



## Group Proposal

Daniel Kowal Tri Group  
April 16-19, 2020

October 25, 2019

Warmest Greetings from Willowbank Resort!

Thank you for considering us for the group you are currently planning for May-July 2020. We are pleased to submit the following proposal for your review and consideration:

### Accommodations

Day / Date April 14-19 2020	# of Rooms	Room Type	Per Room
	46	Run of House (singles or doubles)	\$165.00

Rates shown are for single or double occupancy. Rates shown do not include and are subject to a 7.25% occupancy tax, 4.50% tourism fund tax, \$9.00 per room resort fee\* and a \$10.95 per person daily gratuity\*\* (subject to change without notice).

\*The resort fee covers water toys at Willowbank.

\*\* The daily gratuity is a mandatory union fee that covers the tipping for the bell staff and housekeeping.

The group rate includes a buffet style hot breakfast served daily in the Breezeway from 7:30 - 9:30am and wireless WIFI throughout the property.

### Nightly Room Rate Breakdown - Based on Occupancy

Room Type	Single	Double	Triple
All Room Types	\$204.33	\$215.28	\$226.23

The above grid is the room rate, inclusive of the nightly tax and service charges; based on the number of people in the room.

Current Room Inventory (availability as of October 25, 2019):

Garden View Room – 14

Ocean View Room – 12

Ocean Front Room – 20

Total – 46 rooms

Willowbank Resort  
126 Somerset Road  
Sandys, Bermuda MA 06  
Tel: 441 234-1616  
[www.willowbankresort.com](http://www.willowbankresort.com)



### **Room Capacity**

Bedding in every room type is varied and will be automatically assigned based on the number of people in the room. In rooms that can occupy 3 guests, a sofa bed or rollaway bed is also available. Bedding requests must be made at the time of booking; if no request; guests will be assigned based on availability.

### **Children Policy**

- Up to two children (under the age of 16 years) stay free when sharing a room with up to two adults – maximum of 3 people per room.
- All children between the ages of 5-15 must pay the applicable service fee per day.
- Children age 0 to 4 years inclusive stay free, no service fee will be charged.
- Guests 18 years and over can stay in room (check in) without parents sharing.
- Baby crib & rollaway are complimentary for children under the age of 16 years.
- Bed type and inter-connecting rooms are based on request and availability.
- Rooms that are not inter-connecting an adult must stay in the room with children, unless 18 years or older.
- Rules for maximum room occupancy will supersede this offer.
- Child's age must be reported in the room reservation and proof of age will be required upon check-in.
- If the child is over 15 years at the time of check-in the difference in rate will be charged upon check-in directly to the guest.
- Children must be supervised by their own guardians/parents, in and outside of their guest rooms, which includes using the beach, pool and tennis courts.
- Children under 16 years of age are not allowed to use the gym.
- Legal check-in and drinking age is 18.

### **Breakfast**

Hot breakfast is included in the rate and is available on the Ocean Terrace every morning. Breakfast consists of pastries, bagels, toast, cereal, yogurt, fruit, and pancakes, make your own waffles, scrambled eggs, bacon, potatoes, tea and coffee.

All day beverage station includes complimentary coffee, tea, hot water, lemonade and water.

Please note that Willowbank Resort does not have room service or a full service restaurant or bar, however there is a sundry store to purchase drinks and snacks.

### **Food Options & Meal Plans**

This group rate includes hot breakfast only however Willowbank will offer sundry items and small meals (wraps, salads, beverages) in the gift shop.

Willowbank does not currently have a restaurant, bar or room service. Therefore our meals options below are catered events, handled by Bella Vista Catering.

### **Meal Plan Options**

For sports teams we offer affordable meal options and can cater to the group's itinerary\*.



**Lunch** – we offer box lunches for the teams. Please note that depending on the location of the events or training there usually isn't a food concession for meals. Box lunches come with a sandwich(s), 2 pieces of fruit, two snacks and a beverage the price can be between \$30 per person (inclusive of 20% service fee).

**Dinner** – we can serve a buffet dinner at the price of \$60 per person (inclusive of 20% service fee).

### **Transportation**

We can organize shuttle transportation to events, please let us know and we can quote separately.

### **Room Deposit Information Option 1** – *if the sporting organization is responsible for paying for all rooms, taxes, fees and meals*

- ✓ Upon Confirmation: A deposit of 25% of the estimated total room charges is due.
- ✓ 60 Days Prior to Arrival: An additional 25% of the estimated total room charges is due.
- ✓ 30 Days prior to Arrival: An additional 25% of the estimated total room charges is due.
- ✓ 1 Week prior to Arrival: Full balance of the estimated room charges.
- ✓ Check Out: Full balance of any additional and all charges is due.

### **Cut Off Dates / Attrition / Cancellation-** *if the sporting organization is responsible for paying for all rooms, taxes, fees and meals*

- ✓ 90 Days prior to Arrival: Room block will be reviewed with Client and adjusted without penalty for attrition. A preliminary rooming list is due at this time.
- ✓ 60-89 Days prior to Arrival: A 10% reduction of the adjusted room block from the 90 Day review is permitted without penalty. A 50% - 100% reduction or full cancellation of the programme within this time will result in a cancellation fee equivalent to 50% of the projected Room Revenues being cancelled.
- ✓ 31-59 Days prior to Arrival: A 5% reduction of the adjusted room block from the 60 Day review is permitted without penalty. A 50% - 100% reduction or full cancellation of the programme 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: A 5% reduction of the adjusted room block (1 room) 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 (see the clauses below).
- ✓ Check In: No credit card details to be taken at check-in as all charges will go to the master account and will be paid in full at check out.

### **Room Deposit Information Option 2** – *if the sporting organization is NOT responsible for paying for all rooms, taxes, fees and meals and it up to each member to pay and book their own stay. For example this would be for spectators and parents – so we have two different groups.*



Once you have determined if Willowbank Resort is the right fit for your group, we will develop a contract to hold the room accommodations on a definite basis.

A deposit to hold the rooms is not necessary.

Once we receive the signed contract we will hold the rooms and provide you with information on how to book the rooms online. Please note as this will be the same rate for all room categories (the guest will see the same rate for each room category displayed on the website) the types of rooms will be based on first come first serve, basis. We will then take a 2 night deposit from the guest booking the room.

60 days prior to arrival the hotel will review the rooms that have not been booked and those rooms that have not sold the hotel will release those rooms back into hotel inventory and the booking link will cease to work. Any guests that still need to book can still do so, but it will be based on availability and at existing rates.

**Cancellation policy for guest: 14 days prior to arrival we will refund the guest deposit less a \$100 fee. Within 14 days of arrival the guest forfeits their deposit.**

### **Event Space/Meal Menus**

Our event team will coordinate with each team for the lunch and dinner requests, if required.

### **Package Inclusions**

- ✓ Group rate is available 1 nights pre and post, based on availability.
- ✓ Complimentary WIFI, property wide.
- ✓ Complimentary hot breakfast in the lobby area.
- ✓ Extra person room rate waived.
- ✓ Function/Meeting Room rentals waived including set-up fees (all team meals will be in one of our function spaces).
- ✓ Get More Value Adds.

### **Get More Value Add**

- ✓ \$30 Spa Credit per room at The Ocean Spa - only applicable towards treatments over \$120 and not product purchases. Spa credit will be applied to the guest's spa bill upon completion of service. Spa appointments are based on availability. Credits cannot be combined or transfers or redeemed in cash. Credit will not be applied on the day of departure. Guests 16 years and older are allowed in the Ocean Spa and facilities. Please note Cambridge Beaches\* welcomes guests 13 years and older on its property.
- ✓ 1 round of golf includes green fees only at either Port Royal Golf Course or Belmont Hills. Golf and cart rentals are not included. Round of golf is given per person, per stay.
- ✓ Private boat rental at H2O Sports - book 4 hours and the 5th hour is free. The free hour is given per private boat rented. Subject to availability, reservations are required. Boat rental time must start by 8:30am or after 2pm. Gas fees are based on consumption when boat is returned. This is a seasonal offering.



- ✓ Private moped rental. Book 3 days and the 4th day free. The free day is given per moped rental.

\*Cambridge Beaches and Willowbank Resorts are managed by the same management company; however they are two different businesses. Willowbank Resort guests may patronize Cambridge Beaches' restaurant, spa and h2O Sports, however guests may not use the pools and beaches as they are reserved for Cambridge Beaches guests. If Willowbank guests wish to use all of the amenities that Cambridge Beaches has to offer, they do sell day passes. If guests are interested in purchasing a day pass, please contact our reservations department at [res2@cambeach.bm](mailto:res2@cambeach.bm). Please note that Cambridge Beaches has a strict policy of welcoming guests 13 years and older.

### Moving Forward

Please note we are **not holding** any rooms for this proposal. Please contact us should you require further information at this time or if you wish to move forward in reserving space for this program. This proposal's quotation will be valid until: **November 21<sup>st</sup>, 2019**.

We wish to thank you for considering Willowbank Resort for this very special event.

Warmest Regards,

*Alexis*

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