



SALES & MARKETING DEPARTMENT

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ROOM ACCOMMODATION PROPOSAL

DATE: 17th May, 2016
NAME OF CONTACT: Alison Johnson
BILLING NAME: Faculty of Humanities and Education
BILLING ADDRESS:
TELEPHONE:
EMAIL: Alison.johnson@cavehill.uwi.edu
MAIN GROUP DATES: 02nd – 06th November, 2016
Dates are available on a first option basis only
ROOM TYPE: Island View Rooms (20 rooms)
Ocean View Room
Deluxe Ocean View Suite
NO. OF ROOMS REQUESTED: 20

We take this opportunity to thank you for choosing the Accra Beach Hotel and Spa as a possible host for the group and outline the below accommodation details for your perusal.

We are pleased to offer the following packaged rates for the period as requested.

ISLAND VIEW ROOM RATE OPTIONS:

Option 1: ROOM AND TAXES ONLY

- US \$195.00 (Single or double occupancy)

Option 2: ROOM, BREAKFAST, & TAXES ONLY

- US \$222.00 (Single occupancy)
- US \$249.00 (Double occupancy)

OCEAN VIEW ROOM RATE OPTIONS:

Option 1: ROOM AND TAXES ONLY

- US \$238.00 (Single or double occupancy)

Option 2: ROOM, BREAKFAST, & TAXES ONLY

- US \$265.00 (Single occupancy)
- US \$292.00 (Double occupancy)

DELUXE OCEAN VIEW SUITE RATE OPTIONS:

Option 1: ROOM AND TAXES ONLY

- US \$349.00 (Single or double occupancy)

Option 2: ROOM, BREAKFAST, & TAXES ONLY

- US \$376.00 (Single occupancy)
- US \$403.00 (Double occupancy)

Kindly note: Should the required number of group rooms fall below ten (10) booked and confirmed rooms, the corporate room rates offered during the period will apply.

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- The afore-mentioned rates are quoted in US Dollars and are inclusive of 7.5% room VAT, which is subject to change in accordance with Government regulations.
- For an extra person in each room, in the instance of triple occupancy, there is a charge of US\$35.00 tax inclusive per person per night, *on a room only basis*. Children under 12 years accompanied by an adult stay free of charge. Applicable meal plan rates would apply for additional persons and children over 4 years based on final confirmed rate.
- Meal plan options and rates are as follows:
 - Breakfast only: US \$27.00 inclusive of 17.5% tax per adult per night/US \$13.50 inclusive of 17.5% tax per child per night.
 - Breakfast & Dinner (MAP): US \$90.00 inclusive of 17.5% tax per adult per night/US \$45.00 inclusive of 17.5% tax per child per night.
 - Breakfast, Lunch & Dinner (FAP): US \$110.00 inclusive of 17.5% tax per adult per night/US \$55.00 inclusive of 17.5% tax per child per night.
 - Service charge is not applicable. Gratuity is at the discretion of the guest.

PAYMENT

- Where payment for all charges will be made individually, a credit card number will be required to guarantee each reservation. Payment is accepted by Visa, MasterCard or American Express. Each guest will be responsible for all of their charges, which are directly payable to the hotel prior to departure. Payment is also accepted by cash or Traveler's Cheques. The hotel does not accept personal cheques. A group code or booking link will be provided for participants to reserve their room.
- Where a prepayment will be made for room and tax, an invoice outlining the total cost will be prepared and a payment schedule will be advised. An initial deposit, based on the total costs, is required to guarantee the group block. Full payment must be received thirty (30) days prior the first arrival date of the group.
- Payment for any additional charges or services requested during the group's stay is due prior to departure.
- A credit card authorization or advance cash deposit will be required on check-in for each reservation for incidental charges.

ROOM ACCOMMODATION CONDITIONS

- Rooms should be booked or the rooming list should be received fourteen (14) days prior to arrival. Any rooms not booked by this date will be released. Additions will be accepted on a space availability basis.
- Check in is 3:00pm. Check out is 12:00 noon. Early arrival and late departure may be granted depending on availability at an additional cost. There is no penalty for early departure.

CANCELLATIONS AND GROUP BLOCK REDUCTIONS

- ***Group cancellations*** received sixty (60) days prior to arrival will incur a penalty of one (1) night's room cost for each room reserved.

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- **Group block reductions:** A penalty of two (2) night's room cost will apply for each room reduced in the group block received within twenty-one (21) days of the main group arrival date.
- **Individual cancellations** received seven (7) days prior to arrival or no-shows after midnight of the day of arrival will incur a penalty of two (2) night's room cost.

SPECIAL CONCESSIONS

- Complimentary welcome beverage of hotel's choice served on arrival.
- Group rate offer five (5) days pre and post main group dates, subject to availability.

GUEST ROOM AMENITIES

- All standard rooms are of similar décor and are fitted with a king bed, two double beds or two twin beds depending on category. Guest room amenities include:
 - Complimentary high speed internet access - in guest room
 - Coffee makers/ Complimentary coffee basket
 - Complimentary in-room electronic safes
 - Remote controlled air conditioning
 - Iron and ironing board
 - Hair dryers
 - Refrigerator
 - Clock radios
 - Ceiling fans
 - Cable television
 - Full bathroom
- **All rooms, including balconies are Non-smoking. A room recovery fee of US \$150.00 will apply for those who do not comply.**
- A charge for 800 numbers applies as these calls are not toll free from Barbados.

GENERAL AMENITIES

- Complimentary amenities:
 - 2 swimming pools (1 pool with swim-up bar)
 - Kids club
 - Hospitality lounge
 - Beach Umbrellas
 - Boogie Boards
 - Fitness Centre
 - Games room
 - Board Games
 - Flippers & Goggles
 - Beach Chairs
- Additional amenities (charges apply):
 - Laundry service
 - Babysitting
 - Business Centre

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HOTEL FACILITIES

▪ **CHAKRA SPA**

Immerse yourself in the **Chakra** Spa lifestyle, where you will enter a welcoming and tranquil space to thoroughly relax, rejuvenate and heal you. We use highly effective and quality products for all of our exciting and therapeutic services. From the home of beauty products- Paris, Sothys excels in providing our Facial Luxuries and Body Rituals, the world renowned O.P.I product line perfectly covers our Nail Beauties and our signature Essentials by Chakra product line locally made from fresh, organic ingredients is used for our Massage Journeys and the Chakra Ceremony. These products are also available for home care.

While you are our guest, allow your personal Spa Ambassador to take care of your every need. If there is anything we can do to make your visit a magnificent and memorable one, please feel free to share this with us and we will do what we can to make it happen. This is our promise to you.

Group discounts are also available. Please advise what your needs are and we will best assist.

▪ **RESTAURANT AND BARS**

The **Coco Patch Restaurant** offers à la carte dining serving a mix of Caribbean and International cuisine. Evening entertainment includes a steel pan player, live band and floor show.

The **Accra Deck Restaurant** serves the finest in International cuisine with a Caribbean flair. This deluxe addition to the hotel sits on the beach front of the lovely Rockley beach and is open five nights per week.

The **Sand Bar** is a place where one can enjoy a variety of cocktails and also view the latest televised sports.

The **Lagoon Bar** is a swim-up pool bar for icy cold refreshments and Wednesday night karaoke.

▪ **GUEST SERVICES**

Our guest services team can assist in recommending and reserving any off site activities including car rentals, island tours, cruises and much more.

▪ **CONFERENCE SERVICES**

For incentive groups and meetings, the resort boasts 4 meeting rooms and a board room which totals 6,500 sq ft of meeting space. Additionally the beach-front, pool side and well manicured landscape sets the ideal scene for weddings and receptions with the ocean serving as an enchanting backdrop.

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HOTEL LOCATION

- 20 minutes or 7 miles from the Grantley Adams International Airport.
- 10 minutes or 3 miles from the capital, Bridgetown.
- South Coast, beachfront property close to the Garrison Historic Area, Oistins and St. Lawrence Gap which is known for its fine restaurants and nightlife!

VISA REQUIREMENTS

All individuals travelling by sea or air will require a passport or other accepted official form of identification to enter the island.

There are a number of countries that require visas to travel to Barbados. Please make contact with the local Ministry of Foreign Affairs, if you think that you will require one or to obtain one.

Ministry of Foreign Affairs

Address: Culloden Road, St. Michael, Barbados

Telephone #: 246-431-2200

Email Address: barbados@foreign.gov.bb

Website: www.foreign.gov.bb

Thank you for your kind consideration in allowing us the opportunity to present this proposal for your group and we await your early response.

Best regards,

Tonisha Niles

Tonisha Niles

Sales & Marketing Coordinator

Sales & Marketing Department

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