Call-In Lodging: Call-in lodging reservations will be accepted for any conference on a first-come, first-served basis, pending availability of space. BCC will assume responsibility for the collection of appropriate guarantee penalties for reservations that are received directly.

Note: BCC will charge a guarantee penalty for a no-show or cancellation within the 72-hour guarantee period only if we are unable to re-book the cancelled room.

Battelle's conference facilities, including all meeting and dining areas, have been approved for accessibility to the handicapped, and have been listed by the State of Washington as suitable facilities for state meetings and conferences. A bedroom with private bath is available to accommodate a handicapped guest.

BILLING INFORMATION

All meeting expenses with the exception of lodging and, in some cases, lunch, must be billed to a master account. Lodging expenses will be paid directly by each guest upon check-out. The master account will be responsible for any guarantees. The costs of the conference center will include all services used whether or not anticipated in this estimate.

Washington state sales tax will apply where appropriate.

CANCELLATION POLICY

A cancellation is subject to charges as follows: A cancellation is considered (1) total release of scheduled dates, (2) change of scheduled dates, and (3) substantial drop of anticipated revenue caused by program adjustment and/or reduction in attendance.

TIME FRAME (Prior to start of meeting)	CANCELLATION FEE (Based on total estimated costs as outlined in this agreement)
60 or more days	5 %
30 to 59 days	10 %
14 to 29 days	15 %
4 to 13 working days	25 %
Within 3 working days	100 %

(Battelle will bill for full charges for facilities and services as indicated on the contract, including lodging and meals to be paid by the participants. Any deposits will be credited to these charges.)

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If the arrangements outlined above and on the attached page meet with your approval, please sign and return one copy of this agreement

CONFIRMATION:
BATTELLE CONFERENCE CENTER

NAME _____

TITLE _____

DATE _____

PNL ACCEPTANCE:

NAME _____
PNL Meeting Planner

NAME _____
PNL Subcontracts

DATE _____

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