

# **BECOME A HOTEL PARTNER**

# Let Us Help Keep Your Rooms Occupied

CLC Lodging brings substantial benefits to 15,000 hotel relationships. Representing thousands of clients and more than 15 million room nights annually, CLC offers hotels incremental volume from highly desirable workforce travelers.



# America's Workforce Stays With Us

A comprehensive lodging solution for every business travel program - built to scale as you do. CLC dramatically streamlines lodging programs to save you time and money at every step from reservations to reporting and reconciliation.

# Simple Guest Check-In and Pre-Authorization

- O Quick and easy guest check-in at your front desk through CLC's WebCheckINN
- O CLC's sophisticated systems simplify and streamline the entire process
- Simply swipe the CheckINN card and enter the room information through the WebCheckINN portal.

# Fast Electronic Billing

- **O** Submitting the stays, you've entered into Web CheckINN for payments is simple.
- Mail delay and billing amount errors are eliminated with Web CheckINN's electronic billing.
- Electronic transactions settled before midnight are processed the following morning
- O There are no forms to fill out and nothing is mailed to CLC
- Check the status of your CLC billing online

## WebCheckINN

- Q: How do I bill CLC electronically?
- A: You can use our Web-based WebCheckINN.

**Q:** How do I track the deposits into my bank account?

**A:** CLC provides you with the Sleep Detail in the WebCheckINN and the VPC will have a reference number available to help you clear your books.





# SAMPLE OF CLC CHECKINN CARD



# **REMINDER FOR ALL HOTEL STAFF**

All guests presenting a CLC CheckINN card must be direct billed to CLC to qualify and obtain the CLC rate for room and tax.

# Secure Transactions

- We protect the privacy of our partner hotels and customers by using industry-standard Secure Sockets Layer (SSL) technology to ensure that all traffic to and from our website is encrypted.
- **O** Safeguarding your information is our priority.



All rates are offered as Static, net/ non-commissionable with 24-hour length of stay and Last Room Availability included. CLC is a Direct Bill company.





#### **Bid Agreement**

Account# **«Hotel\_Number»** 

This Bid Agreement (the "Agreement") is made on this **«Day» day of «Month»**, **«Year»**, between Corporate Lodging Consultants, Inc., hereinafter referred to as CLC, and **«Hotel\_\_Name»** hereinafter referred to as HOTEL. WHEREAS, the HOTEL owns, leases or operates the property commonly known as:

«Hotel\_\_Name» «Address» «City\_St\_Zip» «Phone»

WHEREAS, the parties desire that CLC act as broker for HOTEL subject to the terms and conditions herein. In consideration, the parties agree as follows:

1. HOTEL wishes to acquire added business from certain companies (COMPANIES) and CLC has been requested by COMPANIES to select overnight lodging locations for use by employees of COMPANIES.

2. HOTEL agrees to offer the rate set forth below per stay for the term of this Agreement. The effective date of these rates will be the later of <u>«Effective\_Date»</u> or the first business day following the receipt of the signed Agreement. Rate is based on 24-Hour Length of Stay and Last Room Availability. The term "24-Hour Length of Stay" means that the contracted rate may only be charged once during any 24-hour period (for example: If a COMPANY traveler checks in at 1:00 a.m. and checks out at 7:00 p.m., the HOTEL is only allowed to charge one room night at the contracted rate). "Last Room Availability" (LRA) means that HOTEL must offer accommodation to COMPANY traveler(s) (including group bookings) for any vacant room(s) on the property, including non-standard vacant rooms in a different category. HOTEL will honor the CLC rate for all forms of booking, including phone, walk-in, and electronic methods. All qualifying tax-exempt stays will be paid at the room rate exclusive of tax. Any tax changes must be submitted in writing to CLC along with a copy of the corresponding tax ordinance.

Per Single Stay \$«Single\_rate» + «tax»%=\$«Total\_sgl» Per Double Stay: \$«Double\_rate» + «tax»%=\$«Total\_dbl» BOP%

3. HOTEL agrees CLC cards and sign-in sheets are to be accepted as methods of check-in. HOTEL agrees to transmit billings to CLC electronically for all CLC customers using cards as their check in method. HOTEL agrees to send all billings for COMPANIES in care of CLC for processing. Billings shall be sent to CLC no less frequently than weekly and shall include: employee name, employee signature, company name, check-in date/time, check-out date/time, room number and CLC card number or other CLC authorization. Billings must be received by CLC within thirty (30) days of date of check-out to qualify for payment. HOTEL agrees to provide to COMPANIES or CLC all records pertaining to lodging of any COMPANIES' employees upon request, including, but not limited to, vouchers, registration cards and sign-in sheets. HOTEL shall maintain all records relating to stays by employees of COMPANIES for a minimum of one (1) year from date of check-out.

4. HOTEL agrees to collect all charges other than agreed room rates and taxes from employees of COMPANIES. COMPANIES are not responsible for other charges including, but not limited to, restaurant, club, room service and telephone charges. HOTEL agrees to provide local telephone calls and toll-free calls at no charge.

5. CLC will reimburse HOTEL for all approved charges promptly upon receipt of payment from COMPANIES. Parties agree that CLC is a broker and not responsible for any charges as described herein. Delivery of payment at HOTEL'S address above or designated bank account shall constitute full and final payment. If COMPANIES do not pay CLC for HOTEL'S bills, then HOTEL will seek collection from COMPANIES themselves. Any action or proceeding over billings amounts due or unpaid balances between HOTEL and COMPANIES or CLC must be brought in courts of Sedgwick County, Kansas.

6. Neither CLC nor COMPANIES are responsible for guest-reserved no-shows. COMPANIES' employees must provide and make good any unused guaranteed rooms with personal credit card or cash.

7. All reservations for COMPANY travelers must be honored by HOTEL. HOTEL will be responsible for all reasonable charges and expenses ("Rebooking Costs") resulting from CLC or COMPANY rebooking any traveler(s) with existing reservations who are not provided the related accommodation at the HOTEL. CLC shall have the right to net settle (i.e., deduct) all Rebooking Costs against payments made on subsequent HOTEL invoice(s).

8. HOTEL agrees to indemnify and hold harmless CLC and COMPANIES from all claims, demands, costs and expenses for any injury, death, property damage or any other loss incurred by CLC and COMPANIES or their employees, agents, or others staying at HOTEL or in HOTEL'S charge regardless of the nature of the claim or the theory of recovery asserted against CLC or COMPANIES. HOTEL agrees that CLC has no liability in connection with employees of COMPANIES staying at or being transported by HOTEL.

9. HOTEL will procure and maintain in force general liability insurance, and automobile liability insurance if HOTEL provides transportation, including coverage for liabilities assumed by contract, in a form and amount satisfactory to CLC and COMPANIES. HOTEL shall cause CLC and COMPANIES to be named as additional insured under all policies.

10. THIS AGREEMENT WILL REMAIN IN EFFECT FOR **TWELVE (12) MONTHS FROM** THE EFFECTIVE DATE OF THIS AGREEMENT. EITHER PARTY MAY TERMINATE THIS AGREEMENT UPON WRITTEN NOTICE DURING THE FINAL MONTH OF THE INITIAL TERM. IN THE ABSENSE OF SUCH NOTICE THIS AGREEMENT WILL BECOME MONTH-TO-

MONTH. This contract is dependent on the hotel's acceptance of all CLC customers. If there are multiple instances of nonacceptance in a one-month period the contract shall be cancelled. This Agreement may be terminated at any time after **«Term\_date»** upon thirty (30) days written notice from one party to the other. CLC may immediately terminate this Agreement in the event that CLC receives valid cleanliness, safety or service complaints from COMPANIES' employees that are not promptly corrected by HOTEL.

11. HOTEL agrees to participate in Quick Pay, <u>CLC's MasterCard Easy Saving Hotel Network and Clean Advantage</u> <u>Programs.</u>, Terms and conditions apply. HOTEL warrants the accuracy of its most recent Hotel Questionnaire submitted to CLC (if any) and agrees to offer all identified amenities for the duration of this Agreement. HOTEL agrees to maintain all sprinklers and smoke detectors and further agree all guest rooms are equipped with chain locks (or equivalent), dead bolt locks, key locks and peepholes.

12. HOTEL shall take all actions necessary to accept electronic reservations through GDS and/or DerbySoft, and to load the above room rates into such GDS and/or DerbySoft electronic connections.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first above written.

BY\_\_\_\_\_ Date:\_\_\_\_\_ CLC LODGING

BY \_\_\_\_\_Date:\_\_\_ HOTEL (Authorized HOTEL representative) Print name/title:

«Neg\_Initials» «File\_Name»

Proprietary and Confidential 1



## Master Card Easy Savings (MCES):

- This program is designed to attract guests to your hotel through the MasterCard Easy Savings (MCES) Hotel Network.
- O CLC will promote the program and your hotel including a listing at www.easysavings.com
- The MasterCard Easy Savings (MCES) Hotel Network gives your hotel a new revenue channel at a higher Average Daily Rate (ADR).
- **O** CLC collects the eight percent (8%) rebate and processing fee on eligible purchases.
- All purchases made at your hotel with a registered card by eligible cardholders, including purchases of rooms, tax, food, beverage, and other incidentals are eligible for rebate.

### **MCES Benefits:**

- A new revenue channel with the potential for an increased Average Daily Rate (ADR) from bookings at publicly available rates by MasterCard Easy Savings-registered cardholders.
- **O** Additional volume from a targeted national audience of rebate-eligible travelers.
- National promotion by MasterCard and its issuing banks, increasing hotel visibility to potential guests across the U.S.
- **O** 5 bonus points to your CheckINN Certified score

## MCES FAQ's

**Q:** What is the CLC Lodging MasterCard Easy Savings (MCES) Hotel Network? **A:** promotional opportunity, facilitated by CLC Lodging, which gives participating hotels a new revenue channel at a higher Average Daily Rate (ADR.)

Q: Which customers are eligible to use their Master Card?

**A:** The network is restricted to stays by small business MasterCard cardholders who register their cards in the MasterCard Easy Savings rebate program.

Q: Why would a customer use this program?

**A:** Customers are motivated to stay at participating locations because they get a credit card rebate for their stays.

**Q:** What does it cost hotels to participate in the MCES Hotel Network? **A:** Each MCES stay, CLC withholds an 8 percent Rebate and Processing Fee from the hotel's next CLC payment.

**Q:** How is the rebate distributed?

**A:** The Rebate and Processing Fee covers the 4 percent rebate to the cardholder. The remaining portion of the Rebate and Processing Fee covers infrastructure, promotion and processing costs of CLC Lodging and MasterCard





### Payment Methods:

# CLC Lodging is pleased to offer you the opportunity to receive faster payment by direct deposit when you bill qualified transactions – we call it QuickPay.

- For a small fee, QuickPay offers value you can count on. There's no waiting until CLC gets paid for you to get paid. In addition, you'll no longer have to reconcile our checks to your city ledger.
- CLC will pay any qualified invoices by direct deposit into your hotel's account on the second business day after the transactions are validated.
- CLC will audit your invoices prior to payment to make sure that the settled amount equals the amount the traveler owes under your CLC contract.
- CLC will charge your direct deposit account a QuickPay Fee of 3% of the amount paid to your hotel under the QuickPay program.

# CLC also offers Virtual Pay. With this paperless option you will receive all payments for your qualified CLC stays through email.

- CLC will email you the first 6-digits of the VPC and You will need to save those first 6-digits as following payments will only have the other 10-digits.
- **O** CLC will pay any qualified invoices once the customer pays us. This can take between 6-8 weeks.
- Remember, the property can always choose to opt-in our QuickPay Program for any specific length of time, and can try it for as long as you choose.

### Payment Method FAQ's

Q: What Is QuickPay?

**A:** QuickPay is a program that CLC designed at our hotels' request. With QuickPay, you will receive all payments for your qualified CLC stays direct-deposited into your checking within 2 business days.

Q: How much does QuickPay cost?

**A:** QuickPay is charged similar to a credit card at a 3% discount. For your convenience, this amount is charged once per week on Wednesday..

Q: How do I track the deposits into my bank account?

**A:** CLC sends you a detailed reconciliation report every Wednesday. This can be faxed, e-mailed or both.

Q: How much does Virtual Payment cost?A: Cost for the Virtual Payment card will depend on the properties credit card processing fees.

Q: Is any equipment required to use Virtual Payment Card?

**A:** You will need to have a credit card processing machine at the property.

