

## Motion Number 20100517

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

**Title:** Hotel Deposit for 2011 Reunion

**Text of Motion:**

I move that the Treasurer send a \$1000 check to the  
Radisson Hotel and Suites  
1241 W. Mockingbird Lane  
Dallas, TX 75247

Attn: Yodvadee Hodak  
214-640-9219

Signed contract is attached.

**Rationale or explanation:**

Magnitude of expenditure requires Board approval.

**Vote Result:** Carried 18 May 2010



HOTEL & SUITES  
DALLAS LOVE FIELD

1241 W. Mockingbird Lane, Dallas, TX 75247  
Phone (214) 630-7000~Fax (214) 640-9244

May 5, 2010

Pat Hanavan  
2011 Reunion Planner  
The C-7A Caribou Association  
12402 Winding Branch  
San Antonio, TX 8230-2770  
Phone: 210-479-0226

Dear Mr. Hanavan,

Thank you for selecting the Radisson Hotel & Suites Dallas Love Field to host your event. On behalf of the entire staff, we look forward to working with you and welcoming your guests.

The following information shall constitute our agreement and is submitted for your review and approval. Upon reviewing your program as outlined, please advise us of any additions or revisions.

Function Information - The C-7A Caribou Association

Date	Start Time	End Time	Function	Room	Setup	Agf
9/21/2011	3:00 PM 6:00 PM	12:00 AM 8:00 PM	24 Hold on Room Welcome reception	Champagne A/B/C	Rounds of 10	250
9/22/2011	12:00 AM	11:59 PM	24 Hold on Room	Champagne A/B/C	Rounds of 10	250
9/23/2011	12:00 AM	11:59 PM	24 Hold on Room	Champagne A/B/C	Rounds of 10	250
9/24/2011	12:00 AM 7:00 PM	11:59 PM 11:59 PM	24 Hold on Room Evening Banquet	Champagne A/B/C	Rounds of 10	250
9/24/2011	9:30 AM	11:00 AM	Business Meeting	Coral 1&2	Theater	180
9/25/2011	12:00 AM	Noon	24 Hold on Room	Champagne A/B/C	Rounds of 10	250

Saturday morning women group will have cooking class with chef, fee will apply for food cost

Meeting rooms are subject to change without prior notice. Please do not print room name on any materials.

**Taxes and Service Charges:**

A 20% taxable service charge and local taxes (currently 8.25%) will be added to all food, audiovisual and non-alcoholic beverage charges. Alcoholic beverages are subject to a 20% service charge. Labor and other miscellaneous charges are subject to state and local taxes.

**Guest Room Accommodation:**

	9/21/2011	9/22/2011	9/23/2011	9/24/2011	9/25/2011
Run of House	130	150	150	150	130

The figures in the table above are the number of rooms in the block allocated to the C-7A Caribou Association.

Room	Single Rate	Double Rate
Run of House	\$95.00	\$95.00

Rates apply from 9/19/2011 through 9/27/2011.

**Guest Room : \$ 95.00 plus applicable taxes**  
**Upgrade to a Suite for additional \$30.00**

Individuals wishing to make reservations may do so by calling our Reservations Department. Please ask your attendees to request the group rate for the The C-7A Caribou Association.  
Reservations must be made by **Wednesday, 8/31, 2011.**

**Cancellation Policy:**

Each guest needing to cancel a guest room reservation MUST call the hotel by 6:00 PM (CST) the day of arrival at 214-630-7000 and speak directly with a front desk agent. Should the guest fail to do so, his/her complete reservation will be cancelled and the Master bill will be charged one night room and tax (if applicable).

**Guest rooms and applicable taxes will be paid by:**

Individuals will pay for room, tax, and incidentals with a personal credit card.

**Reservation Cut-Off Date Wednesday, 8/31, 2011:**

Reservations will be made by the Hotel, under the group block rate, until Wednesday, 8/31, 2011. After that time, all rooms that remain in your block revert back to Radisson Dallas Love Field for general sale, but members of the group may still reserve rooms at your confirmed group rate after the cut-off date, based upon availability only.

**Check – In/Check-Out Times:**

Check-in time is 3:00 pm or later. Anyone arriving prior to 3:00pm will be accommodated as soon as possible but should be advised that there might be a delay in room assignments.

Checkout time is 12:00 pm. Arrangements can be made for baggage storage beyond 12:00 pm with our front desk staff.

**Cancellation Policy for Catering Event:**

If this agreement is canceled by the client, a cancellation charge will be applied as follows. This charge shall be paid as liquidated damages and not as a penalty.

180 days or more prior to beginning day of event	Waive Deposit
90 – 150 days prior to beginning day of event	50% of your Deposit
30 - 60 days prior to beginning day of event	75% of your Deposit
Less than 30 days prior to beginning day of event	100% of your Deposit

**Payment Options:**

Send a deposit of **\$1,000.00** within 10 days after both parties have signed this contract.

**Tax Exemptions**

Radisson Hotel & Suites Dallas Love Field will charge any and all taxes should your group not supply the hotel with the specific form(s) for each claimed tax exemption. By law, the group is responsible for supplying the correct forms to hotel before the event start date before said taxes are removed from your bill.

**Banquet Event Orders, Menus and Meal/Set-up Guarantees:**

Your event details such as set up and menus must be communicated by client to your Catering Manager at least 14 days prior to your event. Next, your Catering Manager will create Banquet Events Orders for your approval at least 5 days prior to your event. After reviewing the Banquet Event Order(s) and Banquet Policies, please return them signed. Any changes may be noted directly on the Banquet Event Order(s) prior to returning, but must be initialed by both the group representative and the hotel representative.

Number of guests must be received by 12:00pm, three business days prior to the function(s). The hotel will set for 5% over the specified number. **Please note it is the client's responsibility to contact the catering office and provide the number of guests.**

**Function Space:**

Function space is assigned based on the size and set up requirements of your group at the time of booking. Changes in the size and/or set up will be accommodated based on the availability of space. Please note room assignments may be subject to change without prior notification.

**Banquet Checks:**

All itemized food and beverage Banquet Checks must be reviewed and signed at the conclusion of your function. Any discrepancies or concerns over the checks can be discussed and resolved with your Catering Manager and/or with the Banquet Manager on the day of the function. If the client is not available, or chooses not to sign, he or she accepts the billing from The Radisson Dallas Love Field.

**Audio Visual:**

Please ask your Catering Manager about our in-house AV services available at an additional cost. Our clients are not penalized for hiring an external AV company.

**Food and Beverage:**

The C-7A Caribou Association is permitted to bring food and/or beverages into their Hospitality Room (the "War Room") from outside sources.

**In House Equipment:**

Hotel will provide, at no charge, a reasonable amount of meeting equipment, i.e., chairs, tables, etc. These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate client's needs. If such is the case, Hotel will present two (2) alternatives; the rental cost for additional equipment, or to change the extraordinary set up to a more normal format, avoiding the additional cost.

**Damage Clause:** In the event that damage to any Hotel property occurs as result of any guest related to Group, Group assumes all liability and expense and agrees that, in addition to any other rights as against such guest or others, Hotel may charge Group's Master Account or directly bill Group for all such damages. Group shall indemnify, defend and hold harmless Hotel and its officers, directors, partners, affiliates, members and employees from and against all demands, claims, damages to persons and/or property, losses and liabilities, including reasonable attorney fees (collectively "Claims") arising out of or cause by Group's negligence or intentional misconduct. Group does not waive, by reason of this paragraph, any defense that it may have with respect to such Claims

**Groups Property:**

Group agrees Hotel will not be responsible for the safe-keeping of equipment, supplies, written material or other valuable items left in the function rooms, guest rooms or anywhere on Hotel property other than the Hotel safe. State laws will govern Hotel's liability for items stolen in guestrooms or items kept in the Hotel's safe. Group is responsible for securing any such aforementioned items and hereby assumes responsibility for loss thereof. This includes any merchandise, boxes or articles left in the hotel prior to, during, or following client's function, shipping and/or handling.

**Insurance:** Property of Group is sole responsibility of the Group and/or its owner. Group agrees that it has procured sufficient insurance to cover the loss of such property and waives any claims under Hotel's insurance policy for the loss of Group's property or the property of any of its attendees or invitees.

**Force Majeure:** The performance of this Agreement is subject to any circumstances making it illegal or impossible to provide or use Hotel facilities, including Acts of God, war, government regulations, disaster, strikes, civil disorder or curtailment of transportation facilities. This Agreement may be terminated for any one of the above reasons by written notice from hotel.

**Dispute Resolution:** Hotel and Group agree to use its best efforts to resolve any disputes under this Agreement through informal means. In the unlikely event that formal action must be taken, this Agreement will be interpreted in accordance with the laws of the State in which the hotel is situated. The prevailing party to any litigation shall be entitled to recover, in addition to damages, all legal costs and reasonable attorney fees as fixed by the Court, both at the trial and appellate levels, and in any bankruptcy case and post judgment proceedings.

**Decorations, Etc:**

We will be pleased to help with floral, decoration and entertainment needs. Should you decide to contract these services yourself, we do not require that you use our preferred vendors. If you select a vendor not on the list or you, as the client, will do the decorating, we do need to have that the person in charge of decorating for client contact the hotel for our guidelines on delivery, tear down, dock usage and clean up. Should you or your vendor leave without cleaning up properly, the client (you) will be responsible for any additional labor charges to restore that room to its prior condition. Group shall not display signs in

Hotel. Group may use the name/logo of the Hotel to inform attendees via newsletter, website, etc. of the reunion headquarters, its location, and how to make reservations. It is further agreed that no sign, banner or display shall be affixed to any part of Hotel. Any damages caused to the walls, fixtures or carpet will be billed to Group. Among other items, AT NO TIME ARE NAILS, FOG MACHINE OR CONFETTI ALLOWED. THANK YOU FOR YOUR COOPERATION.

The Hotel Engineering Department will be happy to assist with hanging banners inside the meeting rooms. Twenty-four hour notice is requested.

**Electrical:**

Special electrical requirements (i.e. computers, lighting, entertainment, displays, etc.) must be submitted to the Catering Department at the time space is secured to verify availability and applicable charges.

Special electrical requirements should be submitted to the Catering Department at the time space is secured to verify availability, and applicable charges. There will be a one-time \$5.00 charge for each extension cord or power strip requested.

**Entire Agreement:** This agreement and any Exhibits hereto constitute the entire agreement between the parties and supersede any previous communications, representatives or agreements, whether written or oral. Any changes to this Agreement must be made in writing and signed by authorized representative of each party. The persons signing this Agreement each warrants that they are authorized to bind the party for which they are signing. Any provision of this Agreement that is deemed unenforceable shall be ineffective to the extent of such unenforceability without invalidating or rendering the remainder of the Agreement invalid. Each party shall execute such other and further documents as may be necessary to carry out the intention as well as to comply with the provisions of this Agreement.

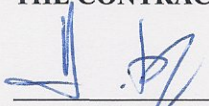
**Confirmation:**

In order to make these arrangements definite, please sign and return the Agreement and your method of payment or deposit to my attention by **Monday, May 15, 2010.**

If the agreement and the method of payment are not returned by the above date, all guest rooms and space will be released. This also applies to paying the full balance of the event. See "Payment Options" section for details.

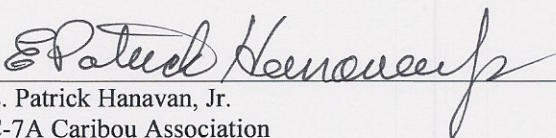
Once again, we sincerely appreciate your choosing our hotel. If you have any other questions, please do not hesitate to contact me.

**CONTRACT SIGNATURE DESIGNATES APPROVAL OF AGREEMENT AND POLICIES ON ALL PAGES OF THE CONTRACT.**



Yodvadee Hudak, Director of Sales & Marketing,  
Radisson Dallas Love Field  
214-640-9219  
dos@rdlhotel.com

Date: 5/4/10



E. Patrick Hanavan, Jr.  
C-7A Caribou Association  
12402 Winding Branch  
San Antonio, TX 78230-2770  
210-479-0226  
pathanavan@aol.com

Date: 5/4/10