



## GROUP BLOCK CONTRACT

Today's Date:

Group Name:	Group Purpose:
Date(s) of Block:	Suites Blocked:
Client:	Client Code:
Contact Info:	Group Block Fee: Deposit Due: Remainder Due on _____: Cancellation Date:
Comments:	

### 1) Group Block Options, Fee(s) & Cancellation:

- (a) \_\_\_\_\_ Option 1: The Client agrees to pay a discounted fee of \$\_\_\_\_\_ for all 12 suites. A 50% **nonrefundable** deposit serves to hold the suites for the specified date(s) and is payable at the time of contract signature. The remaining 50% is due 14 day prior to arrival. Should one or more suites need be cancelled, the deposit is forfeited for those suites and the total for the remaining rooms will be adjusted to the Best Available Rate for each suite at that time. Suites are priced for double occupancy but select suites can accommodate additional persons at \$20 per person per night to cover breakfast and extra linens.

OR

(b) \_\_\_\_\_ Option 2: The Client agrees to pay a **refundable** deposit of \$\_\_\_\_\_ per suite per night. A special code will be set up for guests of the Client to book their choice of suite at <https://historichelginhotel.com>, or the guest can contact the hotel at 620.382.3200 and book their choice of suite using the special code. Guests reserving the suites will pay in full at check-in. The deposit collected from the Client will be refunded in full within 7 days of arrival as long as each suite blocked has been paid in full. If any rooms need to be cancelled from the Group Block, cancellation must be received 28 days or more prior to arrival or the Client is responsible for paying for the suite in full at check-in.

## 2) Policies:

All group blocks are subject to the Hotel Policies and should be reviewed at <https://historichelginhotel.com/about-us/hotel-policies/>. The Cancellation Policy of this contract overrides the Cancellation Policy listed in the Hotel Policies

This agreement may not be changed orally, but only by an agreement in writing signed by both the Client and Tammy Ensey of the Historic Elgin Hotel.

Thank you for choosing the Historic Elgin Hotel for your group! We look forward to welcoming you and your guests. Please review the terms and conditions of this contract and our Hotel Policies to ensure that you fully agree to the terms.

---

Client Name (printed)

Client Signature

Date

---

Historic Elgin Hotel Representative (printed)

Signature

Date



**TAMMY ENSEY, PROPRIETOR**  
**HISTORIC ELGIN HOTEL**  
**115 N. 3RD, MARION, KS 66861**  
**(620) 382-3200**  
**CELL: (316) 253-3922**  
**TAMMY@HISTORICELGINHOTEL.COM**  
**HISTORICELGINHOTEL.COM**