COMBINED MANAGEMENT OF PARTICIPANT ACCOMMODATIONS

CLIENT'S SPECIFICATIONS DETERMINED

→ **Specification of:**

- Desired number of rooms
- Number of nights to be reserved
- Desired hotel comfort levels
- Types of rooms (single, twin, etc.)
- Requirements (proximity, maximum number of hotels, etc.)

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Information used by reservation service to locate rooms

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PGL option placed with hotels after consent obtained from the organiser

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Organiser confirms reservations with the Palais du Grand Large's reservation service **2.5 months prior to the event at the latest, by sending a deposit cheque for 30%** of the total amount due for accommodations.

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Organiser's deposits sent to hotels to confirm room reservations.

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At least two weeks prior to the event: rooming lists **established by the organiser** sent to hotels (1 rooming list per hotel with each participant's name, reservation dates, and room type).

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At the end of the event, the balances due for accommodations are billed to the organiser directly by hotel managers with an invoice detailing each participant's services.

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The organiser pays the hotels the outstanding balance.

PALAIS DU GRAND LARGE SAINT-MALO

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