

Motion Number 20110309

Name	Maker	Second	Aye	Nay	Abstain
Hanavan	X		X		
Bird			X		
Murphy		X	X		
Cunliffe			X		
Dimon			X		
Neumayer			X		
Phillips			X		

Title: Approval of 2013 Hotel Contract

Text of Motion:

That Pat Hanavan be authorized to sign the attached contract V4.0 with the DoubleTree Hotel in Seattle, dated 9 March 2011 on behalf of the Association for Reunion 2013.

Rationale or explanation:

Financial obligations greater than \$500 require Board approval.

Vote Result: Carried 12 March 2011

Doubletree Suites by Hilton - Seattle Airport/Southcenter
March 9, 2011

LETTER OF AGREEMENT

This agreement outlines the terms by which the Doubletree Guest Suites Seattle Airport/Southcenter will serve the **C-7A Caribou Association** for the dates of **October 9, 2013 – October 12, 2013**. We are very pleased that you have selected the Doubletree Suites By Hilton - Seattle Airport/Southcenter. When signed by representatives of both parties, this agreement will constitute a firm commitment, and its terms will be demonstrative of mutual assent on the part of both parties. Any proposed changes to this agreement must be made in writing, and signed by both parties.

Function: C-7A Caribou Association Reunion 2013
Arrival Date: Wednesday, October 9, 2013
Contact: Col. Pat Hanavan, USAF, Ret.
Address: 12402 Winding Branch
San Antonio, TX 78230-2770
Telephone: (h) 210-861-9353 or (c) 210-861-9353
Email: PatHanavan@aol.com

Official Dates: Wednesday, October 9, 2013 through Sunday, October 13, 2013
Anticipated Attendance: 250
Guest Room Block: 125 per night
Room Block Cutoff Date: Wednesday, September 18, 2013

Guest Suites Dates	Wed 10/09/13	Thu 10/10/13	Fri 10/11/13	Sat 10/12/13
Run of House	125	125	125	125

Guest Suites Rates	Single Rate	Double Rate	Triple Rate	Quad Rate
Run of House	\$99.00	\$99.00	\$109.00	\$119.00

The above rates are subject to applicable state and local occupancy taxes, currently at 12.4%.

RESERVATION PROCEDURES: We understand that your attendees will be making their own reservations directly with our reservations department. To do so, they may call the Hotel directly at (206) 575-8220, or by calling our Central Reservations system at 1-800-222-TREE. Be sure to advise your attendees to clearly identify your event/group (“C-7A Caribou Reunion”) when making their reservations so that they will qualify for the special group rate.

CUT-OFF DATE: Your cut-off date is **Wednesday, September 18, 2013**. Any units not reserved by this date will be released back to the reservations department for general sales. Any reservations received after will be accepted on a space available basis.

CHECK-IN/CHECK-OUT: The Hotel's check-in time is 3:00PM, and the check-out time is 12:00PM. Early check-in is based on a “space available” basis and will not be guaranteed. Individuals staying in their rooms beyond check-out time will be billed one (1) additional night's stay. Late check-out is provided based on availability, although some charges may apply. Arrangements can be made by contacting the front desk.

AIRPORT SHUTTLE AND GUEST PARKING: Complimentary Seatac Airport shuttle transportation is available seven days per week. Self parking is available for free with in and out privileges.

BAGGAGE HANDLING: Is available and optional. We recommend tipping your bellman \$3 per bag, each way.

MASTER BILL & PAYMENT: All charges for your function will be placed on a master bill at our front desk. On the afternoon of your final day, we will review the charges with Pat Hanavan or the Association's designated representative with check signing authority and settle the account. Payment will be by check(s) drawn on the account of the C-7A Caribou Association. The Association will provide the Hotel with evidence of financial viability (Balance Sheet for previous month, showing checking account and CD balances) at least four weeks prior to the Reunion. The Hotel will provide invoices for the various events (e.g., reception supplement, (optional) plated dinner, banquet).

BILLING ARRANGEMENTS: All guest room, tax and incidental charges will be the responsibility of each individual. Meeting related charges will be posted to the master account. Any room, tax and/or incidental charges posted to the Master Account may only be done by an authorized person and be submitted in writing to the Hotel. We accept cash, check or the following credit cards: American Express, Visa, MasterCard, Diners Club, Carte Blanche or Discover. Guests who wish to pay with cash or check will be asked for a credit card or a cash deposit at check-in to enable charge privileges within the Hotel and to assure payment at check-out.

Please provide name(s) of person(s) on site, authorized to sign to the Master Account.

To be provided to the Hotel by the Association not later than 60 days prior to the Reunion.

PUBLIC SPACE/MEETING SPACE: Please find below a listing of all public space that has been requested during your group's stay. Please review this carefully since we cannot guarantee the availability of function/meeting space not outlined here. Should you foresee any changes in this, please notify us immediately.

Date	Start Time	End Time	Function	Room	Setup	Agr
10/09/2013	8:00 AM	11:59 PM	Registration	Conf Suite 1202	Boardroom Table	1
10/09/2013	8:00 AM	11:59 PM	Hospitality	Dallas/Phoenix	Special Setup Instructions	250
10/09/2013	7:00 PM	9:00 PM	Reception	Dallas/Phoenix	Existing	200+
10/10/2013	1:00 AM	11:59 PM	Hospitality	Dallas/Phoenix	Special Setup Instructions	250
10/11/2013	1:00 AM	11:59 PM	Hospitality	Dallas/Phoenix	Special Setup Instructions	250
10/12/2013	1:00 AM	11:59 PM	Hospitality	Dallas/Phoenix	Special Setup Instructions	250
10/12/2013	10:30 AM	12:00 PM	Meeting	Dallas/Phoenix	Existing	
10/12/2013	7:00 PM	11:00 PM	Dinner	Dallas/Phoenix	Existing	250
10/13/2013	1:00 AM	12:00 PM	Hospitality	Dallas/Phoenix	Special Setup Instructions	250
10/09/2013	8:00 AM	11:59 PM	Memorabilia	Rainier	Special Setup Instructions	6
10/10/2013	1:00 AM	11:59 PM	Memorabilia	Rainier	Special Setup Instructions	6
10/11/2013	1:00 AM	11:59 PM	Memorabilia	Rainier	Special Setup Instructions	6
10/12/2013	1:00 AM	11:59 PM	Memorabilia	Rainier	Special Setup Instructions	6
10/13/2013	1:00 AM	12:00 PM	Memorabilia	Rainier	Special Setup Instructions	6

The Hotel reserves the right to reassign function/meeting space to best accommodate the size/needs of each meeting.

MEETING ROOMS:

- Registration area to be set up in the Hospitality Room. Electricity, a phone with an extension number, and internet access are available in the Hospitality Room. There will be no charge for local calls from the Registration Suite. High speed internet access will also be provided complimentary in this room. A published number (the hotels phone number) and an extension will be provided to give to conference attendees, and will have the capability to setup a voicemail message.
- Memorabilia Room: Items can be hung from ceiling and on walls using painter's tape.
- The Hospitality room will be setup in rounds of 10, with tablecloths. Eight additional rectangular tables will be setup in the room. The Hospitality Room size will be 4,000 square feet.
- Your designated Catering Manager will work with you on all of your A/V needs and room setup.
- These rooms will be locked and accessible by the Association during event.

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- The Association is allowed to bring their own snacks and beverages into their Hospitality room (War Room).
 - Placards and banners being placed and hung in the hotel will be organized through your designated Catering Manager.

BANQUET ROOM:

- The Group's meeting and dinner on 10/12 will be held in the group's Hospitality Room (War Room) using the existing room setup. The two sections of the ballroom (4,000 square feet) will accommodate up to 300 diners using Banquet Tables with rounds of 10 people each table. All food and beverages will be ordered with your Dedicated Catering Manager using Banquet Event Order forms.
- Wine options and prices will be provided to the group's event coordinator for them to select from for the banquet on 12 September. The hotel will use outside suppliers (such as Costco) to get competitive prices for wine, and will provide this wine to the group in their Hospitality Suite only, with a negotiated profit markup plus taxes and service charges.
- The room will be setup with a podium, microphone, amplified speaker, and capability of connecting to a standard CD player. There will be additional costs for A/V equipment and setup, taxes and service charges. See our A/V Presentation services pricing list. Your Catering Manager will work with you to provide information on services and prices.
- We will have an American Flag mounted in a stand that is 98" in height with an additional 8" Eagle on top, left of the podium.

HOTEL GUEST SUITE RESERVATIONS:

- \$8.95 plus tax Discounted Breakfast coupons will be placed in each guest's key packet upon checking in, for our Full, Hot, Buffet Breakfast in our Northwest Landing Restaurant, a \$15.95 value.
- One Free room for every 50 rooms paid per night will be offered to group. Credit can either be placed on the master account, or we can credit a specific room or multiple room accounts.
- The hotel will provide a three digit booking code and booking instructions so that individuals can easily call or go online to book their reservations, approximately 11 months prior to the reunion start date.
- We are a 97% Non-Smoking Facility (No smoking inside hotel with the exception of a few designated guest rooms on an upper floor). There are smoking areas outside of the hotel.
- The reunion room rate is \$99 plus 12.4% tax for a total of \$111.28/night for single and/or double occupancy. There are no other fees such as resort or maid fees; just room and tax, and any incidental charges the guests may incur to their own rooms for room service, movie rentals, etc.
- The room block will be guaranteed until the cut off date, 3 weeks prior to arrival, with no attrition charges, however, if the room block is not filling up, the hotel reserves the right to reduce the number in the block, but would not do so without discussing with the customer first and put into writing to the customer.
- We will allow rooms to be booked at the group rate, based on availability, up to 3 days before and 3 days after the group's blocked dates.
- The group's attendees can book rooms after the cut off date, based on availability, at the rack rate plus tax.
- If in the rare case a customer is walked, the hotel will pay the difference in room cost (if higher) and will provide transportation to/from the other hotel in our shuttle van back and forth to our hotel, and the cost of a phone call to the traveler's contact person.

MEETING ROOM RENTAL: Meeting room rental fees of \$1,400 **WILL BE WAIVED** with a minimum of 90 rooms used per night for four nights, and a minimum of \$1,400 spent on hosted, catered food and beverages, not including taxes of 10% and service charges of 20%. If the minimums are not met, the difference will be charged as meeting room rental instead. Please, finalize all menu selections and meeting room set-up two (2) weeks prior to the event. All meal guarantees must be confirmed within three (3) business days of the event, or the Hotel reserves the right to utilize the original meal counts.

SHIPPING AND RECEIVING: We will store up to 7 boxes (24"x24"x24" or similar size) for the Association up to 5 days prior to the group's arrival at no additional cost to the group. Additional boxes and materials shipped to the hotel

cannot arrive more than three (3) days prior to your function date. If they are received prior to that there will be a storage charge of no more than \$10.00 per box, per day.

AUDIO VISUAL: Our on-site audio visual rental and services are available through Audio Visual Factory. Adequate advance notice is required to fulfill special requests. Please contact the Convention Services Manager for arrangements.

CANCELLATION: It is agreed that under no circumstances will the group cancel the event for the sole purpose of holding the same event at another facility. We will reserve your contracted guest rooms and function/meeting space, according to the schedule of events, to the exclusion of other business opportunities and space is considered definite. If the Hotel is advised that this definite commitment is cancelled, liquidated damages will be charged. The amount will be based upon the percentage of estimated revenue, (plus applicable taxes) as indicated below. (The percentage will be applied to the estimated room revenue for the peak night of the room block.) Cancellations must be in written form to the Hotel, and received prior to above dates to avoid penalties. Cancellation penalties will not apply if the city or hotel is affected by acts of terrorism, "acts of God", fire damaging hotel, hotel bankruptcy, renovations affecting groups' guest rooms or meeting rooms, severely inclement weather causing shut down of roads and/or airports (not standard "bad" weather), epidemics affecting hotel or hotel city, or any other local, state, or national exigency that prevents Association members from being able to travel to the hotel.

Notification of Cancellation	% of Estimated Prior to Arrival
Upon signing contract to 180 days prior to arrival	10%
179 days prior to 120 days prior	25%
119 days prior to 90 days prior	50%
89 days prior to 60 days prior	75%
59 days or less prior to arrival date	100%

INDEMNIFICATION AND HOLD HARMLESS: The Doubletree Suites by Hilton Seattle Airport/Southcenter is not responsible for damage or loss of personal property or equipment left in any meeting or banquet room prior to, during or after a function. The Hotel reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly.

CONCLUSION: This contract and any attachments constitute the entire contract between the Parties with respect to the subject matter hereof and shall supersede all previous proposals both oral and written, negotiations, representations, commitments and other communications between parties. This contract may not be released, discharged, changed or modified except in writing and signed by duly authorized representatives of both Parties. When signed by representatives of both Parties, this Letter of Agreement will constitute a binding contract between **C-7A Caribou Association** and the Hotel. We look forward to being of service to the **C-7A Caribou Association**. Please return the duplicate signed copy to our office by **March 28, 2011**. If there is anything else I can do, please do not hesitate to contact me.

Pat Hanavan
C-7A Caribou Association

Diane Witt, Sales Manager
DoubleTree Suites by Hilton/Southcenter

Date: _____

Date: _____

TH:DOSM_____