

<b>PURCHASE ORDER</b> <b>FAIRFAX COUNTY PUBLIC SCHOOLS</b>	NUMBER APPEARING AT RIGHT MUST APPEAR ON ALL PACKAGES, INVOICES, AND PACKING SLIPS.	<b>Purchase Order          NUMBER</b> <b>WS13-2912</b>
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**BILL TO SCHOOL AND ADDRESS:**

**West Springfield High School**  
**6100 Rolling Road**  
**Springfield, VA 22152**

PHONE : 703-913-3800 FAX : 703-913-3817

Date (mm/dd/yyyy)  <b>6/25/2013</b>	Account Name  <b>Staff Development</b>
	Account Number  <b>150217-5024</b>

**NAME AND ADDRESS OF VENDOR :**

Landsdowne Conference Center

**DELIVER TO :**

**WEST SPRINGFIELD HIGH SCHOOL**  
**6100 ROLLING ROAD**  
**SPRINGFIELD, VA 22152**

<b>VENDOR FAX</b>	<b>VENDOR PHONE</b>
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Attention:

QUANTITY	UNIT	ARTICLE AND DESCRIPTION	UNIT PRICE	AMOUNT
		QUANTITY AND UNIT PRICE MUST BE FILLED IN FOR THE SHEET TO CALCULATE THE AMOUNT COLUMN		
				\$ -
		Admin Team Retreat		\$ -
		June 26, 27 & 28		\$ -
				\$ -
1	ea	<b>Not to Exceed</b>	\$4,000.00	\$ 4,000.00
				\$ -
				\$ -
				\$ -
		<b>SDCC</b>		\$ -
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		<b>FCPS SALES TAX EXEMPT #</b>		\$ -

**IMPORTANT SHIPPING INFORMATION**  
 ALL TEXTBOOK ORDERS UNDER 900 LBS. MUST BE SHIPPED VIA UPS AND CHARGED TO FCPS ACCOUNT [REDACTED]

ALL TEXTBOOK ORDERS EXCEEDING 900 LBS. MUST BE SHIPPED VIA FedEx FREIGHT (800-874-4723) AND CHARGED TO FCPS ACCOUNT [REDACTED]

FS 125 (4/04)

	Subtotal	\$4,000.00
	Less Discount %	\$0.00
	Estimated Shipping Charges	
<b>PURCHASE ORDER TOTAL</b>		<b>\$4,000.00</b>

REQUESTED BY: Suzanne Taber

APPROVED BY SPONSOR:

APPROVED BY PRINCIPAL *[Signature]* DATE 6/25/13



# Lansdowne Resort

Fairfax County Public Schools  
 6100 Rolling Rd  
 Springfield VA 22152  
 United States

Room Number: 9219  
 Arrival Date: 06-25-13  
 Departure Date: 07-03-13  
 Conf. No: 9908202  
 Page No: 1 of 4  
 Folio No: 186905  
 Cashier No: 29

A/R Number :  
 Group Code : FCPS0626  
 Company Name : Fairfax County Public Schools

INVOICE

Thank You For Staying With Us

Date	Description	Charges	Credits
06-25-13			3,320.00
06-26-13	Guest Package Routed From Thorson John Of Room #346	259.00	
06-26-13	Room Tax Routed From Thorson John Of Room #346	7.98	
06-26-13	Local Occupancy Tax Routed From Thorson John Of Room #346	7.98	
06-26-13	Package VA Sales Tax Routed From Thorson John Of Room #346	4.48	
06-26-13	Guest Package Routed From Pope Johnny Of Room #446	259.00	
06-26-13	Room Tax Routed From Pope Johnny Of Room #446	7.98	
06-26-13	Local Occupancy Tax Routed From Pope Johnny Of Room #446	7.98	
06-26-13	Package VA Sales Tax Routed From Pope Johnny Of Room #446	4.48	
06-26-13	Guest Package Routed From Lenart Erin Of Room #522	259.00	
06-26-13	Room Tax Routed From Lenart Erin Of Room #522	7.98	
06-26-13	Local Occupancy Tax Routed From Lenart Erin Of Room #522	7.98	
06-26-13	Package VA Sales Tax Routed From Lenart Erin Of Room #522	4.48	
06-26-13	Guest Package Routed From Taber Suzanne Of Room #534	259.00	
06-26-13	Room Tax Routed From Taber Suzanne Of Room #534	7.98	
06-26-13	Local Occupancy Tax Routed From Taber Suzanne Of Room #534	7.98	
06-26-13	Package VA Sales Tax Routed From Taber Suzanne Of Room #534	4.48	
06-26-13	Guest Package Routed From Greenfelder Mark Of Room #601	559.00	
06-26-13	Room Tax Routed From Greenfelder Mark Of Room #601	22.98	
06-26-13	Local Occupancy Tax Routed From Greenfelder Mark Of Room #601	22.98	
06-26-13	Package VA Sales Tax Routed From Greenfelder Mark Of Room #601	4.48	
06-26-13	Guest Package Routed From Muir Andrew Of Room #808	259.00	
06-26-13	Room Tax Routed From Muir Andrew Of Room #808	7.98	
06-26-13	Local Occupancy Tax Routed From Muir Andrew Of Room #808	7.98	
06-26-13	Package VA Sales Tax Routed From Muir Andrew Of Room #808	4.48	
06-26-13	Guest Package Routed From Knox Jennifer Of Room #809	259.00	
06-26-13	Room Tax Routed From Knox Jennifer Of Room #809	7.98	
06-26-13	Local Occupancy Tax Routed From Knox Jennifer Of Room #809	7.98	
06-26-13	Package VA Sales Tax Routed From Knox Jennifer Of Room #809	4.48	
06-26-13	Guest Package Routed From Braxton Sherri Of Room #817	259.00	
06-26-13	Room Tax Routed From Braxton Sherri Of Room #817	7.98	
06-26-13	Local Occupancy Tax Routed From Braxton Sherri Of Room #817	7.98	
06-26-13	Package VA Sales Tax Routed From Braxton Sherri Of Room #817	4.48	
06-26-13	Guest Package Routed From Brandt Rebecca Of Room #915	259.00	
		7.98	



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Fairfax County Public Schools  
 6100 Rolling Rd  
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 United States

Room Number: 9219  
 Arrival Date: 06-25-13  
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 Conf. No: 9908202  
 Page No: 2 of 4  
 Folio No: 186905  
 Cashier No: 29

A/R Number :  
 Group Code : FCPS0626  
 Company Name : Fairfax County Public Schools

INVOICE

Thank You For Staying With Us

Date	Description		Charges	Credits
06-26-13	Room Tax	Routed From Brandt Rebecca Of Room #915		
06-26-13	Local Occupancy Tax	Routed From Brandt Rebecca Of Room #915	7.98	
06-26-13	Package VA Sales Tax	Routed From Brandt Rebecca Of Room #915	4.48	
06-27-13	Conference Services	Room# 9219 : CHECK# 8306	866.25	
06-27-13	Guest Package	Routed From Thorson John Of Room #346	259.00	
06-27-13	Room Tax	Routed From Thorson John Of Room #346	7.98	
06-27-13	Local Occupancy Tax	Routed From Thorson John Of Room #346	7.98	
06-27-13	Package VA Sales Tax	Routed From Thorson John Of Room #346	4.48	
06-27-13	Guest Package	Routed From Greata Kevin Of Room #353	259.00	
06-27-13	Room Tax	Routed From Greata Kevin Of Room #353	7.98	
06-27-13	Local Occupancy Tax	Routed From Greata Kevin Of Room #353	7.98	
06-27-13	Package VA Sales Tax	Routed From Greata Kevin Of Room #353	4.48	
06-27-13	Guest Package	Routed From Pope Johnny Of Room #446	259.00	
06-27-13	Room Tax	Routed From Pope Johnny Of Room #446	7.98	
06-27-13	Local Occupancy Tax	Routed From Pope Johnny Of Room #446	7.98	
06-27-13	Package VA Sales Tax	Routed From Pope Johnny Of Room #446	4.48	
06-27-13	Guest Package	Routed From Settar Scott Of Room #505	259.00	
06-27-13	Room Tax	Routed From Settar Scott Of Room #505	7.98	
06-27-13	Local Occupancy Tax	Routed From Settar Scott Of Room #505	7.98	
06-27-13	Package VA Sales Tax	Routed From Settar Scott Of Room #505	4.48	
06-27-13	Guest Package	Routed From Lenart Erin Of Room #522	259.00	
06-27-13	Room Tax	Routed From Lenart Erin Of Room #522	7.98	
06-27-13	Local Occupancy Tax	Routed From Lenart Erin Of Room #522	7.98	
06-27-13	Package VA Sales Tax	Routed From Lenart Erin Of Room #522	4.48	
06-27-13	Guest Package	Routed From Taber Suzanne Of Room #534	259.00	
06-27-13	Room Tax	Routed From Taber Suzanne Of Room #534	7.98	
06-27-13	Local Occupancy Tax	Routed From Taber Suzanne Of Room #534	7.98	
06-27-13	Package VA Sales Tax	Routed From Taber Suzanne Of Room #534	4.48	
06-27-13	Guest Package	Routed From Knox Jennifer Of Room #546	259.00	
06-27-13	Room Tax	Routed From Knox Jennifer Of Room #546	7.98	
06-27-13	Local Occupancy Tax	Routed From Knox Jennifer Of Room #546	7.98	
06-27-13	Package VA Sales Tax	Routed From Knox Jennifer Of Room #546	4.48	
06-27-13	Guest Package	Routed From Greenfelder Mark Of Room #601	559.00	
06-27-13	Room Tax	Routed From Greenfelder Mark Of Room #601	22.98	
			22.98	



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INVOICE

Thank You For Staying With Us

Date	Description		Charges	Credits
06-27-13	Local Occupancy Tax	Routed From Greenfelder Mark Of Room #601		
06-27-13	Package VA Sales Tax	Routed From Greenfelder Mark Of Room #601	4.48	
06-27-13	Guest Package	Routed From Muir Andrew Of Room #808	259.00	
06-27-13	Room Tax	Routed From Muir Andrew Of Room #808	7.98	
06-27-13	Local Occupancy Tax	Routed From Muir Andrew Of Room #808	7.98	
06-27-13	Package VA Sales Tax	Routed From Muir Andrew Of Room #808	4.48	
06-27-13	Guest Package	Routed From Braxton Sherri Of Room #817	259.00	
06-27-13	Room Tax	Routed From Braxton Sherri Of Room #817	7.98	
06-27-13	Local Occupancy Tax	Routed From Braxton Sherri Of Room #817	7.98	
06-27-13	Package VA Sales Tax	Routed From Braxton Sherri Of Room #817	4.48	
06-27-13	Guest Package	Routed From Brandt Rebecca Of Room #915	259.00	
06-27-13	Room Tax	Routed From Brandt Rebecca Of Room #915	7.98	
06-27-13	Local Occupancy Tax	Routed From Brandt Rebecca Of Room #915	7.98	
06-27-13	Package VA Sales Tax	Routed From Brandt Rebecca Of Room #915	4.48	
07-03-13	██████████	██████████		3,795.05
Total			7,115.05	7,115.05
Balance			0.00	



# Lansdowne Resort

June 21, 2013

Mr. Mark Greenfelder  
Principal  
Fairfax County Public Schools  
West Springfield High School  
6100 Rolling Rd  
Springfield, VA 22152

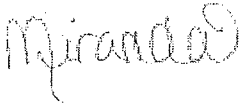
Dear Mark:

This letter confirms that we received the signed contract acknowledging the meeting on a definite basis for June 26-28, 2013.

On behalf of the entire staff at **Lansdowne Resort**, we thank you for your support and look forward to providing you and your associates with a most productive meeting environment.


Our Conference Planning Department will contact you to begin finalizing the details of your requirements. As always, please call me directly if I can be of further assistance.

Sincerely,



Miranda Hiam  
Executive Meeting Manager  
Lansdowne Resort  
MHiam@destinationhotels.com

enclosure



CONFIDENTIAL



REVISED CONTRACT

DATE: June 19, 2013

Fairfax County Public Schools  
Mark Greenfelder  
Principal  
West Springfield High School  
6100 Rolling Rd  
Springfield, VA 22152

Pursuant to this contract, once accepted, Fairfax County Public Schools, will hold a meeting at the Lansdowne Resort over the dates of June 26, 2013 - June 28, 2013.

Lansdowne Resort is currently holding space for your event on a tentative, first option basis until the contract due date of June 17, 2013, after which time guest rooms and function space may be released without further notification.

**MEETING DATES AND GUEST ROOM BLOCK**

Once this contract is accepted, we will remove from our inventory and consider sold to you for your use packages pursuant to the following arrival and departure pattern:

	Rate	Wed 06/26	Thu 06/27	Fri 06/28
MMP Single	\$ 259.00	6	15	Check out
Total Rooms Per Night		6	15	Check out
Total Guests Per Night		6	15	Check out

Total Contracted Package Guests: 21 *WJ*

**GUEST ROOM RATES:**

Rates for your meeting are confirmed according to the schedule above. Rates are per person, per night unless otherwise designated.

Guest Room Rates quoted above are non-commissionable, net rates, subject to tax, which are currently 5% occupancy tax and 6% sales tax.

**MODIFIED MEETING PACKAGE (MMP)**

Our Modified Meeting Package provides an affordable and easy way to plan and execute your meeting. Our meeting package is filled with all of the elements you would expect from an IACC conference center with the amenities of a first class resort! Let the MMP and our seasoned team help you take the guess work out of your next meeting or conference.

Enjoy all of the following inclusions at one special rate:

Well-appointed guest room with complimentary daily newspaper, bottled water, wired/wireless internet access and local/800 calls.

Access to the resorts' health club, indoor & outdoor aquatic complex, whirlpool and scheduled fitness classes. (Supplemental recreation such as court time and golf are additional.)

Seasonally crafted in Riverside Hearth beginning with lunch on June 26, 2013 and ending with breakfast on June 28, 2013. Dinner not included in this rate. *WJ*

Continuously replenished refreshment break "kiosks" offering a variety of unlimited beverages and snacks on a daily rotation.

Meeting room rental & set-up fees for contracted space

Ergonomically designed conference rooms set to your specifications, with "18 hour" chairs, non-glare tables and meeting amenities. In-room climate, sound and lighting controls.

Standard audio-visual support to include podium with microphone, 2 flipcharts and 1 whiteboard with markers each day. Additional full range AV services on-site.

Wireless high speed meeting room internet for all attendees. (Based on average speeds of 6mbps. Additional bandwidth, static IPs and other network solutions available at prevailing rates)

A seasoned Conference Planning Manager to assist in all aspects of designing your event and a dedicated Conference Concierge offering a full range of meeting support services.

The MMP includes all applicable package gratuities and service charges.

### **RESORT FEE AND GRATUITES**

Resort Fees, which are included in your package rate per room, per night, includes: access to the Health Club and all exercise classes, access to the indoor pool and outdoor aquatic complex, local and access telephone calls as well as daily coffee service, complimentary in guest room internet access, bottled water in the guestrooms and service charges. Group shall be solely and fully responsible for informing its attendees of these inclusions and that they are separate and distinct from the room rate and from taxes. Group may not, in any printed materials regarding the meeting or in any other manner, lump other fees into any category such as tax or room rate.

### **PRE/POST RATE**

We are pleased to offer a Pre/Post Guestroom Rate of \$ 169.00 for guests arriving (3) days before or staying (3) days after the meeting dates. This rate includes deluxe guestroom accommodations and a daily resort fee of \$20.00 which includes: access to the Health Club and all exercise classes, access to the indoor pool and outdoor aquatic complex, local and access telephone calls as well as daily coffee service, complimentary in guest room Internet access, daily newspaper delivery, and unlimited use of our fitness center, heated swimming pool, tennis and volleyball facilities, bottled water in the guestrooms and service charges. Group shall be solely and fully responsible for informing its attendees of these fees and that they are separate and distinct from the room rate and from taxes. Group may not, in any printed materials regarding the meeting or in any other manner, lump these fees into any category such as tax or room rate.

### **HALF DAY CONFERENCE PACKAGE (HDCP)**

Enjoy all of the following inclusions at one special rate of \$ 80.00 Per Person, Per Day plus sales tax:

Half day meeting room rental & set-up fees for contracted space, continuously replenished refreshment break "kiosks" offering a variety of unlimited beverages and snacks on a daily rotation, wireless high speed meeting room internet for all attendees (based on average speeds of 6mbps. Additional bandwidth, static IPs and other network solutions available at prevailing rates), a seasoned Conference Planning Manager to assist in all aspects of designing your event and a Conference Concierge offering a full range of event support services.

The HDCP includes all applicable package gratuities and service charges. The HDCP is subject to sales tax and does not include guest room.

All package meals will be provided in Riverside Hearth. Select menu options are available, at an additional charge, upon request.

Private dining arrangements must be made in advance and are subject to prevailing banquet prices and/or surcharges. A 23% service charge and applicable sales tax will be added to the surcharge.

If upgraded menus are chosen by the customer, surcharges will be based on menu selection. Reception charges are additional. Alcohol with meals is not included.

### **FULL DAY CONFERENCE PACKAGE (FDCP) WITH LUNCH**

The Full Day Conference Package rate of \$185.00 Per Person, Per Day includes all of the following:

Full day meeting room rental & set-up fees for contracted space, seasonally crafted lunch buffet daily in our Riverside Hearth Restaurant, continuously replenished refreshment break "kiosks" offering a variety of unlimited beverages and snacks on a daily rotation, wireless high speed meeting room internet for all attendees (based on average speeds of 6mbps. Additional bandwidth, static IPs and other network solutions available at prevailing rates), a seasoned Conference Planning Manager to assist in all aspects of designing your event and a Conference Concierge offering a full range of event support services.

The FDCP includes all applicable package gratuities and service charges. The FDCP is subject to sales tax and does not include guest room.

All package meals will be provided in Riverside Hearth. Select menu options are available, at an additional charge, upon request.

Private dining arrangements must be made in advance and are subject to prevailing banquet prices and/or surcharges. A 23% service charge and applicable sales tax will be added to the surcharge.

If upgraded menus are chosen by the customer, surcharges will be based on menu selection. Reception charges are additional. Alcohol with meals is not included.

**TAX EXEMPT STATUS**

If your group is tax exempt, you must provide Lansdowne Resort with a valid Virginia state exemption certificate no less than 60 days before the commencement of your function.

**ROOM RESERVATION PROCEDURES**

From the moment this contract is accepted, we will be holding your contracted guest room block for the use of your attendees. The resort has no obligation to provide room nights beyond those contained in the room block.

In order to assign individuals to specific rooms, room reservations will be required. A rooming list is required in order to facilitate your attendees' accommodations, and it must be provided to the resort by June 18, 2013 (thirty days prior to your arrival date). This list should include guest name, home or business address, email address (if any), requested type of room, requested bed type (i.e. king, double/double, queen, twin or suites) check-in and check-out dates, and VIP status. Any requests for special room arrangements should be indicated on the rooming list. Lansdowne Resort does not confirm reservations to the individual in writing.

On June 18, 2013 (thirty days prior to your arrival date), all room nights which have not been reserved as described above will be deemed to be room nights which your group will not use, and they will become subject to the attrition provisions herein. Such room nights will at that date be returned to the resort's general inventory. Reservation requests from your attendees received less than thirty days prior to your arrival date will be accepted on a space available basis, at the higher of the contract rate or rate available at that time. Should such requests be accepted, such room nights will be credited to your block for purposes of any calculation of attrition.

Any reserved room cancelled less than 72 hours (3 days) prior to arrival will be charged one nights room and tax. Any room or guest (if a double plan applies) that no shows will be charged one nights room and tax.

**CHECK-IN / CHECK-OUT**

Guest accommodations will be available at 4:00 pm on arrival day and reserved until 12:00 Noon on departure day. Lansdowne Resort would appreciate receiving flight arrival times for your group, if available. Any attendee wishing special consideration for late checkout should inquire at the front desk on the day of departure.

**GUEST ROOM CHARGES**

It is our understanding that your guests will be responsible for incidentals and any items not covered under the contracted Modified Meeting Package and Half Day Guest Plan inclusions set forth above. In order to be able to access the ancillary services of Lansdowne Resort each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the anticipated use of the Lansdowne Resort's ancillary services, and we require each guest's home/business address and e-mail address. Should any guest not settle his or her account in full upon departure, the group will be responsible for those charges.

**FOOD & BEVERAGE / MEETING REQUIREMENTS**

Lansdowne Resort will provide all of the function space you require in accordance with the schedule of events which is described below. Lansdowne Resort reserves the right to adjust function space at the reservations due date based on attendance at levels lower than contracted. Please ensure that the schedule below includes all space necessary to accommodate set-up and break-down times, all audio-visual needs, head tables and displays. Please note that all flipchart paper and other materials will be disposed of at the end of the meeting. Functions must begin and end at the times specified.

Should you desire additional food and beverage services and/or meeting space beyond that specified in the schedule of events below, please advise us as soon as possible so that we may attempt to secure such additional space for your use. The Lansdowne Resort reserves the right to make reasonable substitutions in meeting and banquet rooms and/or menu selections. Diagrams and identification of the Lansdowne Resort's meeting space to be used for your meeting may not be disseminated by the group without the Lansdowne Resort's prior approval.

**SCHEDULE OF EVENTS**

Date	Start Time	End Time	Function	Ag
6/26/2013	10:00 AM	5:00 PM	General Session	6
6/26/2013	12:00 PM	1:00 PM	Package Lunch	6



6/26/2013	6:00 PM	10:00 PM	On Own Dinner	6
6/27/2013	7:00 AM	8:00 AM	Package Breakfast	6
6/27/2013	8:00 AM	5:00 PM	General Session	15
6/27/2013	12:00 PM	1:00 PM	Package Lunch	15
6/27/2013	6:00 PM	10:00 PM	On Own Dinner	15
6/28/2013	7:00 AM	8:00 AM	Package Breakfast	15

**PACKAGES AND SERVICES COMMITMENT**

When you contract for a block of packages and/or rooms and meeting facilities and for food and beverage services, those packages, room nights, facilities and services are removed from our inventory and considered sold to you, and Lansdowne Resort's makes financial plans based upon the revenues it expects to achieve from your full performance of the contract. It is impossible for Lansdowne Resort to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted packages, room nights, services or facilities if you do not use them, either as the result of a cancellation of your meeting or as the result of less than contracted package or room block usage or less than contracted usage of food and beverage functions ("attrition"). In most instances, when groups do not use their contracted packages and/or room nights or services, Lansdowne Resort is unable to resell those packages and/or room nights or services and even when packages and/or room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized Lansdowne Resort at another time, are not resold to groups that have the same needs as the original group, etc. Even when packages and/or rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling Lansdowne Resort's packages, rooms and facilities at other times. While your room block has been held out of our inventory, we may have turned away more lucrative groups in order to meet our commitment to you.

For all these reasons and others, we agree that in the event of cancellation or attrition, the following charges, which represent a reasonable effort on behalf of the resort to establish its loss prospectively, shall be due as liquidated damages. Because Lansdowne Resort reasonably expects to derive revenue from your meeting above and beyond that revenue derived from the provision of packages, room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your meeting, the amounts due as and for liquidated damages are intended to compensate Lansdowne Resort for all of its losses associated with cancellation and/or attrition.

**ANTICIPATED REVENUE FIGURE**

Based on the provisions of this contract, Lansdowne Resort anticipates that your meeting will generate \$5,439.00 in revenue from the provision of Meeting Packages. This figure shall be referred to herein as the "Anticipated Revenue Figure." All revenue figures are net and not inclusive of taxes, or commissions.

**CANCELLATION**

In the event of a group cancellation or date change occurring 0 to 90 days prior to arrival, liquidated damages in the amount of ninety percent of the "Anticipated Revenue Figure" will be due, plus applicable taxes.

Liquidated damages resulting from cancellation shall be due and payable at the time of cancellation.

**FORCE MAJEURE**

No damages shall be due for a failure of performance occurring due to Acts of God, war, terrorist act, riots, disaster, or strikes, any one of which make performance impossible.

**SITE SERVICES**

A fully staffed Destination Management Department is available to coordinate your Ground Transportation, Tours, Theme Parties, Entertainment, Off-site Activities, Spouse Programs, Hospitality Staff, and any other Destination Management Services you may require at an additional charge. Group agrees that the Resort's Destination Management Department will be permitted to bid on any such aspects of your program.

**BILLING PROCEDURES AND DEPOSIT SCHEDULE**

Please complete the enclosed direct bill application and return it to our Accounting Department within 30 days so that we may attempt to approve credit for your meeting. In the event that credit is not requested or is not approved, pre-payment of your total estimated Master Account will be due prior to your arrival, in accordance with a schedule to be determined by Lansdowne Resort at its sole discretion. Under such circumstances, failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by the group and the group shall be liable for amounts as described in the cancellation provisions.

The following items shall be charged to the Master Account: package charges, sleeping rooms, tax, resort fees and taxes thereon, banquet food and beverage charges (if applicable), private dining charges (if applicable), attrition charges, meeting space rental charges (if applicable), cancellation charges, and any other charges billed to the Master Account at the request of the authorized representative of the group, as designated by the group in advance of the commencement of the meeting. Moreover, all third party charges for services and/or supplies, not directly supplied by the Lansdowne Resort, will be billed to the Master Account whether they have been arranged for by Lansdowne Resort or directly by the Group. Group further agrees that all charges associated with use of the grounds, function space, facilities and services of Lansdowne Resort by its vendors shall be posted to the Master Account.

A final bill, containing receipts and other back-up information, will be mailed to the Group within 7 business days of the Group's departure. Master account charges may be paid in the form of cash, check or bank transfer. All master account charges not paid within 30 days of the billing date will bear interest at the lower of the rate of 1.5% per month, compounded monthly, if permissible by law, or the highest rate permissible by law. Should Lansdowne Resort, in its sole discretion, deem collection action necessary in regard to outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the master account.

Individual guest accounts are payable at check-out by cash or credit card.

The deposits and payments outlined in the table below are due as indicated. The deposits and payments will be applied to your master account in the form of credits.

DATE	DESCRIPTION OF CHARGES	AMOUNT
8/19/13	Non-Refundable Advance Deposit DUE June 24, 2013 (13)  Fairfax County Public Schools June 26, 2013 - June 28, 2013	\$3,320.00

Deposit amount due to Lansdowne Resort

\$3,320.00

Please make your deposit payments by check payable to LANSDOWNE RESORT, ATTN: Miranda Hiam, 44050 Woodridge Parkway, Lansdowne, VA 20176. Federal Tax ID Number: 582671994

**AUDIO-VISUAL EQUIPMENT**

Your Conference Plan includes standard audio-visual equipment and supplies as outlined in our attached list of audio-visual services. Additional audio-visual equipment and services are charged accordingly. The use of any outside vendor or Production Company requires advance written approval by the Lansdowne Resort. Charges incurred by an outside vendor or production company are the responsibility of the Group. If an outside vendor is approved by Lansdowne Resort, an outside production fee of \$1,500.00 per day will be assessed to cover facility overhead and ancillary expenses.

**SHIPPING AND RECEIVING**

Due to limitations in secured storage space, the Lansdowne Resort will only accept packages as follows:

- § Boxes/packages may be sent for arrival a maximum of 48 hours prior to group arrival and will be marked with the responsible party's name, group name, plus "Hold for Arrival Date of June 26, 2013.
- § There will be a handling charge as follows:  
All Boxes: \$10.00 per box  
Pallets: \$125.00 per pallet  
For other sized amounts, please consult your Conference Services Manager for pricing.

Charges will be placed on master account unless otherwise directed. Additional labor charges may be incurred depending on the size of the shipment, at the discretion of Lansdowne Resort. Lansdowne Resort will not be responsible for any damages or loss to any packages or boxes.

**OUTSIDE CONTRACTORS**

Lansdowne Resort offers all services necessary for a successful meeting. However, if Group finds it necessary to

use outside services, any companies, firms, agencies, individuals and groups hired by or on behalf of Group shall be subject to prior approval of the Resort. Upon prior reasonable notice to Lansdowne Resort from Group, Lansdowne Resort shall cooperate with such contractors and provide them with facilities at the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the Lansdowne Resort premises by other guests and members of the Lansdowne Resort. Group's contracts with its contractors will all specify that contractor and the group will indemnify and hold Lansdowne Resort harmless from any and all damages or liabilities which may arise by such Contractors or through their use, and group shall ensure that any subcontractor it retains to perform work at the property shall maintain the same insurance required of the group, as specified below.

#### **INSURANCE AND INDEMNIFICATION**

Lansdowne Resort and Fairfax County Public Schools each agree to carry and maintain and provide evidence of liability and other insurance in commercially reasonable amounts sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this contract. Group's insurance policy shall Destination Leesburg Management, Inc. as additional insureds. Damage to the Lansdowne Resort premises by the Group or appointed contractors will be the Group's responsibility. Group will accept full responsibility for any damages resulting from any action or omission of their individual attendees in conjunction with organized group activities. Lansdowne Resort is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into Lansdowne Resort, or for vehicles belonging to you or your attendees, and/or for the loss of equipment, exhibits or other materials left in meeting rooms.

Lansdowne Resort reserves the right to approve all outside contractors hired for use by the Group in Lansdowne Resort, and may have a list of approved contractors and vendors. Lansdowne Resort must be notified in advance of any proposed vendor. Lansdowne Resort reserves the right to advance approval of all specifications, including electrical requirements, from all outside contractors, and to charge a fee for outside services brought into Lansdowne Resort. The Group and/or outside contractors must provide proof of worker's compensation insurance for employees who will work on Lansdowne Resort premises and proof of adequate general liability coverage for the Group and/or outside contractors' activities while on Lansdowne Resort's premises, and must comply with all other similar requirements Lansdowne Resort deems appropriate, in its sole discretion, regarding use of function space, facilities and use of Lansdowne Resort services.

Lansdowne 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 attorney's fees (collectively "Claims") arising out of or caused by the Lansdowne Resort's negligence in connection with the provision of services or the use of Lansdowne Resort facilities, except to the extent and percentage attributable to the Groups' or its members', agents', employees', or Exhibitors' negligence. Lansdowne 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, Destination Leesburg Management, Inc. and their 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 attorney's 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 Lansdowne 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.

#### **LANSDOWNE RESORT POLICIES**

Logo: The Group shall not use the name, trademark or logo or any other proprietary designation of the resort in any advertising or promotional material without the prior written permission of Lansdowne Resort. Group shall comply with the terms and conditions required by Lansdowne Resort for such use.

Utilities: All electrical services and utilities, including phone and riggings, must be contracted for through the Lansdowne Resort's Convention Services Department.

Signage: Signs and banners are not allowed in the resort's public areas. In regard to the group's meeting space, all signs must be professionally printed and their placement and posting be pre-approved by the Convention Services Department. Nothing shall be posted, nailed, screwed or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited.

Food Policy: No food and/or beverage of any kind will be permitted to be brought into the hotel, or any suite used as a hospitality suite, by the group or any of the group's guests. All food and beverage items served in public meeting rooms must be supplied and prepared by Lansdowne Resort. Though the group's obligation for package and/or food and beverage revenue is set forth herein, menu selections, room requirements, and all other arrangements must be received at least thirty (30) days prior to the meeting, and we require the guaranteed number of persons to be served

at each food function 72 hours prior to the date of the function. If we do not receive a final count for the Group within this timetable, the Group will be charged for the maximum number of people originally scheduled to attend the function.

Transportation: The Resort provides service to and from Dulles International Airport at a charge of \$30.00 per person, each way. Pickup schedules are based on manifest lists or individual arrangements. Reservations are required. Other transportation is available upon request.

Deliveries to Rooms: There will be a handling charge of \$3.00 per small box, basket, bag or other item to each room.

Dress Code: The dress code at Lansdowne Resort is consistent with our outstanding conference environment. We request your participants follow our guidelines of business casual attire in our facility.

Outdoor Events: Music is strictly prohibited at outdoor events without written approval from Lansdowne Resort.

Entertainment: Lansdowne Resort must approve of any entertainment to be brought into the property.

**AUTHORITY**

The persons signing the agreement on behalf of Lansdowne Resort and Fairfax County Public Schools each warrant that they are authorized to make agreements and to bind their principals to this agreement. The person signing on behalf of the government personally represents that he or she is the contracting officer for the government, authorized to enter into contracts on behalf of the government and to bind the government.

**MISCELLANEOUS PROVISIONS**

This contract is the entire agreement between the parties, superseding all prior proposals both oral and written, negotiations, representations, commitments and other communications between the parties, and may only be supplemented or changed in writing, signed by a representative of the group and the Resort's General Manager. No representative of the Resort has been or is authorized to make any representation which varies from the express terms of this contract, though this contract may be supplemented or amended in writing. Group may not assign any benefits arising under or associated in any way with this contract without prior written consent of Resort. The parties hereby agree that any dispute, suit or proceeding arising out of or relating in any way to this contract (except for those involving patents, trademarks, trade dress, copyrights, trade secrets, false advertising, false representation, unfair competition and/or infringement of intellectual property rights) shall be resolved by a single arbitrator in binding arbitration before JAMS in Washington, D.C. pursuant to its rules, and that any such dispute will be governed by California law. The parties further agree that in any arbitration proceeding they will make disclosures and may conduct reasonable discovery as allowed by the Federal Rules of Civil Procedure, during an expedited period to be determined by the arbitrator. The parties further agree that any arbitration award will be enforceable in any state or federal court. The parties agree that they shall initially split equally the cost of all arbitration proceedings, though the prevailing party shall recover all arbitration costs from the non-prevailing party. In the event of arbitration or litigation arising from or associated with this contract, the parties agree that the prevailing party therein shall recover its attorneys' fees and costs incurred therein. No food and/or beverage of any kind will be permitted to be brought into the Resort, or any suite used as a hospitality suite, by the group or any of the group's attendees.

**ACCEPTANCE**

This contract shall be deemed accepted only after it has been signed by a representative of the group and thereafter signed by a representative of Lansdowne Resort. Acceptance may be made by facsimile transmission and this contract may be executed in one or more counterparts, each of which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

We look forward to working with you and to hosting a memorable meeting.

By Fairfax County Public Schools authorized representative:

*Mark Greenfelder* Date: 6/19/13  
Mark Greenfelder  
Principal

By the authorized representative of Lansdowne Resort

*Miranda Hiam* Date: 6/19/2013  
Miranda Hiam  
Executive Meeting Manager

*MHC*  
6/20/13      *JH*  
6/21/13



# Lansdowne Resort

Fairfax County Public Schools  
6100 Rolling Rd  
Springfield VA 22152  
United States

Room Number: 9219  
Arrival Date: 06-25-13  
Departure Date: 07-03-13  
Conf. No: 9908202  
Page No: 4 of 4  
Folio No: 186905  
Cashier No: 29

A/R Number :  
Group Code : FCPS0626  
Company Name : Fairfax County Public Schools

INVOICE

Thank You For Staying With Us

Date	Description	Charges	Credits
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(703) 729-8400 FAX (703) 729-4096  
44050 WOODRIDGE PARKWAY LANSDOWNE, VIRGINIA 20176  
[www.lansdowneresort.com](http://www.lansdowneresort.com)



Fairfax County Public Schools  
 6100 Rolling Rd  
 Springfield VA 22152  
 United States

07-01-13

03:54 PM Room No. : 9219  
 Arrival : 06-25-13  
 Departure : 07-05-13  
 Cashier : 29

Folio No :

Room	Name	Arrival	Departure	Room	Room Tax	F&B	Conf Svcs	Spa	Golf	Phone	Gift Shop	Trans.	Valet	Paid Out	Misc	Grand Total	Payments
346	Thorson, John	06-26-13	06-28-13	518.00	40.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	558.88	0.00
353	Greata, Kevin	06-27-13	06-28-13	259.00	20.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	279.44	0.00
446	Pope, Johnny	06-26-13	06-28-13	518.00	40.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	558.88	0.00
505	Seltar, Scott	06-27-13	06-28-13	259.00	20.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	279.44	0.00
522	Lenart, Erin	06-26-13	06-28-13	518.00	40.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	558.88	0.00
534	Taber, Suzanne	06-26-13	06-28-13	518.00	40.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	558.88	0.00
546	Knox, Jennifer	06-26-13	06-28-13	518.00	40.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	558.88	0.00
601	Greenfelder, Mark	06-26-13	06-28-13	1,118.00	100.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,218.88	0.00
808	Muir, Andrew	06-25-13	06-28-13	518.00	40.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	558.88	0.00
817	Braxton, Sherri	06-26-13	06-28-13	518.00	40.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	558.88	0.00
915	Brandt, Rebecca	06-26-13	06-28-13	518.00	40.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	558.88	0.00
				5,780.00	468.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,248.80	0.00

Total Rooms 11  
 Total Guests 11

Questions? Please call our accounting office at (703) 729-8400.  
 Payment is due upon receipt of invoice. All overdue accounts are subject to a 1% Finance Charge per month  
 Please indicate invoice number on check and enclose a copy of this invoice for proper processing.  
 Make checks payable to:  
 LANSDOWNE RESORT  
 ATTN: Accounts Receivable  
 Federal Tax ID Number: 58-2671994



# Lansdowne Resort

Fairfax County Public Schools  
 6100 Rolling Rd  
 Springfield VA 22152  
 United States

Room Number: 9219  
 Arrival Date: 06-25-13  
 Departure Date: 07-05-13  
 Conf. No: 9908202  
 Page No: 1 of 1  
 Folio No:  
 Cashier No: 991

A/R Number :  
 Group Code : FCPS0626  
 Company Name : Fairfax County Public Schools

INFORMATION INVOICE

Thank You For Staying With Us

Date	Description		Charges	Credits
06-27-13	Conference Services	Room# 9219 : CHECK# 8306	866.25	
		Total	866.25	0.00
		Balance	866.25	

(703) 729-8400 FAX (703) 729-4096  
 44050 WOODRIDGE PARKWAY LANSDOWNE, VIRGINIA 20176  
[www.lansdowneresort.com](http://www.lansdowneresort.com)

CONFERENCE SERVICES  
Lansdowne Resort  
(703) 729-8400

1301 C.S.

1

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CHK 8306 FAIRFAX COUNTY  
JUN27'13 2:51PM  
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S. TABER - MH  
1 MTG PLANNER  
DG @\$165 W/LNC  
5 DAY GUEST \$ 825.00  
Conf Services 825.00  
Tax 41.25  
Total Paid 866.25  
9219/Fairfax County  
Room Charge 866.25  
---1301 CLOSED JUN27 2:55PM---