

**EXHIBIT A
ADDENDUM TO MASTER HOTEL AGREEMENT
GUEST ROOM ACCOMMODATIONS**

Nothing in this Addendum shall alter any provision of the Master Hotel Agreement ("Agreement"). Should a conflict arise between the Agreement and this Addendum, the Agreement shall control.

For agreements paid on a Purchase Order, this Exhibit is INVALID unless signed by a University of Arizona Buyer.

1. **Name of Event:** _____
2. **Event dates and times:** _____
3. **University Department and Contact Person:** _____
4. **Hotel and Hotel Contact Person:** _____
5. **Room Block:** University will utilize _____ room nights in the pattern set forth below (attach more sheets if necessary):

	Day:	Day:	Day:	Day:
Room Type:	Date:	Date:	Date:	Date:
	# of Rooms:	# of Rooms:	# of Rooms:	# of Rooms:
	# of Rooms:	# of Rooms:	# of Rooms:	# of Rooms:
	# of Rooms:	# of Rooms:	# of Rooms:	# of Rooms:
	Total:	Total:	Total:	Total:

6. **Room Rates:** Hotel confirms the following rates for Department:

Room Type:	Single Rate	Double Rate
	Rate: \$	Rate: \$
	Rate: \$	Rate: \$
	Rate: \$	Rate: \$

The additional charge for Triple and Quad occupancy is \$_____ per additional person.

7. **Reservation Method and Payment.** Select one:
 - Reservations will be made by Rooming List. Department will forward Rooming List to Hotel on or before _____ (the "Cut-Off Date").
 - ROOM BLOCK** - Reservations will be made and paid for by individual Guests.
8. **Complimentary Rooms:** University/Department will receive _____ complimentary guest room(s) during the Event. Unused complimentary guest rooms have no monetary value.
9. **Additional Items:** On a separate sheet, list applicable additional items to Guest Room Accommodations.

The University of Arizona Department

Hotel: _____

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Obtain University of Arizona Buyer's signature below if paying on a Purchase Order

The Arizona Board of Regents
on behalf of the University of Arizona

By: _____

Name: _____

Title: _____

Date: _____