

THE WESTIN
TYSONS CORNER

LETTER OF AGREEMENT BETWEEN THE WESTIN TYSONS CORNER AND
Marshall High School 35th Reunion Room Block

Monday, December 28, 2009

Marshall High School 35th Reunion Room Block The Westin Tysons Corner

7801 Leesburg Pike
Falls Church, VA 22043
703-394-2103

Leslie Griffith
Event Planner
Griffith@pwcsa.org
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Tracy Kaltman-Ahmed
Director of Sales and Marketing
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RE: Marshall High School 35th Reunion Room Block
MEETING DATES: Friday, October 01, 2010 - Sunday, October 03, 2010

Marshall High School 35th Reunion Room Block ("Group") and The Westin Tysons Corner ("Hotel") agree as follows:

These arrangements will be a definite commitment upon signing of this agreement (the "Contract") by both parties.

However, between now and November 17, 2009, unless both parties have agreed upon and fully executed this Contract, should another group request the dates and be in a position to sign an agreement immediately with Hotel, we will advise Group, and Group will have three (3) business days to sign this Contract and confirm the arrangements on a definite basis or Hotel may at its option enter into an agreement with another group or individuals.

If this Contract is not fully executed by November 17, 2009, the room block may be automatically released.

GUEST ROOM ACCOMMODATIONS

This Contract applies to the following block of guest rooms:

TOTAL GUEST ROOM NIGHT COMMITMENT

	Fri10/01	Sat10/02
Traditional King Non Smoking	10	10
Traditional Double Double Nonsmoking	10	10

RATES

Hotel is pleased to confirm the following special **[net, non-commissionable]** guest room rates:

Room	Single Rate	Double Rate
Traditional King Non Smoking	89	89
Traditional Double Double Nonsmoking	89	89

All guest room rates are quoted exclusive of applicable state and local taxes, which are currently 9%.

The guest room rates established for Group's meeting will be offered 3 days prior and 3 days after the meeting dates as indicated on the first page of this Contract, subject to availability of guest rooms at the time of reservation.

CUT-OFF DATE

The "cut-off date" for accepting reservations into this guest room block is September 01, 2010. Reservation requests received after 5:00 p.m. local time at Hotel on the cut-off date will be accepted at Hotel's prevailing rate, based on availability.

Failure to reserve guest rooms before the cut-off date will not impact the enforceability of the Attrition or Cancellation clauses.

RESERVATION PROCEDURES

INDIVIDUAL RESERVATIONS/INTERNET

(Initials)

We understand that **individuals are to pay for their own rooms, tax and incidentals**. All guests shall make reservations on line to our web site (instructions will be emailed directly to you). You will be supplied a web link and a code for your attendees to use to make their reservations and for you to manage your guestroom block. Guests, who are unable to make reservations on line, may call Westin's Central Reservation Office, at **(800)937-8461** on an individual basis, identifying themselves as members of your group.

Call in / internet reservations will be accepted until **September 01, 2010**. Reservations requests received after 5:00 p.m. local time at the Hotel on the cut-off date will be accepted on a space and rate availability basis. Failure to reserve rooms before the cut off date will not impact the enforceability of the attrition or cancellation clauses.

A deposit equal to one night's stay is required to hold each individual's reservation. Such deposit shall serve to confirm the reservation for the date (s) indicated, and, upon check-in, shall be applied to the final night of the reserved stay. This deposit is refundable if notice is received at least seventy-two (72) hours prior to arrival and a cancellation number is obtained. All deposits shall be charged at the time the reservation is made.

EARLY DEPARTURE FEE

In the event that a guest who has reserved a guest room within Group's guest room block checks out prior to the guest's reserved checkout date, an early departure fee of \$75.00 will be charged to that guest's individual account. Guests wishing to avoid this fee must advise Hotel at or before check-in of any change in the scheduled length of stay. Hotel will inform members of Group of this fee upon check-in. Hotel will deduct any early departure fees that are collected by the Hotel from any amount Group may owe as guest room attrition.

COMMISSIONABLE/NON-COMMISSIONABLE

Group room rates are net, non-commissionable rates.

STARGROUPS WEBSITE

Hotel will create a free customized website for Group's event or meeting through a product known as StarGroups. This customized website will allow attendees to book their hotel reservations online, and may also include personalized information about the event or meeting, including Content, links to Group's website, and dining, entertainment, and city information.

This website will also allow you to access group reports which show the number of individuals that have booked guest rooms using the website. The website's unique URL will be distributed to Leslie Griffith, or to such other person designated by Group, for distribution to members and other attendees.

RELOCATION CLAUSE

In the event any member of your Group with a guaranteed guest room reservation cannot be accommodated by Hotel, Hotel will provide the following:

1. An accommodation at a comparable Hotel as close as reasonably possible at no charge to the guest for the first night the guest is displaced from Hotel.

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2. One complimentary round trip ground transportation between Hotel and the alternate Hotel for each day the guest is displaced.
3. One five (5) minute phone call and necessary arrangements for forwarding of the displaced guest's telephone messages and mail.
4. Offer to relocate displaced guest back to the first available guest room.
5. Upon return to Hotel, upgraded accommodations (if available) and a welcome expression from the General Manager.
6. Credit to Group for any guests displaced toward its guest room block pick up for purposes of this Contract and for calculation of Group complimentary guest room credit.

BILLING ARRANGEMENTS

All rooms will be the responsibility of the individual travelers. Please note all reservations must be guaranteed with a major credit card at the time of reservation.

AMERICANS WITH DISABILITIES ACT

Group and Hotel shall each be responsible for compliance with the public accommodation requirements of the Americans with Disabilities Act and any applicable state or local laws in their respective operation or use of Hotel. Hotel shall provide, to the extent required by law, such auxiliary aids and services or modifications of Hotel rules or policies as may be reasonably requested by Group on behalf of its disabled members for use in sleeping rooms and public areas of Hotel operated by Hotel personnel, provided that Group gives reasonable advance written notice to Hotel of such needs. During its use of Hotel, Group shall be responsible for providing its disabled members with auxiliary aids and services or modifications of Group rules or policies in connection with any Group program, activities or presentation (including, for example, engagement of and payment to specialized service providers, such as sign language interpreters), where such accommodation is necessary for use in the meeting space used by Group, other than those types and quantities typically maintained by Hotel.

COMPLIANCE WITH LAWS AND HOTEL RULES AND POLICIES

Group agrees to comply with all applicable federal, state and local laws and Hotel rules and policies governing the Contract and event, including any rules, regulations or requests of the U.S. Department of Homeland Security.

ASSIGNMENT

Group agrees that it may not assign its interest, rights or duties under this Contract to any other person or entity without Hotel's prior approval.

NOTICE

Any notice required or permitted by the terms of this Contract must be in writing. Notice may be sent via facsimile transmission and will be considered effective as of the date and time of the facsimile confirmation of transmission.

SIGNATURE

This Contract, with exhibits attached (if any), constitutes the entire agreement between the parties, supersedes all other written and oral agreements between the parties concerning its subject matter, and may not be amended or changed unless done so in a writing signed by Hotel and Group. Oral modifications to this written Contract, even if allowed by local law, will not be considered binding.

The undersigned represent that they are authorized to sign and enter into this Contract.

ACCEPTED AND AGREED TO:

Marshall High School 35th Reunion Room Block The Westin Tysons Corner

By: _____
Leslie Griffith
Event Planner

By: _____
Tracy Kaltman-Ahmed
Director of Sales and Marketing

Date: _____

Date: _____