

CORPORATE AGREEMENT 2011

BETWEEN

The Hotel	Le Commodore Hotel
Contact Person	Nadine Nassar
Title	Sales Executive
Address	Hamra, Commodore Street PO Box 11-3456 Riad El Solh, Beirut 1107 2140 Lebanon
Telephone	00961 1 734734
Telefax	00961 1 345806/7
E-mail	n.nassar@lecommodorehotel.com
Website	www.lecommodorehotel.com
Reference number	7624- NDN
Date	March 17 th , 2011

AND

The Company	American University of Beirut (Worldwide Alumni Association of AUB)
Contact Person	Mrs. Claudia Sarrouh
Title	Assistant Director
Address	American University of Beirut Campus, College Hall 3 rd floor
Telephone	00961 1 350000 ext 2645
Telefax	00961 1 738009
E-mail	Cs26@aub.edu.lb
Website	www.aub.edu.lb

PREFERRED RATES FROM JANUARY 3, 2011 TILL JANUARY 2, 2012

Room Type	NORMAL SEASON		PEAK SEASON	
	Single	Double	Single	Double
Deluxe Room	USD 105	USD 120	USD 150	USD 165
Superior Room	USD 115	USD 130	USD 160	USD 175
Executive Room	USD 165	USD 180	USD 200	USD 215
Business Suite	USD 250		USD 400	
Executive Suite	USD 330		USD 470	
Family Suite	USD 380		USD 520	
Concord Suite	USD 650		USD 750	
Extra Bed	USD 40		USD 50	

- Rates are per room per night, inclusive of service charges and buffet breakfast
- Rates are non commissionable and subject to 10%VAT
- Tax and Service Charge remain subject to change by governmental decision without prior notice
- Check in time from 14:00 Hrs and Check out before 12:00 noon

PEAK SEASON PERIODS

- Summer & Fitr : From July 1 till 31, 2011 and from August 29 till September 20, 2011 included
- Adha (11/12) : November 4, 2011 till November 14, 2011 included
- New Year : From December 27, 2011 till January 2, 2012 included

RESERVATION

Reservations are to be made directly to the reservation department:

- Tel: +961 (0)1 734 700
- Fax: +961 (0)1 750 752
- Mail: reservations@lecommodorehotel.com

SERVICES & BENEFITS

- Full Breakfast Buffet served in La Brasserie Restaurant
- Free access to Lifestyles – Most prestigious Health Club in Lebanon
- Airport pick-up / Drop off: USD 28 NET per person
- Internet connection: USD 25+10% VAT per day
- Underground parking
- Business Center
- Complimentary in-room coffee/tea facilities

EXECUTIVE FLOOR PRIVILEGES

- Dedicated lounge with free wireless for internet access
- Complimentary tea, coffee & soft drinks throughout the day
- Early check-in, late checkout upon availability and V.I.P Treatment
- Happy Hours from 06:00PM till 07:00PM free of charge in the lounge
- Free Internet connection in Executive rooms
- Complimentary Airport pick up.
- Complimentary pressing of one suit

CHILDREN POLICY

- One Child under 12 years sharing room with parents will be Complimentary on Room basis only
- One Adult and one child under 12 will be charged for One Single Room
- For more than 1 child under 12 another room will have to be allocated at Single Room Rate
- Children between age 0-5 are entitled to a free breakfast from the Restaurant's main buffet
- Children under 12 will benefit from 50% discount on meals consumption.

GENERAL TERMS & CONDITIONS

- Reservation shall be made under the name of the company.
- Written Confirmation/Cancellation notices are required for all reservations.
- This Rate Agreement, terms & conditions cancels and supersedes any previous offer or agreement.
- Corporate rates are applicable for individuals only
- Reservations for conventions as of 10 rooms will be subject to a separate agreement.
- Corporate rate are not applicable retroactively.
- Requested type of room remains subject to availability.

CANCELLATION, EARLY DEPARTURE AND NO SHOW POLICY

- Room Cancellations during Low Season can be made 1 day prior to arrival date (based on Hotel's standard arrival time) without any cancellation charges. Cancellations received after this date will be charged one night of stay.
- Room Cancellations during High Season can be made 03 days prior to arrival date (based on Hotel's standard arrival time) without any cancellation charges. Cancellations received after this date will be charged one night of stay.
- Early departure will be subject to one night penalty charge minimum depending on the initial length of stay.
- No Show will be charged at the full length of stay, as indicated in the initial reservation confirmation, both during Normal and High Season.

PAYMENT CONDITIONS

A guaranteed method of payments acceptable by the Hotel must be advised prior guest Check in. If a Credit facility is properly approved in writing by the Hotel Management, Hotel invoices are to be paid within 30 days from their dates of issuance. Without written clear payment instructions from the company, all charges shall be settled by the guest in cash or by credit card prior to departure checking out.

Should there be any dispute over any charges full details must be communicated in writing to the Hotel finance department within 7 days from the date of receipt of the invoice. Otherwise the Hotel invoices are considered correct and accepted by your company for payment.

If the payment conditions are not honoured, the Hotel reserves the right to cancel the agreement and any previous confirmed reservations, in this case, your total outstanding balance will be considered due for immediate settlement

Contact details of the Credit Department: Ms. Dania Alemeh

E-mail address: d.alemeh@lecommodorehotel.com / Tel: +961 1 734734 ext: 280

The present Agreement becomes definitive between the Client and Le Commodore Hotel, once the Hotel receives the signed Agreement.

Should the Agreement remain unsigned and / or the Deposit unpaid after the above-mentioned date, the Hotel will be fully entitled to release all the bookings at the end of the business day that date.

FOR LE COMMODORE HOTEL		FOR American University of Beirut (Development Office)
Nadine Nassar	Jean-Marc Panossian	Mrs. Eliane Sarrouh Bassous
Sales Executive	General Manager	Administrative Assistant
Date: March 17 th ,2011	Date:	Date:
Signature	Signature	Signature & Stamp