



EVENT NAME: Student Government Association - Prairie View A&M

EVENT DATES: Friday, August 7, 2026 - Tuesday, August 11, 2026

Date: June 1, 2026

CLIENT ACCOUNT INFORMATION		HOTEL INFORMATION	
Contact Name	Imunique Liggins	Sales Manager	Maggie Hendrix
Title	President	Title	Sales Manager
Account	Prairie View A&M University	Property	Texas A&M Hotel and Conference Center
Address	P. O. Box 532 Prairie View, TX 77446	Address	177 Joe Routt Boulevard College Station, TX 77843
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Pursuant to this contract, once accepted, Prairie View A&M University will hold an event at the Texas A&M Hotel and Conference Center (“Hotel”).

MEETING DATES AND GUEST ROOM BLOCK

Once this contract is accepted, we will remove from our inventory and consider sold to you for your use accommodations pursuant to the following arrival and departure pattern:

Texas A&M Hotel and Conference Center - Student Government Association - Prairie View A&M - USD			
		Fri 8/7/2026	Sat 8/8/2026
Double Queen	Guestrooms	24	24
	Rate	199.00	199.00

Total Room Block = 48 Room Nights

GUEST ROOM RATES

Net Rates

Room rates quoted above are non-commissionable, net rates, subject to tax, which is currently 15.75% to include 6% State Tax and 9.75% City/County Tax.

TAXES

Occupancy Tax

All guest rooms are subject to room occupancy tax, which is currently 15.75% to include 6% State Tax and 9.75% City/County Tax. Taxes are subject to change.

Banquet Tax

Banquet Food and Beverage Tax is currently 8.25% Banquet Service Charge (taxable at 8.25%)

is 24%. All banquet food, beverage, and audio-visual charges are subject to service charge. Tax and service charge rates are subject to change.

Tax Exemption

In the event that Group is tax-exempt, Group must present all documentation required by Hotel and the State of Texas and pay in the manner mandated by the State. Group hereby accepts all liability and agrees to indemnify, defend and hold harmless Hotel for all taxes paid and costs incurred, including attorney fees, if a taxing authority requires Hotel to remit tax for the room nights stipulated in this agreement.

MISCELLANEOUS SERVICES

Complimentary Overnight Guest Parking

Parking in Gene Stallings Boulevard Garage is complimentary for one vehicle per room for all guests with reservations within your contracted group room block. Gene Stallings Boulevard Garage is connected to the Hotel via covered walkway. Overnight parking includes in and out privileges. **Complimentary Bus Parking is available for the Group.**

ROOM RESERVATION PROCEDURES

From the moment this contract is accepted, we will be holding your contracted guest room block for the use of your attendees.

Rooming List

To assign individuals to specific rooms, room reservations will be required. A rooming list is required in order to facilitate your attendees' accommodations, and it must be provided to the hotel by the reservations due date **2026-07-08 using the approved Hotel rooming list template provided.** This list should include guest name, requested type of room, requested bed type, check-in and check-out dates, and VIP status. Any requests for special room arrangements should be indicated on the rooming list. The Hotel does not confirm individual reservations in writing.

As of **2026-07-08**, all room nights which have not been reserved as described above will be deemed to be room nights which your group will not use, and they will become subject to the attrition provisions herein. Such room nights will at that date be returned to the hotel's general inventory. Reservation requests from your attendees received between **2026-07-08** and your arrival date will be accepted on a space available basis, at the higher of the contract rate or rate available at that time. Booking additional rooms at a higher rate will help the group to mitigate attrition. Should such requests be accepted, such room nights will be credited to your block for purposes of any calculation of attrition.

CHECK-IN / CHECK-OUT

Guest accommodations will be available at Standard 4pm on arrival day and reserved until Standard 11am on departure day. Any attendee wishing special consideration for early check-in or late check-out should inquire at the front desk.

GUEST ROOM CHARGES

Room and Tax Only to the Master Account

It is our understanding that your guests will sign for room and tax only to the master account. **Group has requested that individual charging privileges be restricted (Incidentals will be turned off).**

FOOD & BEVERAGE / MEETING REQUIREMENTS

No Charge for Function Space

Though we usually charge for usage of our function space, the hotel will provide all function space you require in accordance with the schedule of events which is described below on a complimentary basis, in recognition of the revenue we will derive from the provision of room nights, food and beverage services, and ancillary services hereunder.

Please ensure that the schedule below includes all the space necessary to accommodate set-up and break-down times, all audio-visual needs, and displays. Two months prior to your event, we require a final program of events to finalize specific daily requirements. Nothing in these documents will be construed to waive or alter the rooms and food and beverage revenue requirements set forth in this contract. Should you desire additional food and beverage services and/or meeting space beyond that specified in the schedule of events below, please advise us as soon as possible so that we may attempt to secure such additional space for your use. The addition of food and beverage services and/or meeting space will be subject to availability and additional fees.

The hotel reserves the right to make reasonable substitutions in meeting and banquet spaces (including those which may be required by inclement weather) and/or menu selections.

Date	Start Time	End Time	Function	Room	Setup	Agr
08/07/2026	2:00 PM	3:30 PM	Lunch Buffet	CORPS	Classroom	60
08/07/2026	2:00 PM	5:00 PM	Meeting	CORPS	Classroom	60
08/08/2026	8:00 AM	9:00 AM	Breakfast Buffet	CORPS	Classroom	60
08/08/2026	8:00 AM	5:00 PM	Meeting	CORPS	Classroom	60
08/08/2026	12:00 PM	1:00 PM	Lunch Buffet	CORPS	Classroom	60
08/09/2026	8:00 AM	11:00 AM	AM Break	CORPS	Classroom	60
08/09/2026	8:00 AM	12:00 PM	Meeting	CORPS	Classroom	60

OUTSIDE FOOD & BEVERAGE:

- No outside food & beverage is allowed in the Hotel’s public or private meeting spaces for group consumption. If Hotel is informed that outside food and beverage has been brought in, there will be a \$500 room rental/clean up fee.
- The hotel does not permit food or beverage to be brought into function/meeting rooms from outside the hotel. Our full-service catering office will be happy to arrange any food and beverage requirements for you.

DAY/EVENT GUEST PARKING

Parking in Gene Stallings Boulevard Garage is available to individual day/event guests through Texas A&M Transportation Services at the hourly rates set forth and posted on the day of the

event. Group may purchase day/event parking passes for their day/event guests to be charged back to the master account. Please advise your conference planning manager if you would like to make these arrangements. Gene Stallings Boulevard Garage is connected to the Hotel via covered walkway. Day/event guest parking does not include in and out privileges.

BANQUET FOOD & BEVERAGE MINIMUM

A la Carte Food and Beverage Minimum

Group guarantees an overall food and beverage minimum of \$3,000.00 in catered/banquet revenue. The aforementioned minimum excludes tax, service charge, site fees, outlet and hospitality suite charges for calculation purposes.

FOOD AND BEVERAGE

Licensing

Texas A&M Hotel and Conference Center is licensed to serve food and beverages. All food and beverage items consumed in banquet rooms, outlets, hospitality suites and/or other venues must be purchased from Texas A&M Hotel and Conference Center. Food and/or beverages of any kind are not permitted to be brought into the Texas A&M Hotel and Conference Center.

Alcoholic Beverage Service

Texas ABC laws and regulations governing the service of alcoholic beverages, hours of service, minimum age for consumption, location where drinks may be served and consumed and other applicable laws will be strictly adhered to by all guests and patrons. Texas A&M Hotel and Conference Center reserves the right to enforce limitations on the consumption of alcohol by any guest or patron, including guests that attend Group Event(s) at its sole discretion.

Pricing and Catering/Banquets Policies

Based on market conditions food and beverage prices tend to fluctuate in accordance with market. For this reason, menu pricing, for planned food and beverage functions, will be guaranteed no earlier than sixty (60) days prior to the Event. All prices are subject to appropriate taxes. See "Taxes & Services". Texas A&M Hotel and Conference Center requests that Group take the opportunity to carefully review the policies and procedures contained in the Banquet Menus. Unless otherwise noted, these standards shall apply for Group banquet function(s).

Attendance Guarantee

All planned food and beverage functions require a guaranteed number of persons a minimum of seventy-two (72) business hours prior to the time of the scheduled function (the "Food and Beverage Guarantee Date"). Should the attendance guarantee not be received in accordance with the guidelines outlined above, the contracted count will become the guarantee. Texas A&M Hotel and Conference Center agrees to set and prepare for 5% over the guaranteed count. Banquet Event Orders will be provided separately by Texas A&M Hotel and Conference Center, summarizing specific details of the food and beverage function. Nothing in the attendance guarantee will reduce or negate the group's responsibility to actualize the contractually required banquet food and beverage revenue minimum.

Cancellation After Guarantee Due Date

In the event of any cancellation or partial cancellation of individual food and beverage functions

after the Food and Beverage Attendance Guarantee Date, Texas A&M Hotel and Conference Center will charge Group for 100% of the guaranteed amount set forth on the Banquet Event Order.

ROOM BLOCK AND SERVICES COMMITMENT

When you contract for a block of rooms and meeting facilities and for food and beverage services, those room nights, facilities and services are removed from our inventory and considered sold to you, and the hotel makes financial plans based upon the revenues it expects to achieve from your full performance of the contract. It is impossible for the hotel to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted room nights, services or facilities if you do not use them, either as the result of a cancellation of your meeting or as the result of less than contracted room block usage or less than contracted usage of food and beverage functions ("attrition"). In most instances, when groups do not use their contracted room nights or services, the hotel is unable to resell those room nights or services and even when room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized the hotel at another time, are not resold to groups that have the same needs as the original group, etc. Even when rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling the hotel's rooms and facilities at other times. While your room block has been held out of our inventory, we may have turned away more lucrative groups in order to meet our commitment to you.

For all these reasons and others, we agree that in the event of cancellation or attrition, the following charges, which represent a reasonable effort on behalf of the hotel to establish its loss prospectively, shall be due as liquidated damages. Because the hotel reasonably expects to derive revenue from your meeting above and beyond that revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your meeting, the amounts due as and for liquidated damages are intended to compensate the hotel for all of its losses associated with cancellation and/or attrition.

ANTICIPATED ROOM NIGHT AND BANQUET FOOD AND BEVERAGE REVENUE FIGURES

At this time, the hotel is holding 48 room nights for your use over the contracted dates, totaling revenues of \$9,522.00⁺⁺. Contracted food and beverage minimum is \$3,000.00.

ATTRITION

We agree to allow for a 20% reduction (approximately 10 room nights) in the "Anticipated Room Night" Figure provided that you make a written request for that reduction between now and 30 days prior to your arrival date. At the conclusion of your meeting, we will subtract the rooms revenue derived from your meeting and the amount of any permissible attrition you have taken from the Anticipated Room Night Revenue Figure set forth above to determine liquidated damages to be charged to the Master Account.

CANCELLATION

In the event of a group cancellation occurring 0 to 30 days prior to arrival, liquidated damages in the amount of one hundred percent of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures" will be due, plus applicable taxes and service charges.

In the event of a group cancellation occurring 31 to 90 days prior to arrival, liquidated damages in the amount of ninety percent of the "Anticipated Room Night and Banquet Food and Beverage Revenue Figures" will be due, plus applicable taxes and service charges.

FORCE MAJEURE

No damages shall be due for a failure of performance occurring due to Acts of God, war, government regulation, disaster, or strikes, any one of which make performance impossible.

BILLING PROCEDURES AND DEPOSIT SCHEDULE

Billing Arrangements – Credit Card Authorization

Signed credit card authorization forms must be received at contract signing. Credit cards will be pre-authorized five (5) days before the event for any remaining estimated costs not covered in the deposit schedule, plus contingency to cover add-ons. The final invoice will be completed within ten (10) days after the event. The balance will be charged / refunded to the credit card at that time.

Charges to Master Account

The following items shall be charged to the Master Account: sleeping rooms, tax, service charges, banquet food and beverage charges, attrition charges, meeting space rental charges (if any), cancellation charges, and any other charges billed to the Master Account at the request of the authorized representative of the group, as designated by the group in advance of the commencement of the meeting. Moreover, all third-party charges for services and/or supplies, not directly supplied by the Hotel, will be billed to the Master Account if they have been arranged for by the Hotel. A handling fee in the amount of 20 percent of all third-party charges will be assessed if placed on the Master Account. All master account charges not paid within 30 days of the billing date will bear interest at the lower of the rate of 1.5% per month, compounded monthly, if permissible by law, or the highest rate permissible by law. Should the hotel, in its sole discretion, deem collection action necessary in regard to outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the master account.

AUDIO-VISUAL EQUIPMENT

Use of any outside vendor requires the approval of the Hotel. The Hotel will charge an additional fee for the technical support of any available Hotel services that the Group elects to procure from an outside vendor. Any connection to the ceiling or supporting structure of the Hotel must be done by a Hotel team member. Specific guidelines will be enforced. Additionally, Hotel maintains exclusive control over all connections to house audio, lighting, and electrical systems, and exclusive control over all signs, banners, decorations, or balloon drops suspended in the hotel. Specific guidelines are enforced. Appropriate charges will apply.

OUTSIDE CONTRACTORS

The Hotel offers all services necessary for a successful meeting. However, if Group finds it necessary to use outside services, any companies, firms, agencies, individuals and groups hired by or on behalf of Group shall be subject to the prior approval of the Hotel. Upon prior reasonable notice to the Hotel from Group, the Hotel shall cooperate with such contractors and provide them with facilities at the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the Hotel premises by other guests of

the Hotel. Group's contracts with its contractors will all specify that the contractor and the Group will indemnify and hold the Hotel harmless from any and all damages or liabilities which may arise by such contractors or through their use.

INSURANCE AND INDEMNIFICATION

Hotel and Prairie View A&M University each agree to carry and maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this contract. Group's insurance policy shall name the Hotel as an additional insured. Damage to the Hotel premises by the Group or appointed contractors will be at the Group's responsibility. The Hotel is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the Hotel.

The Hotel reserves the right to approve all outside contractors hired for use by the Group in the Hotel. The Hotel reserves the right to charge a fee for outside services brought into the Hotel and to require the Group and/or outside contractor to provide proof of worker's compensation insurance for employees who will work on Hotel premises and proof of adequate general liability coverage for the Group and/or outside contractors' activities while on Hotel's premises.

The Hotel shall indemnify, defend and hold harmless the Group and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Hotel's negligence in connection with the provision of services or the use of the Hotel facilities. The Hotel shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

The Group shall indemnify, defend and hold harmless the Hotel and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Group's negligence and/or its members' negligence in connection with the use of the Hotel facilities. The Group shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

Moreover, the hotel and group will each indemnify and hold harmless the other from any liability arising from violations of the Americans with Disabilities Act by the indemnifying party.

HOTEL POLICIES

Utilities: All electrical services and utilities, including phone and riggings, are contracted through the Hotel's Conference Planning Department. Electrical service order forms are available through the Conference Planning Department and should be returned 15 days prior to the event.

Signage: All signs must be professionally printed and their placement and posting be pre-approved by the Conference Planning Department. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited.

Security: In our discretion, Hotel may require you to undertake security measures to maintain security considering the size or nature of function, but Hotel will not be liable for any failure to impose such a requirement. Such measures may include the requirement that Group hire sufficient security personnel from a reputable agency which is approved in advance by the Hotel.

AUTHORITY

The persons signing the agreement on behalf of Hotel and Student Government Association - Prairie View A&M each warrant that they are authorized to make agreements and to bind their principals to this agreement.

MISCELLANEOUS PROVISIONS

This contract is made and to be performed in College Station, TX and shall be governed by and construed in accordance with TX law. By executing this agreement, Prairie View A&M University consents to the exercise of personal jurisdiction over it by the courts of the State of TX. This contract is the entire agreement between the parties, superseding all prior proposals both oral and written, negotiations, representations, commitments and other communications between the parties, and may only be supplemented or changed in writing, signed by a representative of the group and the hotel's General Manager. No representative of the Hotel has been or is authorized to make any representation which varies from the express terms of this contract, though this contract may be supplemented or amended in writing. In the event of litigation arising from or associated with this contract, the parties agree that the prevailing party therein shall recover its attorneys' fees and costs incurred therein. Any legal action in connection with this agreement shall be brought or maintained only in the courts of the State of TX and only in Brazos County. No food and/or beverage of any kind will be permitted to be brought into the hotel by the group or any of the group's guests.

ACCEPTANCE

This contract shall be deemed accepted only after it has been signed by a representative of the group and thereafter signed by a representative of the hotel. Acceptance may be made by digital transmission and this contract may be executed in one or more counterparts, each of which when fill executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement. **Contract Due Date: 06/15/2026.**

We look forward to working with you and to hosting a memorable meeting.

By Prairie View A&M University's authorized representative:

Robert Hall

Date: 6/24/2026 | 3:49 PM CDT

Director of Contracts - Prairie View A&M

By the authorized representative of the Texas A&M Hotel and Conference Center

Maggie Hendrix

Date: 6/24/2026 | 1:52 PM CDT

Maggie Hendrix
Authorized signatory