

Tuesday, June 22<sup>nd</sup>, 2004

Mr. Whitaker Bell  
Bell Tours  
3932 Woodland Hill Court  
Baton Rouge, LA 70816

Dear Mr. Bell,

Thank you for choosing the Casablanca Hotel for your upcoming Bell Tours group event. We are pleased to be holding the following accommodations on a tentative basis.

**At the Casablanca Hotel:**

- 1 Room with Two Twin Beds
- 2 Rooms with Two Double Beds
- 2 Suites with Two Double Beds
- 2 Suites with One King Size Bed

**Arrival Date:** October 4<sup>th</sup>, 2004

**Departure Date:** October 8<sup>th</sup>, 2004

**Rate: Two Twin Beds \$215.00 Two Double Beds \$235.00 Suites \$285.00** Per unit, per night, not including taxes of 13.63%, +\$2 per room per night for rooms, + \$4 per room per night for suites.

Rates include deluxe continental breakfast buffet. Also, a wine & cheese reception Monday. - Saturday.

**Method of Payment:**

Please note that Bell Tours will be responsible for room and tax. However, the individual guests will pay for their own incidental expenses. **The non-refundable prepayment check to cover room, tax and portage along with the rooming list is due no later no later than 5pm on September 1<sup>st</sup>, 2004**

**Cancellation Policy:**

We require at least 4 week's notice for group cancellation in order to have sufficient time to resell the rooms. Cancellations made after **September 1<sup>st</sup>, 2004** will not be eligible for a refund.

**Method of Reservation:**

We understand that you will be providing a rooming list for all your attendees. The rooming list is due no later than September 1<sup>st</sup>, 2004. Rooms will be released back to the reservations department for sale to the general public. Please indicate approximate time of arrival if possible and any other special comments so that we may ensure a smooth check in process for your travelers.

**Method of Arrival and Baggage handling fees:**

Check in time is 3PM and check out time is 1pm. We understand that the group will be arriving and departing together as a group. For group arrivals, we are required to charge a group baggage fee of \$5 per bag round trip. We estimate 1 bag per person for the prepayment.

Mr. Bell, if all these arrangements are in order, please sign below with a credit card authorized to guarantee this group reservation as definite and fax to my attention by **July 5<sup>th</sup>** at 212-391-7585 to confirm this group as definite. Thank you once again for selecting our hotels. We will spare no effort to ensure these guests of a delightful stay in New York City!

Sincerely,

Aaron Bozzi  
Assistant Manger

Confirmed by client: \_\_\_\_\_

Credit card for guarantee: \_\_\_\_\_ EXP \_\_\_\_\_