



# ABC Wedding Guest / Hotel Room Block

Group Reservations Contract Prepared By: \_\_\_\_\_

Room Block Contract: For You & Hotel - Contact area hotel(s) / Negotiate best commissionable Group Rate / Complete this ABC IATA form/ You & hotel sign / Each keep a copy.

ABC Member Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

IATA # 34-627482

Association of Bridal Consultants  
820 Church Street  
Gibsonville, NC 27249

 336-690-5510

 1,000 members

 [www.ABCWeddingPlanners.com](http://www.ABCWeddingPlanners.com)

HOTEL NAME: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Hotel Phone: \_\_\_\_\_

Hotel FAX: \_\_\_\_\_

Group Reservation Number # \_\_\_\_\_

WEDDING GROUP: \_\_\_\_\_ (Couple's Last Names)

Earliest Check-In Date: \_\_\_\_\_

Latest Check-Out Date: \_\_\_\_\_

**GROUP RATE:**

Nightly Sleeping Room Rate US \$ \_\_\_\_\_ per room / per night

**RELEASE DATE:**

Rooms not claimed nor drawn down by individual guests with guest credit card to be automatically released back to hotel on: \_\_\_\_\_ (date) with no penalty. Neither the Couple, nor ABC Member, nor ABC to retain any credit risk for used or unused rooms.

Hotel Agrees to provide lowest commissionable group rate for dates mentioned. Hotel agrees w/in 30 days of check-out, to submit paperwork and pay standard 10% IATA ABC agent fee payable to: Association of Bridal Consultants, 820 Church Street, Gibsonville NC 27249 (Please cite planner name on check ref.) If points are to be given in addition to commission the member's account number is: \_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

ABC Member agrees to forward room block details to the Couple, for relay to wedding guests. Individual wedding guests to secure rooms from room block / using individual credit cards. ABC Member agrees to follow-up with local hotel to ensure all registered wedding list guests counted, and that hotel begins IATA payment process.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_