



September 15, 2026

Diane van Coillie
London Club of the Deaf
RE: 7th Biennial London Deaf Expo – Event being held at Marconi Club
London, ON
519-200-1958
stine2227@gmail.com

Dear Diane,

Thank you for selecting Four Points Sheraton Hotel & Suites London for your overnight accommodation requirements for **November 6-8, 2027**. We look forward to hosting you!

Enclosed is a Contract that outlines the arrangements discussed. After reviewing, please sign and return one (1) copy to my attention by Friday, September 18, 2026.

For individual reservations or changes to existing reservations, please have your delegates call 519-681-0600 or email janicegriffith@fourpointslondon.com and reference the **7th Biennial London Deaf Expo** group rate. Any one of our Guest Service Agents will be happy to assist them. A group weblink will also be supplied upon return of signed contract.

We look forward to the arrival of your group. Please don't hesitate to contact me if you have any questions.

Sincerely,

Debbie Putherbough

Debbie Putherbough
Sales Manager



For hotel use:

Folio #:

1150 Wellington Road South, London ON N6E 1M3 519-681-0600

GROUP BOOKING AGREEMENT
between
Four Points by Sheraton London and London Club of the Deaf

DATE: Tuesday, September 15, 2026
ORGANIZATION: London Club of the Deaf
EVENT: 7th Biennial London Deaf Expo
ADDRESS: London, ON

Contact: Diane van Coillie	Phone: 519-200-1958	Email: stine2227@gmail.com
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The following space is being held on a tentative basis, pending final confirmation. It will be held on a definite basis once the contract has been signed by the convener and all contractual obligations have been met. Only the space committed to in this agreement will be allocated for the party mentioned in this agreement. Any other space will be made available for the use of other organizations.

BEDROOM SPECIFICATIONS:

MONTH/YEAR:	NOVEMBER 2026
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DAY	Friday	Saturday	RATE
DATE	6	7	
Superior Room with 1 King Bed	10	10	\$199.00
Total Bedrooms	10	10	

All guestrooms are non-smoking

Total Room Nights Committed: 20

The above rates are quoted in Canadian funds and are subject to 5% MAT (Municipal Accommodation Tax) and 13% HST. The rate is per room, per night and is net, non-commissionable.

CONCESSIONS

Four Points by Sheraton London is pleased to offer the following value adds:

- Guestroom rate extended 2 days pre & post event for group delegates based upon availability.

ROOM BLOCK PROCEDURE

Receipt of this signed contract will confirm that your block of 20 room nights total is held for your group until **Friday, October 9, 2026**. The Hotel will release the remaining portion of your bedroom block to our Reservations Office for resale on the Bedroom Release Date. Reservations made after this cut-off date will be made at the negotiated rate based on room type availability at the time of inquiry.

METHOD OF BOOKING

Individual Book- by Friday, October 9, 2026

Individuals will be responsible for booking their own rooms through our Reservation Department. Individual bookings are to be guaranteed in advance with a major credit card. The convener is responsible for ensuring that delegates are made aware of the Room Block Release date listed above.

CHECK-IN / CHECK-OUT TIMES

Guaranteed check-in time is after 3:00pm. Checkout time is prior to Noon.



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NO-SHOW & EARLY DEPARTURE POLICY

Individuals with guaranteed reservations who fail to arrive on the confirmed date without notice 48 hours prior to arrival, will be charged at the Group rate for one (1) night. Early Departures will be charged for their confirmed length of stay. Individual reservation cancellations will be permitted if received by the hotel no later than 48 hours prior to arrival. After this time full payment of the contracted guestroom revenue for the duration of the dates agreed upon will be charged.

METHOD OF PAYMENT FOR BEDROOMS

Arrangements have been made for **EACH INDIVIDUAL TO PAY FOR THEIR ROOM, TAXES AND INCIDENTAL CHARGES UPON DEPARTURE**. A valid credit card is required at the time of check-in. The Four Points by Sheraton London accepts the following credit cards: Visa, MasterCard, and American Express.

TAXES

All quoted rates and charges are in Canadian dollars, and subject to the prevailing taxes. HST (13%) is applicable on guestrooms, food and alcoholic beverages as well as MAT & service charges. Service Charges are 15% and apply to all food and beverage services, unless specifically stated otherwise. Municipal Accommodation Tax (MAT) is 5% and will be applied to the above guestroom rates.

LIABILITY AND SECURITY

The Hotel assumes no responsibility for the safekeeping of equipment, displays, supplies, written materials, personal property, vehicles or other valuable item(s) brought on hotel property. All such items must be removed from the banquet rooms at the end of each function, unless such space is reserved on a 24-hour basis or other arrangements are made with management. Accordingly, you will be responsible for providing security for such materials and, hereby, assume responsibility for any losses or damages.

SMOKE FREE POLICY

The Four Points London is a smoke-free hotel. To protect the smoke free environment, the hotel will post a \$250 cleaning fee to the account of any guests who smoke in their guest room.

PARKING

Self-Parking is complimentary for conference centre and hotel guests.

HIGH-SPEED WIRELESS INTERNET

Wireless high-speed internet is complimentary in all guestrooms and meeting space. An access code will be provided at the time of check in.

FORCE MAJEURE

Notwithstanding the foregoing, if Company cancels the Reservation due to a Force Majeure Event, Hotel shall refund the full amount of any deposit paid by Company, and Company shall have no further liability of any kind to Hotel (including, without limitation, any Cancellation Fee).

HOTEL'S RIGHT TO CANCEL

Four Points by Sheraton Hotel & Suites London reserves the right to cancel this contract in its entirety for the following reasons:

- 1) Four Points by Sheraton Hotel & Suites London determines that, through either fraud or misrepresentation, the nature, purpose or basis for your use of the Hotel is other than has been specifically represented to the Hotel.
- 2) Your failure to pay in accordance with the terms of this agreement, your insolvency, the making by your Company of a transfer or assignment for the benefit of creditors, whether by fraudulent or legitimate means, or the voluntary or involuntary filing of Bankruptcy.
- 3) For impossibility of Four Points Sheraton Hotel & Suites' performance attributable to labor troubles, disputes or strikes, accidents, government (federal, state and municipal) regulation of or restriction upon travel or transportation, non-availability of food, beverage or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control to the Hotel preventing or interfering with the Hotel's performance.



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CONFIRMATION

This booking is being held on first come, first-serve basis. Please confirm your desire to DEFINITELY hold the space outlined in this contract on or before **September 18, 2026** by signing below and returning this contract to the Hotel. Should your contract be remitted after the deadline, the Hotel reserves the right to re-visit and re-negotiate the rates, bedroom block and function space originally allocated to your group on a tentative basis. Please note that The Four Points by Sheraton London reserves the right to make any necessary adjustments for errors and omissions.

ACCEPTANCE

FOUR POINTS HOTEL & SUITES LONDON and **London Club of the Deaf** will officially accept this Agreement, upon signature of the authorized representative of each. Please note that both parties prior to acceptance must initial changes made to this proposal. It is our understanding that the undersigned is empowered by **London Club of the Deaf** will to accept this agreement.

FUNCTION DATE(S): November 6-8, 2026

	CONVENER	HOTEL
NAME		DEBBIE PUTHERBOUGH
TITLE		Sales Manager
SIGNATURE		<i>Debbie Patherbough</i>
DATE		September 15, 2026