



July 22, 2025

Lee Dave
Narcotics Anonymous
Led201264@yahoo.com
216-469-0583

RE: Lake Erie General Services

Dear Lee & Committee

Thank you for your consideration. Holiday Inn Cleveland South - Independence would appreciate the opportunity to host your event on September 24, 2026 - September 28, 2026. Please take a moment to review the following information about our property:

Conveniently located at the intersection of I-77 and I-480 on Rockside Road, the Holiday Inn Cleveland South – Independence is ten minutes from downtown Cleveland and twenty minutes from Cleveland Hopkins International Airport with several restaurants and attractions in walking distance.

The Holiday Inn features beautiful guest rooms, function space and the following amenities:

- 250 Deluxe Guestrooms with refrigerators, Keurig coffee makers, hairdryer, iron and ironing board, voicemail, iHome Docking Station and HD TV.
- Independence Conference Center features 20,000 square feet of Banquet and Conference space with a 9,000 square foot Grand Ballroom that can accommodate up to 1,000 people plus 10 meeting rooms, including an amphitheater that accommodates up to 70 people, and on-site AV Service.
- Complimentary WIFI throughout the hotel.
- Free parking for over 800 vehicles.
- A beautiful Indoor Pool and state-of-the-art Fitness Center featuring a Peloton bike.

The Holiday Inn Cleveland South
6001 Rockside Rd. Independence, Ohio 44131
216-524-8050

HOTEL RESTAURANT & LOUNGE

The Hotel also features Michael's Grille serving breakfast daily and Club Impulse with dinner service Monday – Saturday 5:00pm-9:00pm and weekend entertainment.

Please review the following arrangements:

GUEST ROOM ACCOMMODATIONS/DATES

	Thu 09/ 24	Fri 09/2 5	Sat 09/ 26	Sun 09/ 27
Run of House	20	100	125	5

Check-In: 4:00 p.m. Check Out: 11:00 a.m.

ROOM RATES

We are pleased to extend the following special rates to your group:

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
Run of House	124	124	0	0

King Room \$124

Double/Double Room \$124

Room types are assigned on a first come, first serve basis

The above rates are net/non-commissionable and subject to both state and local taxes, which presently total 17.50%.

"NO SHOW" BILLING/CANCELLATIONS

All sleeping rooms must be guaranteed by credit card, first night's deposit or to the company/organization. Your guests must cancel 24 hours prior to arrival or they will be billed via the guarantee method.

RESERVATIONS/INDIVIDUAL

We understand all reservations will be made individually. Each person in your group should call (216) 524-8050 and identify themselves as part of your group or use the on-line booking link we will provide. Please understand that we are unable to accept reservations without a guarantee method of payment. Guests will be subject to a per night room, tax and incidental deposit.

DATE ROOM BLOCK IS RETURNED TO HOTEL

We will secure your room block until August 25, 2026 at which time these rooms will be released for public sale.

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GUEST ROOM PAYMENT

Unless otherwise specified, individuals will be responsible for their own room, tax and incidentals. Guests must establish payment upon check-in.

ATTRITION:

Hotel understands that circumstances may arise which result in reductions in the guest room commitment. However, the Hotel has quoted rates and terms in this agreement, which is based on the guest room commitment. In order to allow Group flexibility in adjusting Groups program, Hotel will permit Group to reduce, without penalty, the guest room commitment to 80% of its original total.

If further reductions occur, the Hotel reserves the right to assess the Group an amount equal to revenue lost from those rooms released and not resold. In addition, the Hotel reserves the right to reduce meeting space in proportion to the reduction in room nights. Hotel will discuss with Group any changes necessitated by reduction of commitment.

COMPLIMENTARY ROOMS

We are happy to extend one (1) complimentary room night per every 30 actualized room nights by your organization at the group rate.

EVENT PAYMENT

Full payment for your function must be received ten (10) working days prior to the start of your event. Acceptable methods of payment are cash, money order, certified check, company check or credit card. Unfortunately, personal checks will not be accepted.

ADVANCE PAYMENT & DEPOSIT SCHEDULE

An initial deposit of \$2,000 is due with your signed contract. A secondary deposit of \$2,000 is due on January 15, 2026. Full payment for your function, based on your guaranteed number of guests, is due ten (10) business days prior to your event.

Payments may be made with a credit card, cashier's check, cash or money order. Please contact your catering coordinator to make payment arrangements on the dates they are due. Please note, no personal checks will be accepted for final payment.

FUNCTION SPACE

The following is an outline of your event, as we understand it. Please review this agenda to ensure its accuracy:

ROOMS ARE SUBJECT TO CHANGE *

SCHEDULE OF EVENTS

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
9/24/2026	2:00 PM	11:00 PM	Meeting	Brecksville	Rounds		
9/24/2026	2:00 PM	11:30 PM		Suite 141	Conference		.00
9/24/2026	3:00 PM	10:00 PM	Break Out	Office	Special Set-up		
9/24/2026	5:00 PM	10:00 PM	Registration	BR Foyer	Special Set-up		
9/25/2026	7:00 AM	12:00 AM	Break Out	Michael's Grille	Theatre		
9/25/2026	7:00 AM	11:00 PM	Exhibits	Office	Special Set-up		.00
9/25/2026	9:00 AM	12:00 AM	Meeting	Brecksville	Rounds		
9/25/2026	9:00 AM	11:30 PM	Meeting	Suite 141	Conference		.00
9/25/2026	4:00 PM	11:00 PM	Exhibits	Brooklyn	Special Set-up		
9/25/2026	4:00 PM	11:00 PM	Meeting	Valley View	Theatre		.00
9/25/2026	4:00 PM	11:00 PM	Meeting	Parma	Theatre		.00
9/25/2026	4:00 PM	11:00 PM	Meeting	Independence	Classroom		.00
9/25/2026	4:00 PM	11:00 PM	Meeting	Broadview Hts.	Theatre		.00
9/25/2026	4:00 PM	11:00 PM	Meeting	Maple Hts.	Theatre		.00
9/25/2026	4:00 PM	11:00 PM	Meeting	Bedford	Theatre		.00
9/25/2026	5:00 PM	9:00 PM	Not a meal	In House	Special Set-up		
9/25/2026	6:00 PM	12:00 AM	Meeting	Ballroom 2 & 3	Theatre		.00
9/25/2026	6:00 PM	3:00 AM	Meeting	Rockside Room	Rounds		.00
9/25/2026	8:30 PM	12:00 AM	Reception	Ballroom 4	Special Set-up		
9/25/2026	9:00 PM	12:00 AM	Meeting	Ballroom 1	Theatre		
9/26/2026	7:00 AM	12:00 AM	Break Out	Michael's Grille	Theatre		
9/26/2026	7:00 AM	5:00 PM		In House			
9/26/2026	7:00 AM	11:00 PM	Break Out	Office	Special Set-up		
9/26/2026	9:00 AM	12:00 AM	Exhibits	Brooklyn	Exhibits		
9/26/2026	9:00 AM	12:00 AM	Meeting	Suite 141	Conference		.00
9/26/2026	9:00 AM	12:00 AM	Meeting	Rockside Room	Rounds		.00
9/26/2026	9:00 AM	12:00 AM	Meeting	Independence	Classroom		.00
9/26/2026	9:00 AM	12:00 AM	Exhibits	Parma	Special Set-up		.00
9/26/2026	9:00 AM	12:00 AM	Meeting	Valley View	Special Set-up		.00

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9/26/2026	9:00 AM	12:00 AM	Meeting	Broadview Hts.	Theatre		.00
9/26/2026	9:00 AM	12:00 AM	Meeting	Bedford	Theatre		
9/26/2026	9:00 AM	12:00 AM	Meeting	Maple Hts.	Theatre		.00
9/26/2026	10:00 AM	12:00 AM	Meeting	Ballroom 4	Theatre	150	
9/26/2026	10:00 AM	9:30 PM	Meeting	Ballroom 1	Theatre	150	
9/26/2026	12:00 PM	12:00 AM	Dinner	Ballroom 2 & 3	Rounds	125	.00
9/26/2026	2:00 PM	12:00 AM	Meeting	Brecksville	Rounds		
9/27/2026	7:00 AM	1:00 PM	Break Out	Office	Special Set-up		.00

BANQUET ROOM ASSIGNMENTS

Our hotel staff will work with your organization to maximize hotel space according to your anticipated number of guests. The hotel reserves the right to move function rooms as needed. We ask that you provide a firm agenda to alleviate any spacing complications.

For the satisfaction of all our guests, please be aware of your scheduled adjourn time. All supplies must be removed at the conclusion of your event.

SLIDING SCALE

According to your listed agenda the following rental fees will apply, based on the number of sleeping rooms actually utilized at the specified group room rate. Should your meeting schedule change, rental will be adjusted accordingly.

TOTAL # ROOM NIGHTS	TOTAL ROOM RENTAL
225 or More	\$2,000
224-174	\$4,000
173-123	\$6,000
122 - 72	\$8,000
71- 0	\$12,000

LIABILITY

The Holiday Inn Cleveland South - Independence will not assume responsibility for the damage or loss of articles, equipment or merchandise left in the hotel prior to, or following your meeting or banquet. Please note due to fire code regulations some banquet rooms cannot be locked overnight.

Special arrangements for security may be required for your event. Please contact the Sales and Catering Department to review requirements if security is required by the Hotel and City of Independence for your specific event.

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BANQUET MENUS/SERVICE CHARGE & TAX

Our catering staff will be helpful in coordinating your event. Enclosed you will find our current banquet menus; please do not hesitate to call our office should any questions arise.

A selection of up to three entrées including a vegetarian option may be selected for any served meal. The maximum of three entrée selections should also take into account any special dietary needs required.

Menu prices are guaranteed 6 months from the date of the contract.

Our prices listed do not include the 22% service charge or 8% Ohio sales tax. Service charge and tax applies to all food and beverage service and audio-visual equipment.

FOOD FUNCTION GUARANTEES

All meals/breaks served at the hotel require a guaranteed number of guests to be served. **The guaranteed number of guests is to be stipulated ten (10) working days prior to your event.**

The number given will be the minimum amount your group will be charged. If no number is received, we will consider your original estimate as the guarantee. Any changes made to the final number of guests, the day prior or the day of an event, may be subject to an additional fee.

FOOD & BEVERAGE MINIMUM

A food and beverage minimum of \$13,000 .00 is required for your event. The Food & Beverage minimum does not include service charge & tax.

FOOD & BEVERAGE LIABILITY

Due to our licensing restrictions, all food and beverages served in public areas must be purchased through the hotel. In addition, no remaining food or beverage shall be removed from the premises. At the conclusion of the function, such food and beverage become the property of the hotel.

CANCELLATION NOTICE

Due to the volume of business at the Holiday Inn Cleveland South, cancellations received will result in a cancellation fee. Cancellation fees applied will be based on the room rental and the food & beverage minimum. The following fee schedule will apply:

From Event Date Cancellation Within:	Fee Assessed:
1 Year	25% of revenue
6 Months	50% of revenue
3 Months	75% of revenue
30 Days	100% of revenue

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SIGNS, BANNERS, DISPLAYS & SPECIAL EFFECTS

Please be advised, all arrangements for signage, displays, and decorations being brought into the facility are required to be reviewed with our catering department in advance. Signage and banners are permitted in our ballroom and conference center with prior approval. Please understand that we are unable to use pins or staples on our walls. Covering the dance floor is also strictly prohibited. ***Please note, due to fire hazard and fire alarm restrictions, fog machines, sparklers, and open fires of any type are not permitted in our banquet rooms.*** If you have arrangements, you would like discuss, our catering department will be happy to assist you in this area.

AUDIO-VISUAL EQUIPMENT & VOLUME LEVELS

Audio-visual equipment may be rented upon request. Please allow (1) week to place your order to ensure that proper arrangements can be made. Our prices listed do not include the 22% service charge or 8% Ohio sales tax. Any audio-visual equipment being brought in must be reviewed with the Catering Department prior to scheduled event

For the comfort of all our guests, volume level at any function must be contained within the assigned meeting room. No musical instruments will be permitted in any function room unless expressly reviewed and approved through the Catering Department. The Hotel reserves the right to control all audio levels.

DRAVAGE FEE/DELIVERIES

All packages must include the name of the group, function date, and the name of the engager or speaker. ***Please arrange for inside delivery, as the Holiday Inn Cleveland South - Independence does not accept freight that must be unloaded by our staff.***

Please understand that we are unable to hold boxes following your function due to lack of available storage space. The Holiday Inn Cleveland South cannot be responsible for any packages left on property over 30 days after the event. ***It is the responsibility of the company/exhibitor to label items and prearrange for return shipments.*** If you have any questions, please let us know.

SALES TAX EXEMPTION

We understand your group is tax-exempt. A current tax-exempt form is required each year. Tax-exempt status means you are exempt from state taxes. You are still responsible for the county bed tax that is currently 9.5%.

CONFIRMATION

In order to confirm the Holiday Inn Cleveland South - Independence as host to the Narcotics Anonymous, over the dates of September 24, 2026 - September 28, 2026, please sign and date the enclosed copy of this agreement and return to the sales office by July 14, 2025

Sincerely,

Lynette Slama

Catering and Sales Manager

******If you are not able to return the signed contract by the designated due date, please contact the Sales/Catering Manager. Banquet Space and Guest Room Blocks CANNOT be guaranteed without a signed confirmation******

Name _____

Signature of Approval _____

Date _____

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