

**EXHIBIT B
ADDENDUM TO MASTER HOTEL AGREEMENT
CONFERENCE ROOM, CATERING, EQUIPMENT, AND AUXILIARY ACTIVITIES**

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 Addendum 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. **Event Requirement:** Hotel agrees that it will provide, and Department agrees that it will be responsible for utilizing, the services set forth below. (Attach more sheets if necessary).
6. **Conference Room/Event Space.**

Date:	Room:	Event:	Start Time:	End Time:	# Guests:	Setup:	Fee:

7. **Catering Fees – Total Estimate:** _____
**Detailed description of estimated Catering Fees must be attached to this Addendum. Final amount shall be detailed in a proper invoice submitted to University.*

8. **Equipment/Supplies:** (Attach more sheets if necessary)

Equipment/Supplies:	Amount Needed:	Date(s) Needed:	Fee:

9. **Catering/Banquet:** Department will provide written confirmation to Hotel of specific menu selections and prices, meeting room set-up requirements, and any other arrangements _____ days prior to the Event.
10. **Auxiliary Activities:** On a separate sheet, list applicable information regarding: Activity, Date, Time, Cost, and Party Responsible for Payment.

The University of Arizona Department

Hotel: _____

By: _____
 Name: _____
 Title: _____
 Date: _____

By: _____
 Name: _____
 Title: _____
 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: _____