



Group Sales Agreement

We are delighted to partner with **Northern Arizona Convention of Narcotics Anonymous (NACONA)** for your upcoming event. This agreement between Prescott Resort and Conference Center and **NACONA** is intended to be helpful to both you and us and to produce a successful program.

Company Name: Northern Arizona Convention of Narcotics Anonymous (NACONA)
Group Contact: Barb Flath
E-mail address: barbflath@yahoo.com
Phone: 818-357-4929
Name of "Event": NACONA 2025

Room Type	Friday 11/28/2025	Saturday 11/29/2025	Sunday 11/30/2025
Deluxe	78	78	C/O
Suite	19	19	C/O
Suite Upgrades	3	3	C/O
Total Rooms	100	100	-

Room Type	Single Rate	Double Rate	Triple Rate	Quad Rate
Deluxe	\$120.00	\$120.00	\$140.00	\$160.00
Suite	\$140.00	\$140.00	\$160.00	\$180.00
Suite Upgrades	\$120.00	\$120.00	\$140.00	\$160.00

TOTAL SLEEPING ROOM NIGHTS RESERVED: 200

Room rates are quoted exclusive of local taxes and fees, currently 12.35% (subject to change). Mix of rooms is based on availability. Quoted room rate is based on single/double occupancy. There will be an extra person charge of \$20.00 per person/per day for triple/quad occupancy. Children 18 years and under are free when staying in the same room as their parents.

Check in time is 3:00pm and Check out time is 11:00am.

Reservations will be made by: Individual call in to **800-967-4637**. Callers must identify themselves as attendees of **NACONA 2025 no later than October 28, 2025**. After that date, you agree that we may offer unused rooms held in your block to other customers to reduce our losses and your obligations under the performance clause. The hotel will honor the group rate up to the contracted number of rooms blocked per night. Any rooms requested after the cut-off date, and before or after the conference dates, will be charged at the prevailing Best Available Rate.

Individual Reservation Guarantee: All reservations must be accompanied by a first night room and tax deposit or guaranteed with a major credit card. The hotel will not hold any reservations unless secured by one of these methods. A credit card imprint is required from each attendee at the time of check-in. Otherwise, a cash advance of all nights' room and tax, an additional \$50.00 a day will be collected to cover incidental charges, is required. All purchase orders MUST be on file with Prescott Resort and Conference Center two (2) weeks prior to arrival.

Individual Cancellation: Individual reservations are subject to the hotel's cancellation policy. To avoid late cancellation or no-show charge of one night's room and tax, reservations must be canceled 48 hours prior to arrival.

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Late cancellation and no-show charges on reservation made by rooming list without individual credit card numbers will be charged to the group master account.

Alternative Accommodations: With prior notification, Prescott Resort reserves the right to accommodate the Group, or any part thereof, in another hotel as determined in the reasonable judgment of the Resort. Guests will receive first priority for return relocation to Resort upon availability. The Resort will cover the cost of the room, plus tax for the guest's alternative accommodations until guest can be relocated to Prescott Resort. Upon availability, should guest choose not to be relocated to the Prescott Resort, guest assumes responsibility for all room and tax charges.

Early Departure Fee: In the event a guest who has requested a room within your block checks out prior to the guest's reserved check-out date, the hotel will add an early check-out fee of one night's room and tax to that guest's individual account. Guests wishing to avoid an early check-out fee should advise the hotel at or before check-in of any change in planned length of stay. The hotel will inform members of your group of this potential charge upon check-in and requests that you also inform your attendees of this obligation. The hotel will deduct any collected Early Departure fees from the amount you may owe as performance damages.

No Show Charge: A confirmed guest who fails to arrive on their scheduled date will be considered a "no show". One night's room and tax will be billed to the Master Account or Individual's Guest credit card and will be retained by the Prescott Resort for each guest that does not arrive.

SCHEDULE OF EVENTS: The Hotel has reserved the following function space for the group.

Date	Start Time	End Time	Function	Room	Setup	Agr
Friday 11/28/25	9:00am	12:00pm	Set Up	Clarkdale	Theater	130
	9:00am	12:00pm	Set Up	Cottonwood/Sedona	Theater/Rounds	250
	9:00am	12:00pm	Set Up	Verde	Theater	130
	12:00pm	11:00pm	Registration	Foyer	Registration	510
	1:30pm	5:30pm	Workshop A	Clarkdale	Theater	130
	1:30pm	5:30pm	Workshop B	Cottonwood/Sedona	Theater/Rounds	250
	1:30pm	5:30pm	Workshop C	Verde	Theater	130
	6:00pm	11:00pm	Marathon Meetings	Prescott/Chino	Theater	60
	6:00pm	11:00pm	Merchandise Room	Copper Basin	Exhibits	30
	7:30pm	11:00pm	General Session	Goldwater Ballroom	Theater/Rounds	510
Saturday 11/29/25	8:00am	11:00pm	Merchandise Room	Copper Basin	Exhibits	30
	8:30am	4:45pm	Workshop A	Clarkdale	Theater	130
	8:30am	4:45pm	Workshop B	Cottonwood/Sedona	Theater/Rounds	250
	8:30am	4:45pm	Workshop C	Verde	Theater	130
	8:30am	11:00pm	Marathon Meetings	Prescott/Chino	Theater	60
	9:00am	11:00pm	Registration	Foyer	Registration	510
	5:00pm	7:30pm	Banquet	Cottonwood/Sedona	Theater/Rounds	100
	7:30pm	11:00pm	General Session	Goldwater Ballroom	Theater/Rounds	510
Sunday 11/30/25	8:00am	12:00pm	Merchandise Room	Copper Basin	Exhibits	30
	8:00am	12:00pm	Breakfast Meeting	Cottonwood/Sedona	Theater/Rounds	100
	10:00am	12:00pm	Closing Session	Goldwater Ballroom	Theater/Rounds	510

Planning Schedule: In order to ensure proper service, Group agrees to follow the planning schedule below:

- Final menu selections and room set up requirements will be submitted to the Hotel no later than **November 7, 2025**
- Final guarantee of number of guests is due no later than **November 17, 2025**.

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Event Planning and Due Date Timeline:

- By **September 25, 2025** preliminary room block review with Reservations Manager
- By **October 13, 2025** reminder of 21 day cutoff date & update on room block
- By **November 4, 2025** room block cutoff date

Meeting Room Charges: Meeting Room Rental for the Goldwater Ballroom is normally \$4,000.00++ per day, plus applicable taxes, and service charges. However, based upon the contracted **Banquet Food & Beverage minimum of \$10,000.00++**, the Resort will offer the meeting space as complimentary. In the event the Food & Beverage minimum is not met, the balance remaining will be charged as room rental. A one-time set-up fee of **\$2,500.00++** will be applied to the Master Account.

Food & Beverage: All food and beverage is subject to the prevailing service charge and applicable taxes. The current service charge is 24% and the current tax is 8.35% (subject to change). The Resort is licensed to serve food and beverages. No food or beverage may be brought into the Resort by Group for this function. Any left-over Food may not be removed from the function room or taken to the guestrooms.

Audio Visual & Exhibits: Full-scale in-house audio-visual services are available for rental from the Resort at an additional charge. Group may bring in off-site audio-visual equipment or outside company, but an on-site AV labor fee of \$50.00++ per hour, may apply. Group will assume full responsibility for securing and maintaining equipment. Resort assumes no liability for equipment brought in or provided by Group.

Exhibits: Exhibit tables are available for **\$50.00++ per table per day – and have been reduced to \$30++ as a one-time Charge for each Exhibitor**. This includes set-up, skirted table, two chairs, daily maintenance, (1) 110-amp electrical outlet, and teardown. Pipe and drape are available at an additional cost.

Shipping: Vendors shipping to the Resort must label boxes with the recipient's name, group affiliation, and event date. Due to storage constraints, materials cannot receive prior to three days before groups first event. Shipments received before that day is subject to a \$25.00++ per day storage fee. Exhibitors are allowed to send a maximum of five boxes; each additional box is subject to handling cost. Please speak with Convention Services for more details.

Signage: Signs or banners are not permitted in public areas without Hotel management approval fifteen (15) days prior to first date of conference. Signage required to be hung in the lobby area, registration area or meeting rooms, will be charged at \$25.00++ per sign and/or banner. Prescott Resort does not allow taping, tacking or attachment of any materials to any walls, doors, or ceilings. If done without consent, damage charges will be assessed and applied to Master Account. No signage is allowed in any guestroom or hospitality suite.

Concessions: In consideration of the entire value your Event brings to the Hotel, we are pleased to offer the following concessions based on Group's achievement of **80%** or greater of the combined **Total Anticipated Sleeping Room Revenue** and **Total Anticipated Food and Beverage Revenue**.

- Discounted group rate honored 3 days pre/post contracted dates, based upon availability
- 1:50 Complimentary room ratio
- 2 Complimentary Suites 11/28-30/25
- 3 Suite upgrades at the Deluxe rate of \$120.00
- 5 Complimentary VIP amenities, Chef's Choice
- Complimentary meeting space with \$10,000.00++ in actualized banquet food and beverage
- Exhibit tables discounted to \$30.00++ from \$50.00++

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Summary of Revenue Anticipated by Hotel from this Agreement: The following chart illustrates the total potential value of your Event.

Summary of Revenue Anticipated by Hotel from this Agreement	
Total Anticipated Sleeping Room Revenue:	\$24,760.00
Total Anticipated Banquet Food and Beverage Revenue:** Total Anticipated Food and Beverage Revenue does not include gratuities, service charges, supplemental surcharges, applicable federal, state or local taxes or any other fees outside of food and beverage product sales:	\$10,000.00
Set Up Fee:	\$2,500.00
“Total Anticipated Revenue”:	\$37,260.00

**** Does not include Food & Beverage Revenue from restaurant, set up fees, gratuities, service charges, labor fees, applicable federal, state or local taxes or any other fees outside of food and beverage product sales. The anticipated catered food and beverage revenues are the minimum dollar amount expected from this program/event.**

BILLING ARRANGEMENTS: The following arrangements apply to the group:

	Room	Tax	Incidentals	Banquets
Master				X
Individual	X	X	X	

Method of Payment: Unless you have established credit in advance with us, you will pay the entire contract price in cash or by certified check at least ten (10) days prior to your function or by bank check two weeks prior to your function. The advance payment should exceed the estimated charges by 10%. If you have established credit in advance with us, payment in full will be due upon receipt of your master account charges. Requests for Direct Billing are subject to approval of the Credit Manager and a completed Credit Application must be received a minimum of 60 days prior to your event. All undisputed charges not paid within thirty (30) days of receipt of a final invoice will be subject to interest accruing at the rate of 1.5% per month, or the maximum amount allowed by law, whichever is less. Charges can be paid by credit card. Prescott Resort accepts American Express, Diners Club, Discover Card, JCB International, Master Card or Visa. All estimated master account charges will be charged no later than ten (10) days prior to the event.

* Please indicate below how you wish to handle the master account charges:

I would like to establish credit

I would like to pre pay

by certified check

by bank check

by credit card

Tiered Deposits: The initial deposit is non-refundable. The deposit will be applied towards your final bill at the conclusion of the program. **\$1,500.00** will be due upon signing

- Second deposit of **\$1,500.00** due by **February 17, 2025**
- Third deposit of **\$1,500.00** due by **May 15, 2025**
- Fourth deposit of **\$1,500.00** due by **August 15, 2025**
- Fifth deposit of the Estimated Balance due by **November 17, 2025**

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Attrition: The Hotel is relying upon total anticipated revenue of **\$37,260.00**. **NACONA** agrees that a loss will be incurred by the Hotel if **NACONA's** actual usage is less than ninety percent (90%) of the Total Anticipated Sleeping Room Revenue.

The hotel agrees to allow a ten percent 10% reduction in the Total Anticipated Sleeping Room Revenue 30 days prior to arrival. If the group still does not meet the revised Total Anticipated Sleeping Room Revenue, any remaining amount will be posted as a charge to the **NACONA's** master account, plus applicable taxes.

Cancellation: The rates offered by us are based in part upon the total gross revenues anticipated by us from your agreement to use and pay for the rooms and events set forth in this Agreement. You guarantee that your Event will provide the Total Minimum Anticipated Revenue. You agree and understand that, in the event of a cancellation or lack of full performance by you, our actual damages would be difficult to determine. Therefore, you agree that should you cancel your Event for any reason, including changing your meeting/function site to another hotel, you will pay as liquidated damages, plus any applicable state and/or local taxes as required by law, to the Hotel immediately upon notice of cancellation a percentage of Total Minimum Anticipated Revenue for your Event, as follows:

Date of Hotel's Receipt of Cancellation Notice*	Percentage of Total Minimum Anticipated Revenue Owed	Amount of Cancellation Damages Owed
October 16, 2024 to November 28, 2024	10% =	\$3,726.00
November 29, 2024 to July 28, 2025	30% =	\$11,178.00
July 29, 2025 to October 28, 2025	50% =	\$18,630.00
October 29, 2025 to November 28, 2025	75% =	\$27,945.00

**Hotel may, in its sole discretion, consider your notice of cancellation to be invalid and thus may not release accommodations held until payment of the cancellation damages is received; therefore delay in payment may result in higher cancellation damages owed.*

Total Anticipated Revenue: \$37,260.00

Impossibility: The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstances beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to other party setting forth the basis for such termination as soon as reasonably practical but in no event longer than ten (10) days - after learning of such basis.

Indemnification and Hold Harmless: The Resort 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 attorneys' fees (collectively, Claims) arising out of or caused by the Resort's negligence in connection with the provision of services or the use of the Resort facilities, except to the extent and percentage attributable to the Group's or members', agents', employees', or exhibitors' negligence. The Resort 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 Resort 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 attorneys' fees (collectively, Claims) arising out of or caused by the Group's negligence and/or its members', agents', employees', independent contractors', or exhibitors' negligence in connection with the use of the Resort facilities, except to the extent and percentage attributable to the Resort's negligence. 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.

Group's Property: Group agrees Resort will not be responsible for the safekeeping of equipment, supplies, written material, or other valuables items left in function rooms, guest rooms or anywhere on Resort property other than the Resort safe. State laws will govern Resort's liability for items stolen in guestrooms or items kept in Resort's safe. Group is responsible for securing any such aforementioned items and hereby assumes responsibility for loss thereof. Group may not rely on any verbal or written assurances provided by Resort Staff, other than as provided in this Agreement.

Insurance: Property of the Group is the sole responsibility of the Group and/or its owner. Group agrees that it has procured sufficient insurance to cover the loss of such property and waives any claims under Resort's insurance policy for the loss of the Group's property or the property of any of its attendees or invitees.

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Dispute Resolution: Resort and Group agree to use its best efforts to resolve any disputes under this agreement through informal means. In the unlikely event that formal action must be taken, this Agreement will be interpreted in accordance by the law of the location of the event. The prevailing party to any litigation shall be entitled to recover, in addition to damages, all legal costs and reasonable attorney fees as fixed by the Court, both at the trial and appellate levels, and in any bankruptcy case and post judgment proceedings.

No Assignment: Group may not assign or transfer this Agreement or any part thereof without the written consent of Resort. Any attempted assignment or transfer by Group without such consent may, at the option of Resort, be deemed to be a cancellation of this Agreement by Group, in which case Group shall remain liable for all cancellation charges set forth herein.

Right of Inspection/Entry: Resort will have the right to enter and inspect all functions. If Resort observes any illegal activity or activity that may result in harm to persons or objects, Resort has the right to immediately cancel the event, in which case all of Group's attendees and invitees must immediately vacate the meeting room premises. In such event, Group will remain liable for all fees and charges related to the function pursuant to the terms of this Agreement.

Entire Agreement: This Agreement and any Exhibits hereto constitute the entire agreement between the parties and supersede any previous communications, representations, or agreements, whether written or oral. Any Changes to this Agreement must be made in writing and signed by authorized representative of each party.

Warranty of Authority: The person signing the Contract on behalf of the Resort and Group each warrant that they are authorized to make arrangements and to bind their principals to this Contract.

If a signed original of this Agreement has not been received by the Resort prior to **November 15, 2024**, Resort shall have the right to contract with other parties for the use of the room block, meeting room and catering services without further notice to Group. In the event Resort has a request for the rooms requested by Group prior to **November 15, 2024**, and Resort has not received Group's signed Agreement, Resort will contact the Group for a decision. In such event, if Resort does not receive Group's signed Agreement within three (3) working days, Resort will have the right to contract with another party without any further notice or obligation to Group.

NACONA

Prescott Resort and Conference Center

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____