

EXHIBIT B
ADDENDUM TO MASTER HOTEL AGREEMENT
CONFERENCE ROOM, CATERING, EQUIPMENT AND
AUXILIARY ACTIVITIES

1. Name of event: _____

2. Event dates and times: _____

3. University Department and Contact Person: _____

Contact information: _____

4. Hotel and Hotel Contact Person: _____

Contact information: _____

5. **Event Requirement.** Hotel agrees that it will provide, and Department agrees that it will be responsible for utilizing the services set forth below.

6. **Conference Room/Event Space.**

Date:	Room:	Event:	Start Time:	End Time:	# Guests:	Setup:	Fee:
_____	_____	_____	_____	_____	_____	_____	\$
_____	_____	_____	_____	_____	_____	_____	\$
_____	_____	_____	_____	_____	_____	_____	\$
_____	_____	_____	_____	_____	_____	_____	\$

7. **Catering Fees - Total:** _____

**Detailed description of Catering Fees must be attached to this addendum.*

8. **Equipment/Supplies:**

Equipment / Supplies:	Amount Needed:	Date(s) Needed:	Fee:
_____	_____	_____	\$
_____	_____	_____	\$
_____	_____	_____	\$
_____	_____	_____	\$

9. **Catering/Banquet.**

Department will provide written confirmation to Hotel, _____ days prior to the Event, of specific menu selections and prices, meeting room set up requirements, and any other arrangements. The Hotel will consider these final details as the Department's confirmed request. The Hotel will set for 5% more than the confirmed request.

10. Event Guarantee.

Department will be allowed to revise the Conference Room / Event Space table _____ days prior to the Event. Revisions provided in writing on or before the due date will be considered the Event guarantee (“Event Guarantee”). If revisions are not received by the due date, the figures in the above table will be used for the Event Guarantee.

11. Event Space.

Appropriate Event space will be assigned to suit the specific requirements of Department’s meeting. Due to the possibility of changes in the number of attendees, Hotel has the right to reassign all meeting space if the number of attendees is changed.

12. Food and Beverages.

Due to licensing requirements and quality control issues, all food and beverage to be serviced on Hotel property must be supplied and prepared by the Hotel. The Hotel reserves the right to cease service of alcoholic beverages in the Event that persons under the state mandated age limit are present at the Event and attempt to receive service of alcoholic beverages. Hotel further reserves the right to deny alcoholic beverage service to guests who appear to be intoxicated.

13. Auxiliary Activities.

INSERT APPLICABLE INFORMATION REGARDING; ACTIVITY, DATE, TIME, COST, PARTY RESPONSIBLE FOR PAYMENT.

The Florida International University
Board of Trustees

Hotel Genpar, LTD
dba InterContinental at Doral Miami

By: _____
Kelly Loll, C.P.M
Director of Purchasing Services

By: _____
Name: _____
Title: _____

Date: _____

Date: _____