology Individual Business Travelers as well as for individuals visiting your organization. We are also pleased to extend this rate to your employees for their leisure travel. In the event you need a block of 10 or more guestrooms, we will be happy to separately negotiate the best available group rate.

2017 BLACKOUT or HIGH DEMAND DATES

The following 2017 dates are considered high demand and/or sold out dates for our hotel.

- 2/16/17-2/18/17
- 3/14/17-3/16/17
- 4/15/17-4/17/17
- 4/24/17-4/26/17
- 6/5/17-6/6/17
- 6/26/17-6/27/17
- 11/7/17-11/9/17
- 11/27/17-11/29/17

RESERVATION ARRANGEMENTS

The agreed upon rates will be loaded in the hotel reservation system and can be booked by calling (800) 874-0663 and simply requesting the Wentworth Institute of Technology rate. The Hotel will track these reservations made at your negotiated rate on an individual basis and will send you production reports on a frequency mutually determined by both parties.

If Wentworth Institute of Technology uses a preferred travel agency, please provide the following information:

Agency Name & Address: _____

Contact Name: _____

Phone Number: _____

Email address: _____

GDS System: _____

IATA #: _____

Pseudo City Code: _____

3 Digit Access Code: _____

RESERVATION POLICY

To guarantee a room, the caller will need to supply us with a credit card number or Wentworth Institute of Technology can apply for a direct bill account with the Hotel. You will need to specify if you want the room, tax, and incidentals direct billed to your company at that time.

CANCELLATION AND EARLY DEPARTURE FEE

In the event that a reservation needs to be canceled, please contact the reservations office at (800) 874-0663 twenty-four hours prior to arrival to avoid a cancellation fee in the amount of one night's room and tax. Please make note of the cancellation number for future reference.

The Hotel's early departure fee is \$50.00. To avoid an early departure fee, guests must ensure to contact the front desk twenty-four hours prior to the date of departure.

RELOCATION POLICY

It is the intention of the Hotel to never relocate one of our customers with a guaranteed reservation. However, in the event that a guest must be relocated, we will arrange and pay for one night of accommodations at another comparable hotel provide reasonable transportation to and from the hotel and pay for one telephone call home. We are confident this policy will ensure the complete satisfaction of all our preferred guests and prove our intention of not inconveniencing our most valued customers.

GOVERNING LAW/VENUE

The parties agree that venue and jurisdiction regarding any matter related to this Contract should be in the city and state where the Hotel is located, and the laws of the state where the Hotel is located shall govern.

TERM OF THIS RATE AGREEMENT

The rates and other terms provided herein shall be in effect for the period of January 1, 2017 – December 31, 2017. Please sign and return the enclosed copy of this agreement by October 1, 2016 via mail, email or fax a copy to (617) 867-6158. After this date, this contract will be invalid and a new contract must be negotiated. Upon receipt, a countersigned copy will be forwarded and rates will be loaded in all proper systems.

Thank you again for your consideration of the Hilton Boston Back Bay Hotel. We are extremely pleased to have the opportunity to work with Wentworth Institute of Technology and welcome your travelers to the Hotel.

Wentworth Institute of Technology

Name: _____

Title: _____

Signature _____

Date: _____

Hilton Boston Back Bay Hotel:

Name: Phil Welz

Title: Business Travel Sales Manager

Signature _____

Date: _____

HOTEL INFORMATION

Some of the wonderful benefits your guests will enjoy at the Hilton Boston Back Bay include the following:

- *Premier location in the city's historic Back Bay neighborhood, just steps away from all the excitement Boston has to offer – Fenway Park, the Museum of Fine Arts, Symphony Hall, Newbury Street, Copley Place and directly across the street from the Hynes Convention Center.*
- *390 elegantly appointed guestrooms, with spectacular city & Charles River views.*
- *40 Dalton Restaurant, featuring classic American cuisine, provides a casually elegant dining experience for breakfast, dinner, or in-room dining.*
- *A 24-hour Precor Fitness Center, including a heated indoor pool & whirlpool, complimentary to all hotel guests.*
- *Logan International Airport is just 4 miles (15 minutes) away with easy taxi service or public transportation. Amtrak at Back Bay Station is conveniently only 0.2 miles from hotel.*
- *Over 15,000 Square Feet of flexible meeting and banquet space accommodating up to 550 guests.*
- *Our Commitment to Superior Service, available 24 hours a day with detail oriented concierge, expert front desk agents, and polished housekeeping associates to ensure your guests have a memorable stay.*