



## Moody Gardens Hotel Room and Catering Contract

Seven Hope Blvd, Galveston, Texas 77554

1-409-741-8484

Reservations: 1-409-683-1299

**Today's Date:** Tuesday, May 27, 2025

**Booking Number:** 11431

**Name of Group:** GC Women In Industry Conference

**Meeting Name:** GC Women in Industry Conference 2026

**Name of Contact:** Vera Lewis-Jasper

**Address of Contact:** 4015 Avenue Q, GALVESTON, TX 77550

<b>Phone:</b> 404.520.0757	<b>Email:</b> vlewis@gc.edu	<b>Number People:</b> 204
<b>Arrival:</b> Wednesday March 4, 2026		<b>Departure:</b> Friday March 6, 2026
<b>Sales Manager:</b> Cindi Smith	<b>Catering Manager:</b> Gaylyn Wisko	<b>Room Nights:</b> 102

### ACCOMMODATION DETAILS

<b>Guest Rooms</b>	<b>Mar 4, 2026</b>
2 Queen Bedrooms	100
<b>Guest Rate</b>	<b>Mar 4, 2026</b>
2 Queen Bedrooms	174.00

**ACCOMMODATIONS:** We, Moody Gardens, Inc. (the "Hotel"), will compliment one (1) room with every fifty (50) rooms used, minus any discounted rooms or other complimentary rooms, based on your total pick-up. The Hotel may, at its sole discretion and based upon availability, upgrade VIP's up to and including a standard suite or a junior suite at the group rate. The Hotel provides complimentary wireless internet access throughout the property, including the guest rooms Complimentary self-parking is available for all guests or valet parking is available for \$25.00 for overnight, \$13.00 for garage self-parking and \$6.50 for day parking. Group rates are available two (2) days before and after the above-referenced Guestroom Block dates, based upon availability.

**ROOM BLOCK ATTRITION:** This Sales Contract (the "Agreement") between the Hotel and the group (as listed above and referred to as the "Group") is based on the number of room nights contracted. Should the actual number of rooms reserved, i.e., the room pickup, be less than 80% of the contracted room nights above, an attrition charge, based on the group rate, **\$174.00** per room, times the number of rooms needed to reach 80% will be posted to your master account and Group agrees to promptly pay such amount to Hotel.

<b><u>RESERVATIONS BY:</u></b>	Individual Call In
<b><u>CUTOFF DATE:</u></b>	Friday February 13, 2026
All reservations received after this cut off date will be accepted on a space available basis and only at the Hotel's then prevailing Best Available Rate. Group rate may not be available.	

**IMPORTANT:** On individual reservations, all reservations **must** be guaranteed by a major credit card and will be charged for the first night's room and tax seventy-two (72) hours prior to the scheduled date of arrival. Cancellations of such individual reservations **must** be made seventy-two (72) hours prior to arrival or one (1) night's room and tax will be charged on the provided credit card as a penalty. If Group would prefer to send a rooming list for all rooms, this must be sent before the cutoff date listed above.

**CHECK-IN TIME:** 4:00 pm

**CHECK-OUT TIME:** 12:00 pm (NOON)

Additional accommodations for varying check-in and check-out times for Groups will not be made without prior written consent from the Hotel. Hotel, at its discretion, may charge additional fees if a Group fails to observe and comply with the Check-Out time. Baggage storage for early arrival is available for a small handling fee.

### **SCHEDULE OF EVENTS**

Date	Start Time	End Time	Function	Room Name	AGR	Room Rental
Mar 4, 2026	07:00am	07:00pm	Group Activity	Expo-A4	1200	
Mar 4, 2026	07:00am	06:00pm		Floral-AB	1200	
Mar 4, 2026	08:00am	07:00pm	Setup	Expo ABC	1200	
Mar 4, 2026	08:00am	07:00pm	Setup	Ivy	100	
Mar 4, 2026	08:00am	07:00pm	Setup	Training Room	6	
Mar 4, 2026	08:00am	07:00pm	Registration	Expo Reg Desk	3	
Mar 4, 2026	08:00am	07:00pm	Office	Expo Office	3	
Mar 4, 2026	06:30pm	08:30pm	Dinner	Garden Cay	60	
Mar 5, 2026	07:00am	07:00pm	Office	Expo Office	3	
Mar 5, 2026	07:00am	07:00pm	Registration	Expo Reg Desk	3	
Mar 5, 2026	07:00am	07:00pm	GRP	Prefunction	100	
Mar 5, 2026	07:00am	07:00pm	Meeting	Expo-A1	300	
Mar 5, 2026	07:00am	07:00pm	Meeting	Expo-A2	300	
Mar 5, 2026	07:00am	07:00pm	Meeting	Expo-A3	300	
Mar 5, 2026	07:00am	07:00pm	Exhibits	Expo-B	150	
Mar 5, 2026	07:00am	07:00pm	Meeting	HibDaf	40	
Mar 5, 2026	07:00am	07:00pm	Meeting	Iris-Wisteria	40	
Mar 5, 2026	08:00am	06:00pm	Meeting	Floral-A1	200	
Mar 5, 2026	08:00am	06:00pm	Meeting	Floral-A2	200	
Mar 5, 2026	08:00am	06:00pm	Setup	Training Room	75	
Mar 5, 2026	08:00am	09:30am	Breakfast	South Lobby	1200	
Mar 5, 2026	12:00pm	01:30pm	Lunch	South Lobby	1400	
Mar 5, 2026	12:00pm	07:00pm	Lunch	Expo C	1200	
Mar 5, 2026	01:00pm	07:00pm	Meeting	Tulip	20	
Mar 5, 2026	01:00pm	07:00pm	Meeting	Bluebonnet-Jasmine	50	
Mar 5, 2026	01:00pm	07:00pm	Meeting	Orchid-Rose	50	
Mar 5, 2026	03:00pm	07:00pm	Break	South Lobby	350	
Mar 5, 2026	05:00pm	07:00pm	Meeting	Expo-A4	300	
Mar 5, 2026	05:00pm	07:00pm	Setup	North Lobby	10	

**Based on this agenda we will compliment your meeting space with a total of 70 sleeping room nights and a minimum of \$80,000.00 in catered food and beverage. There will be a \$300.00 charge for every 25 rooms less. There will be a one time setup fee of \$500.00**

*\*Specific meeting rooms cannot be guaranteed and are subject to change*

The Hotel guarantees food prices three (3) months from first day of the group.

<b>STATE AND LOCAL TAXES:</b> 15% ON ROOMS; 8.25% ON FOOD. Rates are subject to change.				
Tax Exempt:	No		Yes	If yes, please send Hotel a copy of exemption form.

\*Please note, tax exemptions cannot be accommodated until Hotel receives the appropriate tax exemption form.

**CATERING SERVICES:** Your food and beverage commitment will include all agreed-upon details in regards to your banquet set up, full menu pricing per person before tax (Hotel guarantees food prices three (3) months from first day of the group) and estimated final bill. If you selected specific colors for your linens, these costs will be added to your contract at market pricing. The hotel does not allow outside catering, miscellaneous food items and beverages to be brought into the meeting rooms or pre-function space. If the space is left excessively dirty, there will be a \$500.00 cleaning fee.

**SERVICE CHARGE:** 22% on all catered functions. Rates are subject to change.

**BANQUET FUNCTION SPACE:** The Hotel charges for the use of its function space. However, the Hotel has guidelines pursuant to which it may provide some function space on a complimentary basis. The amount of complimentary function space provided will be directly related to the number of guestrooms utilized and/or the amount of food and beverage in conjunction with the amount of space needed. In accordance with Group requirements, Hotel will place a tentative hold on the space and guest rooms.

There is a fee for each vendor table (6ft.) with two chairs and an separate fee for electrical for vendors. There is a drayage fee for vendors shipping packages to the hotel.

**AUDIO VISUAL:** Unless the Group receives written consent from the Hotel prior to their stay (which may be granted or withheld in Hotel's sole discretion), Group agrees to work exclusively with Encore, the Hotel's in-house audio visual provider. Encore will contact the Group and bill separately for all services provided. If your group decides to use a third party for all audio-visual equipment, a 15% surcharge will be billed with all other charges.

**OPTION DATE:** This Agreement must be signed and returned to the Hotel by **06/30/2025** or all commitments are released and details outlined are no longer valid or applicable.

<b><u>METHOD OF PAYMENT:</u></b>		Direct Bill:	___	Credit Card:	___	Cash/Check:	___
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All estimated charges presented will presume payment via Direct Bill, Cash, Check or Wire Transfer. Payments by credit card will require a 3.5% administration charge in addition to the total due. This includes all Catering Services as well as Hotel Rooms paid for by the group directly.

**BILLING PROCEDURES:** Unless direct billing has been established, Group will pay a deposit equal to \$1000.00 Fifty percent (50%) of the Deposit must be made three (3) months' prior to the scheduled arrival date, with the remaining fifty percent (50%) balance of the Deposit due two (2) weeks prior to the scheduled arrival date. Hotel offers direct billing to groups with an approved credit application by Hotel's accounting department based upon credit history. Any outstanding balance of the master account will be due and payable upon receipt of invoice. If payment is not received within thirty (30) days, a finance charge of one and one-half percent per month (18% percent annual rate.) or the maximum allowed by law, whichever is less, will be added to the unpaid balance commencing on the invoice date.

**CANCELLATION FEES:** If cancellation of the entire Group becomes necessary within ninety (90) days of arrival, Group is subject to and liable for cancellation fees equal to the total estimated room charges and catering revenue. If cancellation becomes necessary between ninety-one (91) days and one hundred eighty (180) days prior to arrival, Group is subject to and liable for cancellation fees equal to seventy-five (75%) of estimated room charges and catering revenue. If cancellation becomes necessary between one hundred eighty-one (181) days and two hundred seventy (270) days prior to arrival, Group is subject to and liable for cancellation fees equal to fifty percent (50%) of estimated room charges and catering revenue. If cancellation becomes necessary between two hundred seventy-one (271) days and three hundred sixty-five (365) days prior to arrival, Group is subject to and liable for cancellation fees equal to twenty-five (25%) of estimated room charges and catering revenue. If

cancellation becomes necessary between twelve (12) and twenty-four (24) months prior to arrival, Group is subject to and liable for cancellation fees equal to ten percent (10%) of estimated room charges and catering revenue. To avoid forfeiture of deposits paid or cancellation fees, the Hotel **must** receive written notice of cancellation at least two years prior to the arrival date. Hotel may apply any and all deposits received from the Group towards cancellation charges.

In the unlikely event that the Group must cancel this event, the Hotel agrees to allow Group to utilize up to fifty percent (50%) of any cancellation fees paid as an advance deposit towards a future event to be held within one (1) year of Group's original arrival date. Said monies shall be applied at a rate of \$.50 per dollar consumed.

**FORCE MAJEURE:** Neither party is liable for any failure to perform its obligation under this Agreement due to causes beyond its reasonable control including, but not limited to, acts of God, war, government regulation, acts of civil or military authority, acts or threats of terrorism, natural or weather related disaster, pandemic, civil disorder, or any other emergency of a comparable nature beyond the parties' control, making it impossible, illegal, or materially affects a party's ability to perform its obligation under this sales contract. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability. Any deposits made shall be refunded by check to Group within thirty (30) days of the Force Majeure event occurring.

**IN-HOUSE EQUIPMENT:** The Hotel will provide at no charge a reasonable amount of meeting equipment, i.e., chairs, linens, etc. Upgraded equipment and linens are available for a charge. Hotel will provide note pads, pens, hard candies and water stations in each meeting room at a central location unless otherwise noted.

**INSURANCE:** The Hotel and Group shall obtain and maintain evidence of insurance upon request in amounts sufficient to provide coverage of any liabilities which may reasonably arise out of or result from the respective obligations pursuant to this Agreement.

**INDEMNIFICATION:** Group hereby agrees to indemnify, defend and hold Hotel, The City of Galveston, The Park Board of Trustees of the City of Galveston and The Moody Foundation harmless from and against any and all loss, liability, cost or damages resulting from actual or threatened claims or causes of action directly or indirectly arising out of or caused by the negligence, gross negligence or intentional misconduct of the Group or its respective officers, directors, employees and agents, contractors, members or participants (as applicable) provided that with respect to officers, directors, employees and agents, such individuals are acting within the scope of their employment or agency, as applicable. The Hotel shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

**GOVERNING LAW:** This Agreement is governed by the laws of the State of Texas. Any dispute related to the subject matter of this Agreement shall be brought exclusively in a court of competent jurisdiction in Galveston County, Texas.

**COMPLIANCE WITH LAWS:** Both the Group and Hotel agree to comply with all applicable US, Federal, State and Local laws governing the Agreement and the event, including rules, regulations or requests of the US Department of Homeland Security.

**NOTICE:** Any notice required or permitted by the terms of this Agreement must be in writing. Notice may be sent via Email and will be considered effective as the date and time the email was sent.

**ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement of the parties and supersedes all prior negotiations, representations, or agreements. This Agreement may only be modified in writing and signed by both the Hotel and the Group.

**WAIVER:** If either party agrees to waive its right to enforce any term of this Agreement, it does not waive the right to enforce any other terms of this Agreement. Further if any provision of this Agreement is deemed invalid or unenforceable, that provision shall be struck and remaining provisions of this Agreement shall remain enforceable.

**AUTHORIZATION, ACKNOWLEDGEMENT AND APPROVAL:** The undersigned agrees and acknowledges that the contents of the Agreement meet with my approval. The undersigned represents and warrants that he/she is an authorized representative of the Group and this Agreement shall be binding and enforceable against the Group. I consider all arrangements definite and confirmed as stated herein. This Agreement is effective upon the date signed below.

**ACCEPTED AND AGREED TO:**

GM Signature: \_\_\_\_\_

GM Name: Steve Kalbaugh

Sales Manager Signature: \_\_\_\_\_

Sales Manager Name: Cindi Smith

Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Client Name: Dr. W. Myles Shelton

Title: President

Date: \_\_\_\_\_