



October 6, 2011

Ms. Kathy Maisonville
Event Planner
Home Builders Association of Grand Traverse Area, Inc.
3040 Sunset Lane
Traverse City, MI 49684

RE: Home Builders Association - Rate Guarantee

Dear Kathy,

Thank you for your interest in the Grand Traverse Resort & Spa. As we discussed, I have established the following guestroom rates for you from February 3, 2012 to February 4, 2012. We will offer these rates to your guests calling in, two days prior and two after your event dates. We are not holding any guestrooms at this time and these rates are offered based on availability.

GUESTROOM RATES:

Guestroom Type	Guestroom Rate
Hotel Guestroom	\$ 109.00
Tower Guestroom	\$ 139.00

These rates are European plan (no meals included) rates. Room rates quoted above are per room per night and are based on single/double occupancy and are non-commissionable net rates; subject to state tax (which is currently 6%) and convention and visitor's bureau assessment (which is currently 5%), and other applicable taxes. Additional adults in a guest room will be charged a \$15.00 per person, per night rate for the duration of their stay (excludes condos).

RESORT FEE:

In addition to the rates set forth above, there will be a daily resort fee. The daily resort fee is currently \$14.95 per room, per night, which includes; unlimited use of resort fitness center including cardiovascular and strength training equipment, whirlpools, saunas and indoor pools, seasonal access to outdoor pools and beachfront facilities, preferred guest pricing for our golf courses and tennis facilities, in-room coffee, high-speed internet access in Hotel and Tower guest rooms, on-property shuttle service to Cherry Capital Airport and Turtle Creek Casino, unlimited toll-free and credit card access phone calls, voicemail message service, daily newspaper upon request, use of safe deposit box, preferred car rental pricing through Enterprise in Traverse City, golf bag storage, and parking. The resort fee will be automatically posted to your attendees' guest room account. Fee and services are subject to change.

Home Builders Association of Grand Traverse Area, Inc. shall be solely and fully responsible for informing its attendees of these fees and that they are separate and distinct from the room rate and from taxes. Home Builders Association of Grand Traverse Area, Inc. may not, in any printed materials regarding the meeting or in any other manner, lump these fees into any category such as tax or room rate.

ROOM RESERVATION PROCEDURES

Individual (phone or on-line)

Individual room reservations will be required. We understand that your guests will be phoning in their reservation requests, to the following number: **800-968-7352**. Your guests may also use our online system for their reservations. If you would like to the ability to utilize this system, please send a request to your Conference Accommodations Coordinator for your Group's online booking code. The Resort will provide a link to the reservation page at no charge for your guests to access their block. It is important that each of your guests contact the Resort at least **thirty** days prior to your arrival date and identify themselves as part of your group, and provide us with guest name, home or business address, email address (if any), requested type of room, requested bed type (i.e. king, double/double, queen, twin or suites), check-in and check-out dates, and VIP status. Any requests for special room arrangements must be made at the time of this call. Please include the Resort on the attendee mailing list as we should be made aware as to when reservations are likely to begin arriving.

CHECK-IN | CHECK-OUT

Check In for guest accommodations begins at 4:00 p.m. on arrival day and check out is by 11:00 am on departure day. The Resort would appreciate receiving flight arrival times for your group, if available. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure.

We're looking forward to having you with us and are committed to exceeding your expectations!

Sincerely,

Jodi L. Lautner
Executive Meeting Manager

JLL/CEG