



INTERNATIONAL COMET SAILING GROUP ROOMS PROPOSAL

Warmest Greetings from Willowbank Resort!

Thank you for considering our Resort for the Sports Event you are currently planning for June 2023. We are pleased to submit the following proposal for your review and consideration:

GROUP NAME : International Sailing Comet 2023
 GROUP DATES : June 19- June 24, 2023
 GROUP CONTACT : Dale Brangman
 President Comet Internationals 2020
 EMAIL : debrangman@hotmail.com
 TELEPHONE : 441-737-2707

1) ROOM BLOCK & AVAILABILITY

ROOM TYPE Single/Double	ROOMS AVAILABLE PER DAY June 17, 2023- June 25, 2023
Run of House	20
TOTAL	20

Run of House = Combination of Garden View, Oceanview and Oceanfront Room categories

Resort Available Room Bedding Inventory

Single One Bedded- (One King, One Queen, One Full Bed) – 25 (some rooms can become doubles)

Double Two Bedded- (Two Queens, Two Full, Two Twin Beds – 20

Total= 45 rooms

Resort Available Room Category Inventory

Garden View Room – 15

Ocean View Room – 15

Ocean Front Room – 15

Total= 45 rooms

Willowbank Resort
 126 Somerset Road, Sandy's, MA 06, Bermuda
 Tel: 441-234-1616 /Web Site: www.willowbankresort.com

2) ROOM RATES

ROOM OPTIONS & TYPES	RATE (Per Room Per Night)	NOTES
Run of House = Combination of Garden View, Oceanview and Oceanfront Room categories	\$170.00 – Single/Double Occupancy	Room Rate includes – In Room TV, Fridge, Complimentary WIFI property wide, Resort Amenities

- The above room rates are subject to 7.25% Occupancy Tax; 4.50% Tourism Fund Tax; \$9.00 Resort Fee Per person per day and a \$10.95 Resort Service Charge per person/ per day (subject to change without notice).

See room rates below including taxes.

Room Type	Single	Double	Triple	Quad
Run of House	\$209.92	\$229.87	\$289.82	\$349.77

- Extra persons staying in the room, are at an additional nightly rate of \$40.00 + \$10.95 + \$9.00 per person. This Extra charge can be posted to the master account or charged to the individual as a room incidental charge, payable upon departure. Additional beds (rollaways & cots) are available at no charge – all triples and quads must be indicated on the rooming list.
- Room charges and incidentals will be paid by the guests. Guests who have committed to sailing in Bermuda will book rooms online at www.willowbankresort.com using a group code that will be provided to you when it becomes available or by calling direct to the resort directly at (441)234-1616 .

3) ROOM & RESORT SERVICES/ AMENITIES

- Bedding in every room type is varied -with the bedding configuration and availability listed above. Rooms will be assigned based on the rooming list provided. Rollaway Beds, Cots are limited but available. Special Bedding requests to be included on the rooming list. All rooms have a private balcony, Cable Flat Screen TV, WIFI, Air Conditioning/Heat Unit, Small Fridge, Blow Dryer, Bathtub with Shower, Bathroom Amenities, Beach Towels, Blanket.
- Check in time is 3:00pm. Check out time is 11:00am. *Early check-in and late checkouts are based on availability only. Late Check Outs Until 1:00PM are not subject to a surcharge, from 1:00 - 3:00PM a \$100 surcharge and after 3:00PM full charge. Kindly advise the Resort in advance of arrival times / departure times in order that we may prepare accordingly. This request is based on availability.

Housekeeping Service

- A once every third day housekeeping service is included in the rate depending on your length of stay ie. If less than 3 days housekeeping service will be daily. This housekeeping service a full clean which consists of cleaning of the entire room, fresh towels, replace all linens, trash removal and replace toiletries. Any additional cleaning services will be an additional charge of \$35 per room, per cleaning. If extra towels, and toiletries, are required, please call Front Desk or housekeeping. Additional Cleaning services not included will be billed to guest room incidental folios.

Laundry Service (Optional)

- The Resort can provide laundry service \$25 per Load. Guests will complete laundry form and drop of laundry bag with form to the front desk. The resort will wash and return Laundry to the guest's room the same day if submitted by 9:00am or Next day if after this time. All charges can be applied to the group master account or to the individual guest folios.

Meal Plan

- Willowbank Resort with a fully operational restaurant and fully staffed Culinary Team can execute food & beverage for the Group. We are pleased to offer a discounted **Sports Group meal plan of \$75.00 per person per day** to include breakfast, lunch and dinner. The discounted price can be added to the room rate and are inclusive of 17% F&B mandatory gratuity. Beverages are not included. Group Meals will be taken in the Ocean Dining Room and Terrace with predetermined menus. Meal Plan can be charged to the group master account or the individual room folios. Meal Plan inclusion with menus planned and provided upon contract signing.

Breakfast – Buffet to include executive Continental with One Hot breakfast item- to be varied daily.

Lunch – Simple Buffet or box lunches optional to include healthy choices.

Dinner – Buffet Dinner or planned 3 course Dinner plated (hot and cold).

Please note that Willowbank Resort currently does not operate a full-service bar, but alcoholic beverages will be available from the restaurant. Also available is a Gift & Sundry shop at the front desk to purchase drinks and snacks and other personal item.

Transportation

- Group Transportation can be organized directly or through our preferred Transport Company- CEO Transport. This would include airport shuttle service, shuttles to Dockyard Site, tours and excursions. Available to our Sports Groups the **Willowbank Exclusive Airport Shuttle at \$40.00 per person roundtrip**. Request a proposal from Willowbank Resort Sales Manager for other shuttle services around the island.

Event Space

- Willowbank Resort has several meeting rooms and event spaces options on property. For any planned events or meetings please enquiry with Resort Sales Manager. We are a one stop shop, from audio visual, décor, entertainment etc.

4) USE OF WILLOWBANK FACILITIES

- Guests will have full use of all of Willowbank Resort amenities, services and facilities.

- Willowbank Resort Ocean Dining Room & Breezeway Grill will be open and operational for Breakfast, Lunch and Dinner. The Front Desk Snack & Sundry Shop will also be open for the group. Hours of operation will be provided.
- Willowbank Resort Amenities include: 2 Private Beaches, Outdoor Pool and Gym/Fitness Room. All amenities are included in room rate.
- Please note that it is against the law to smoke in public areas, which include our rooms. Guests can smoke outside, or on the balconies, but if there is any smoke damage a \$500 cleaning fee will be required in addition to the damage deposit.

5) CONTACTS AT WILLOWBANK

Your contact once the contract has been signed and the group has been confirmed will be:

Main Contact:	Ms. Lauren Rawlins – Resort Sales Manager
Phone:	1.441.234.2680
E-mail:	lrawlins@willowbank.bm

6) CONCESSIONS

- Group rate is available 3 nights pre and post, based on availability.
- Complimentary WIFI, property wide.
- Discounted Meal Plan Pricing for 2023 Sports Groups
- 25% Discount on Event Space Rentals

6) ROOM DEPOSITS / PAYMENT SCHEDULE

- Upon Confirmation: A deposit of 25% of the estimated total room charges is due.
- 60 Days Prior to Arrival (**DATES TBA**): An additional 25% of the estimated total room charges is due.
- 30 Days prior to Arrival (**DATE TBA**): An additional 25% of the estimated total room charges is due.
- 1 Week prior to Arrival (**DATE TBA**): Full balance of the estimated room charges and 50% of the group estimated planned F&B is due.
- Upon receipt of Final Invoice (10 Days Post Check Out): Full balance of any additional and all charges is due.

7) CUT OFF DATES / ATTRITION / CANCELLATION

- 90 Days prior to Arrival (**DATE TBA**): Room block will be reviewed with Client and adjusted without penalty for attrition.
- 60-89 Days prior to Arrival (**60 = DATE TBA**): A 10% attrition or reduction of the adjusted room block from the 90 Day review is permitted without penalty. A 50% - 100% reduction or full cancellation of the program within this time will result in a cancellation fee equivalent to 25% of the projected Room Revenues being cancelled.
- 31-59 Days prior to Arrival (**30 = DATE TBA**): An additional 5% attrition or reduction of the adjusted room block from the 60 Day review is permitted without penalty. A 50% - 100% reduction or full cancellation of the program within this time will result in a cancellation fee equivalent to 100% of the projected Room Revenues being cancelled.
- 30 Days prior to Arrival: A complete rooming list is due at this time.

- 0-30 Days prior to Arrival (**30 = DATE TBA**): An additional 5% attrition or reduction of the adjusted room block from the 31-59 Day review is permitted without penalty. Any reduction above the 20% attrition, including no shows, late arrivals or early departures will be subject to 100% cancellation penalty.

8) **BILLING/PAYMENTS**

All payments shall be made either by credit card or via bank transfer to the Resort's account which is as follows – kindly notify us directly once transfer is made. Please note there will be a 3.5% added to any credit card payments: -

Account Name: Willowbank Resort Limited
Account Number: 0601670820018
Currency: Bermuda Dollars
Address: 126 Somerset Road, Sandys MA 06 Bermuda Dollar Account
Bank Name: The Bank of N.T. Butterfield & Son Limited
Bank Address: 65 Front Street, Hamilton HM 12
SWIFT: BNTB BMHM

Moving Forward

Please note we are **not holding** any rooms for this 2023 group proposal. Please contact us should you require further information or if you wish to move forward in reserving a group room block. This proposal's quotation will be valid until: **Monday February 27, 2023.**

We wish to thank you for considering Willowbank Resort.

Kindest Regards,

Lauren

Lauren Rawlins
Resort Sales Manager
Email: lrawlins@willowbank.bm

PROPOSAL DATE OF ISSUE: Wednesday January 25th, 2023