



375B North Front Drive
Steinbach, MB
R5G 0X7

Hotel Group Accommodation Agreement

Your block is not confirmed until we receive the \$250 deposit and receive this filled and signed agreement. We put this agreement into place to make sure that both the hotel and the group know what to expect and acknowledge our policies.

Client Information

Group Name: _____ Contact Name: _____
Phone Number: _____ Email: _____
Arrival: _____ Departure: _____

Business School Sports Team Wedding Other

Hotel Information

Main Contact: _____ Email: _____
Phone Number: 204-326-5885 Website: www.roadhouse52.ca

Group Block Deposit

To secure a group block, a deposit of \$250 is required.

This deposit will be refunded in full as long as you meet the conditions listed:

- At least half of the reserved rooms were utilized
 - In the event of less than half the blocked rooms being used you do not get your deposit back.
- And is in compliance with our cancellation policy stated in the 'Cancellation Policy' section

The deposit ensures that the group is committed to using the accommodations, and it helps manage availability effectively. Once your group has checked in and met the requirements, you can expect the full deposit to be returned to you within a few business days.

Cancellation Policy

Full Cancellation Policy (Cancelling all blocked rooms):

- Cancellation before stated release date: 75% Deposit Refund
- Once passed the block release date, cancellations fall under the individual room cancellation policy stated below

Individual Room Cancellation Policy:

- Any reservation within your Group block can be modified or cancelled by 3:00 pm, 48 hours prior to arrival date with no charge.
- Cancellations less than 48 hours prior to the arrival date will be charged 50% of one night's room and taxes.
- Failing to show, will result in a charge equal to one night's stay to the credit card on file.
- PLEASE NOTE: individual cancellations will affect the total number of rooms used in your block booking which may affect the group block deposit.

Room Rates

The room rates vary by room types, see list below. All rates are before taxes. Pre-payment and a \$200 security deposit are required at check-in for each room. Extra fees apply when there are more than two adults in a room (\$10 per extra adult).

Here is a list of the rooms available within your block:

For room descriptions see our website: www.roadhouse52.ca/rooms

Room Type	Max. Occupancy	Qty of Room Type	Room Rate
Total Number of Rooms			

Discounts

- Each room is eligible for a discount depending on how many rooms are used in your block.
- Discounts will be refunded at the end of the stay, providing there are no issues or noise complaints during the stay.
 - Please note, our specialty rooms (including the billiards suite and all our jacuzzi suites) are not eligible for any discounts.

Discount Amounts by Number of Rooms:

- 0 to 4 rooms = No Discount
- 5 to 10 rooms filled= \$10 off per night per room
- 11 to 15 rooms filled = \$15 off per night per room
- 16 to 20 rooms filled = \$20 off per night per room

Accommodations & Block Release

Subject to completion of this agreement, the Hotel agrees to provide listed rooms to the group, for this event, as set forth below:

- Rooms not reserved by _____, will be released for general sale
- Check-in time is after **3pm** and Check-out time is **11am**
- Early check-ins and late check-outs are subject to availability and an extra fee of \$10 per hour and MUST be arranged ahead of time.

Reservation Procedure

Reservation Method for Guests

- Individuals must make their reservations through Roadhouse 52 Inn & Suites directly by contacting our front desk at **(204) 326-5885**
- Individuals must identify themselves as being with the _____ group to qualify for the group block and be eligible for discounts.

Payment Method for Guests

- Reservations need to be secured with a credit card.
- Credit cards will only be charged upon check-in, except for our specialty rooms (including the billiards suite and all jacuzzi suites), which require full prepayment for the first night's stay at the time of booking.

Important Details Regarding Hotel Amenities

A full list of our hotel amenities can be found on our website:
www.roadhouse52.ca/about/amenities

Hot Breakfast

- A hot continental breakfast is included in the room rate (unless otherwise stated).
- To ensure the freshness of breakfast for our guests, we request that guests complete an order form the evening before and come to the breakfast room at the time requested.
- Please be aware that guests who do not complete the order form may miss out on the hot breakfast options.
- Please note that the order form is exclusively for hot food. All other breakfast items, such as cereal, yogurt, and coffee, are available to all guests during breakfast hours.

Games Room

- The Games Room offers foosball, air hockey, and torpedo ball.
- Please note that room key cards do not grant access to this area.
- Guests interested in using the Games Room must visit the front desk to sign out the equipment and the Games Room key.
- The equipment and the key must be returned to the front desk once done.

Hot Tub

- The hot tub room is open to all guests.
- Children under 18 must be accompanied by an adult.
- Only water is permitted; no food or drinks are allowed in the hot tub room.
- Hot tub towels are provided; please refrain from using room towels.
- For your safety, room key cards do not grant access to this area. Guests wishing to use the hot tub should visit the front desk and request access from a staff member.

Hotel Policies & Guidelines

1. Both the Group and the Hotel will work together to ensure that the Group's stay is successful, but not at the expense of damage to the Hotel Property or disturbance of other Hotel guests.

2. **Pet Policy** - If guests are bringing pets, Roadhouse 52 Inn & Suites must be made aware at time of booking as there are only a select number of pet friendly rooms. Additional fees will apply, and guests must sign and adhere to our pet policy. Failure to comply could lead to extra fees and/or eviction of that guest and any additional guests in the room.

3. Smoking Policy - No smoking of ANY KIND: NO cigarettes, NO vaping, NO cigars, NO marijuana. Smoking is not permitted in any part of the building. Ashtrays are located near the front entrance, and guests are permitted to smoke outside, given that they are at least 20 feet away from the doors. If any signs of smoking are detected in the room—such as ashes, burn marks, or the smell of smoke or marijuana—a cleaning fee of \$250 will be charged. Roadhouse 52 Inn & Suites reserves the right to evict anyone from the hotel if this policy is not followed.

4. Children Supervision - Children must be properly supervised. Children under the age of 18 must be supervised by an adult when engaging in the Hotel's amenities (i.e. fitness centre, hot tub & games room).

5. No Alcohol in Public - The consumption of alcohol is not permitted in any public area of the hotel. Failure to comply could lead to extra fees and/or eviction of that guest and any additional guests in the room.

6. Public Areas of the Hotel - Lobby areas are for the quiet enjoyment of all Hotel guests and are not to be used for group gatherings. Meeting rooms are available at special rates for these events and must be made a minimum of 48-hours in advance.

7. Damages - Individual rooms are responsible for any damages/fines that are incurred. Any misuse of the guestrooms will be at the guests' expense. However, if any damages are caused to any public areas of the hotel, it is the responsibility of the main group contact to pay for these charges or refer them to the appropriate party. In the event that a credit card is declined, it will be at the main group contact's expense.

8. Noise Policy - The Hotel requires all guests to keep the noise down to a minimum by **9pm**. If the Hotel has to compensate a guest because of excessive noise from any of your groups rooms, those charges will be applied to the group contact's room. In the event that the hotel has issued 3 or more warnings, the main group contact will be notified. If the problem persists, it could result in extra fees or in the eviction of that guest and any additional guests in the room.

By signing this agreement, you agree to the information and policies outlined above.

Group Contact Name: _____ Date: _____

Group Contact Signature: _____