

(ENTER APPROPRIATE REGION OR INSTALLATION LETTER HEAD AS REQUIRED)

MWR Lodging Agreement No.

The following represents an agreement between Commander, Navy Installations Command (CNIC) Morale, Welfare, and Recreation (MWR) _____ and _____ (contractor) stipulating conditions and services to be provided. This agreement is for lodging for _____ (Guests) for _____. _____ (contractor) is responsible for providing alternate lodging for the displaced families until repairs are complete.

GROUP ROOM RESERVATION AGREEMENT

Name of Event: _____ Arrival Date: _____
Contact: _____ Departure: _____
Address: _____ Phone number: _____
_____ Email: _____

GROUP ROOM RATES & GUEST ROOM COMMITMENT

MWR _____ Vacation Rentals agrees to provide lodging and rates as follows:

| Dates | Lodging Type | Occupancy | Number of Units | Daily Rate |
|-------|--------------|-----------|-----------------|------------|
| | | | | |
| | | | | |

METHOD OF RESERVATIONS

_____ (contractor) shall send an email to _____
_____@us.navy.mil with the customer's name and itinerary details of the guests booking. Individual guests shall follow all standard Lodging check-in procedures and must check in with the front desk providing a valid government photo ID.

GUARANTEED RESERVATIONS

_____ will be held from _____
_____ to _____ and intended for displaced residents from _____

METHOD OF PAYMENT

MWR _____ Recreation Lodging will bill BBC monthly via invoice for all units held per month regardless of occupancy. Acceptable forms of payment include Cash, Visa, MasterCard, Discover or American Express, EFT or corporate check.

CHECK IN/CHECK OUT

MWR _____ Recreation Lodging will attempt to accommodate special requests for room types, and location, however, due to the arrival and departure patterns not all requests may be fulfilled. Check-in begins at 3:00pm. Anyone arriving prior will be accommodated as soon as possible. Guests should be advised that there may be a wait if attempting to check in prior to 3:00pm. Check out is 12:00pm, arrangements can be made for baggage storage with the front desk.

PARKING

Personal vehicle parking is available for all units.

PET and SMOKE FREE ENVIRONMENT

MWR Lodging is a Smoke Free Environment and is completely smoke free. The smoke free policy applies to all guest rooms, hallways and interior spaces. Smoking fine is \$ _____. There are designated smoking areas "outside." A refundable pet deposit of \$ _____ is required for any guests with pets and will be collected from guest at check in. Deposit not required for service animals.

ASSIGNMENT

_____ (contractor) may not assign their rights or delegate their obligations under this contract without prior written consent of the MWR Lodging manager.

CONFIDENTIALITY

This Lodging requirement and all information and materials provided to _____ (contractor) by MWR, and results, conclusions and recommendations obtained thereof shall be considered confidential in nature and treated with the same level of care that _____ (contractor) treats its own confidential business information. The information shall not be disclosed, copied, modified, used (except in the completion of this lodging requirement) or otherwise disseminated to any other person or entity at any time to include, but not limited to inclusion in any database external to the MWR without MWR's express written consent.

GOVERNING LAW AND JURISDICTION

This agreement is entered into on behalf of the Morale, Welfare, and Recreation Fund of _____, a non-appropriated fund instrumentality of the U.S. Navy and federal government. As a non-appropriated fund federal contract, this agreement is subject to the Navy's non appropriated procurement laws, regulations, and instructions, including but not limited to Department of Defense Instruction (DoDI) 4105.67; Secretary of the Navy Instruction (SECNAVINST) 7043.5C; and Commander Navy Installations Command Manual 7043.1.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, laws, and Lodging policies, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations. _____ and MWR _____ Recreation Lodging agree to cooperate with each other to ensure compliance with such laws.

ACCEPTANCE OF AGREEMENT

By signing and returning by _____ this agreement will constitute a binding contract between both parties. The individuals signing below represent that each is authorized to bind his or her party to the agreement and its terms and conditions. In the event a fully signed contract agreement is not received by the date above, all rooms and space referred to herein will be released and neither party will be further obligated under this agreement.

SIGNATURES

Approved and authorized by _____ (contractor)

Name:(Print) _____

Title:(Print) _____

Signature: _____

Date: _____

Approved and authorized by **MWR** _____

Name:(Print) _____

Title:(Print) _____

Signature: _____

Date: _____