

## BCI HOUSING – SUB BLOCK CONTRACT

Companies requesting to book 10 or more rooms on any single night must complete the form below. Only fully complete and signed forms will be processed. Email the completed form to [abrooks@batteryCouncil.org](mailto:abrooks@batteryCouncil.org).

Availability is based on BCI hotel block inventory and is on a first come, first served basis until sold out.

Deadline to submit form to BCI: **Friday, March 21, 2025**

Rooming list due to hotel: on or before **Thursday, April 3, 2025, at 5:00 PM CT**

### PART I: CONTACT INFORMATION

All room block correspondence will be sent to this individual unless otherwise indicated.

Contact Name \_\_\_\_\_

Company \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

### PART II: REQUESTED ROOM BLOCK

- Fill in the boxes below with the **total** # of rooms you are requesting per night. The check-out date is not considered a night stayed.

DAY	Fri	Sat	Sun	Mon	Tue	Wed
DATE	5/2/25	5/3/25	5/4/24	5/5/25	5/6/25	5/7/25
# of Rooms Per Night:						

JW Marriott San Antonio Hill Country Resort & Spa  
23808 Resort Pkwy, San Antonio, TX 78261

Standard Guestroom Rate: \$319 single/double per night, \$25 daily resort fee + taxes

- Preferred room type:**  (1) KING BED  (2) QUEEN BEDS

*\*Please note, standard rooms are made up of Double-Queen and Single King rooms. The hotel will try to accommodate your requested room types, but typically Double Queen rooms are assigned first, with King requests fulfilled if inventory allows. Exact room types **cannot** be guaranteed and will be subject to availability upon check-in.*

### PART III: RESERVATION METHOD

- Once this form is approved, you will work directly with the hotel to submit your rooming list and provide credit card information to guarantee your reservations. Until this form is submitted and approved, rooms are available on a first-come, first-served basis until Friday, March 21, 2025, or until the block fills, whichever occurs first.

**Rooming List Due Date:** A list of individual room occupants' names and arrival/departure dates will be due to the hotel on or before **Thursday, April 3, 2025, at 5:00 PM CT**. Be sure to refer to your company name to ensure your list is correctly attributed to your block of rooms. Once you submit your rooming list, the hotel will provide reservation confirmations. All unassigned rooms will be released back to BCI's general inventory for resale on **Friday, April 4, 2025**.

*Email completed form to Anna Brooks ([abrooks@batteryCouncil.org](mailto:abrooks@batteryCouncil.org))*

4. **Room Block Payment Method:** The hotel requires a valid credit card to secure each reservation. The hotel will send a credit card authorization form via email to complete. All rooms will be guaranteed to this credit card until an alternate payment is provided and/or for any No-Show or Cancellation Fees. **Please check one box for your payment method. This payment method will be applied to ALL ROOMS IN YOUR BLOCK:**

- I will provide a credit card as a guarantee only; each attendee will pay with their own card on-site at check-in.
- I will provide a credit card to charge all room nights, for all attendees room, tax, and incidentals as indicated on the rooming list.

#### PART IV: SUB-BLOCK POLICIES

**Guarantee Policy:** **Organization** is responsible for utilizing and paying for the full contracted room block. This contract will serve to bind **Organization** and BCI. If this sub-block is canceled in full at any time following the signing of this contract, **Organization** will be responsible for the total guest room revenue, which is defined as the total number of room nights, multiplied by the room rate.

If room nights are reduced at any time before or during the BCI 2025 Convention and those room nights cannot be re-sold by either BCI or the hotel, the difference between the actual group-housing pick-up by **Organization** and the contracted number of rooms will be owed to BCI. "Re-sold" is defined as the last rooms re-sold. Meaning, BCI's entire block must be sold out to avoid any penalties. Any amounts due based on Organization pick-up performance will be payable to BCI within 20 business days of the final day of the BCI 2025 Convention.

Please note that your room subblock is a part of BCI's contract and is not eligible for any Marriott event reward points or concessions listed under their agreement.

#### PART V: ACCEPTANCE AND SIGNATURE

In order for us to consider this agreement a definite booking, please sign below and return to [Anna Brooks'](mailto:abrooks@batterycouncil.org) attention no later than Friday, March 21, 2025.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_

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