



# SALES AND CATERING AGREEMENT

Thursday, March 14, 2019

<b>Name:</b>	Mark McDonald	<b>Hotel Name:</b>	DoubleTree by Hilton Modesto
<b>Title:</b>	District Secretary, Executive Director	<b>Sales Manager:</b>	Donna Scott
<b>Company Name:</b>	CA/NV/HI Kiwanis International	<b>Phone:</b>	209-525-3032
<b>Address:</b>	8360 Red Oak Street, Suite 201	<b>Fax:</b>	209-525-3048
<b>City, State, Zip:</b>	Rancho Cucamonga, CA 91730	<b>Name of Event:</b>	CA/NV/HI Kiwanis International
<b>Phone:</b>	909-736-1703	<b>Event Dates:</b>	Saturday, February 15, 2020 - Tuesday, February 25, 2020
<b>E-Mail:</b>	mark@cnhkiwanis.org	<b>E-Mail:</b>	donna.scott@hilton.com
<b>Fax:</b>		<b>Cut off Date:</b>	2020-01-25

We are pleased to offer the following accommodations and function space based on your present needs. Please review the detailed information outlined within to assure that this accurately reflects your requirements.

## February 2020

	Wed 02/19/2020	Thu 02/20/2020	Fri 02/21/2020	Sat 02/22
Standard DBL Queen	0	5	60	40
Corner King with Garden Shower	3	3	3	3
Parlor Suites	0	2	2	2
Staff Rooms	0	5	5	5

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
Standard DBL Queen	\$141.00	\$141.00	154.00	169.00
Corner King with Garden Shower	\$141.00	\$141.00	154.00	169.00
Staff Rooms	\$119.00	\$119.00	134.00	149.00

CONSESSIONS: ( Based on guest rooms actualize at 80% )

- Discounted parking at \$6 per night
- 1 per 50 Comp
- 1 Complimentary Parlor Suite
- 1 Parlor Suite at Group Rate
- ( 3 ) Complimentary Upgrades to Corner King Suites at Group Rate
- ( 5 ) Discounted Staff rooms
- Meeting Room Rental Waived

**TOTAL ROOM BLOCK RESERVED: 137**

Sleeping rooms are not reserved until the signed contract has been returned to the hotel. Room rates are quoted exclusive of local taxes and fees and assessments, currently 9.41% and \$0.35 downtown improvement fee.

If guests choose to park at the Ninth Street Garage, a parking fee will be added to the guest's folio.

**Personalized Group Web Page:** Create a Web page with a unique Web address for your group and include information your guests need to know, such as dates, rates, room types, directions and event personal touches like a note or photos. From this Web page, your guests will be just one click away from booking a room in your group block. Think of it as a one-stop, central site for your attendees, helping to make your event a success. Please visit [www.hilton.com/GroupPage](http://www.hilton.com/GroupPage) for more information.



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## FUNCTION SPACE AND FOOD AND BEVERAGE

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
2/19/2020	12:01 AM	12:00 AM	Storage	EMC C		6	Waived
2/19/2020	12:01 AM	12:00 AM	Office	EMC B	Existing	4	Waived
2/20/2020	12:01 AM	12:00 AM	Storage	EMC C		6	Waived
2/20/2020	12:01 AM	12:00 AM	Office	EMC B	Existing	4	Waived
2/20/2020	1:00 PM	8:00 PM	Breakout	Skyline Room - 11th Floor	Conference	30	Waived
2/21/2020	12:01 AM	12:00 AM	Storage	EMC C		6	Waived
2/21/2020	12:01 AM	12:00 AM	Office	EMC B	Existing	4	Waived
2/21/2020	8:00 AM	6:00 PM	Breakout	Pistache Room		28	Waived
2/21/2020	6:00 PM	10:00 PM	General Session	Tuolumne River Room	Rounds of 10	450	Waived
2/22/2020	12:01 AM	12:00 AM	Office	EMC B	Existing	4	Waived
2/22/2020	12:01 AM	12:00 AM	Storage	EMC C		6	Waived
2/22/2020	6:00 AM	4:00 PM	Exhibits	Stanislaus River Room	Ex 8' Table	25	Waived
2/22/2020	7:00 AM	8:00 AM	Breakfast	Skyline Room - 11th Floor	Rounds of 10	40	Waived
2/22/2020	7:00 AM	5:00 PM	Registration	Grand Lobby	Registration		Waived
2/22/2020	8:00 AM	9:30 AM	General Session	Tuolumne River Room	Rounds of 10	450	Waived
2/22/2020	9:30 AM	4:00 PM	Breakout	Arbor Theatre	Theatre	100	Waived
2/22/2020	9:30 AM	4:00 PM	Breakout	Napa	Theatre	100	Waived
2/22/2020	9:30 AM	4:00 PM	Breakout	Pistache Room	Theatre	50	Waived
2/22/2020	9:30 AM	4:00 PM	Breakout	Ginkgo Room	Theatre	100	Waived
2/22/2020	12:00 PM	1:30 PM	Lunch	Tuolumne River Room	Rounds of 10	450	Waived
2/22/2020	6:00 PM	7:00 PM	Reception	Arbor Theatre	Reception	75	Waived
2/22/2020	7:00 PM	10:00 PM	Dinner	Arbor Theatre	Rounds of 10	125	Waived
2/23/2020	12:01 AM	12:00 AM	Storage	EMC C		6	Waived
2/23/2020	12:01 AM	12:00 AM	Office	EMC B	Existing	4	Waived
2/23/2020	7:00 AM	12:00 PM	Breakout	Skyline Room - 11th Floor	Conference	30	Waived

Meeting Room Rental Waived based on guest rooms paid for:

110 guest rooms to 99=	Waived
98- 87=	\$2413
86- 75=	\$3619
74 and below=	\$4825



## **SALES AND CATERING AGREEMENT**

Food and Beverage Revenue Minimum \$15,000.00 Plus service charge and tax

Hotel will extend our current 2019 banquet menu pricing for Kiwanis International convention in February 2020.

Deposit of \$3750.00 due at time of signed contract.

~Any scheduled event after the hours of 2:00AM to 6:00AM including setup or teardown will incur overtime charges.

**AUDIO-VISUAL AGREEMENT** - Our audio-visual company Dobil Laboratories Inc., has an office on property and is familiar with our staff and facilities. Should you decide to bring in an outside audio-visual company, you will be required to pay the Hotel a \$700 per day fee per meeting room. If you bring in your own audio-visual equipment no fee will be added



# SALES AND CATERING AGREEMENT

## 2019 TERMS AND CONDITIONS

**1. METHOD OF RESERVATIONS/ CUT-OFF DATE:**

**Individual Call in**

In order to assign specific room types to your attendees, each sleeping room in your room block must be confirmed in the manner described below no later than **Saturday, January 25, 2020**. This date will be known as your "CUT-OFF DATE." After the Cut-Off Date, the Hotel will continue to hold any rooms in your Room Block not assigned to a specific attendee if you guarantee payment of such room to the Master Account. Confirmation of rooms after the Cut-Off Date will only be accepted based on availability of contracted room type(s) and at the Hotel's prevailing rates.

Room and tax will be paid by individuals.

**2. CANCELLATION AND PERFORMANCE:** You may cancel this Agreement only upon giving written notice to us. The rates offered by us are based in part upon the total gross revenue anticipated by us from your agreement to use and pay for the rooms and events listed on the opposite side. You guarantee that your event will provide the following minimum revenues (exclusive of tax and gratuity):

SLEEPING ROOM REVENUE	\$[ 18,564 ]**
FOOD & BEVERAGE REVENUE	\$[15,000]
ROOM RENTAL REVENUE	\$[4825]

You agree and understand that in the event of a cancellation or lack of full performance by you, our actual damages would be difficult to determine. Therefore, you have agreed to pay reasonable liquidated damages to the Hotel for cancellation or lack of performance as described in this paragraph. Cancellation damages will be calculated as a percentage, based on the date of cancellation listed below, of total anticipated gross revenues from all contracted sleeping rooms, food and beverage and meeting room rental listed on the opposite side.

<u>Date of Cancellation</u>	<u>Percentage owed</u>
Date of signing to 90 days in advance	50%
89 days to 60 days in advance	75%
59 to 30 days in advance	80%
29 days or less in advance of event	90%
(For events with Food and Beverage, Room Rental, and/or AV)	
9 days or less in advance of event	100%

**\*\*If the event is held, but the Hotel does not realize the total revenue anticipated from your group block, you agree to pay performance damages. The damages owed will be the amount necessary for the Hotel to receive no less than 80% of the total anticipated revenue from your group block. The guaranteed sleeping room revenue stated above reflects 100% of the original contracted sleeping room revenue.**

**3. ASSIGNMENT/CONFIRMATION OF FUNCTION SPACE:** You agree to confirm with us the assigned function space before printing any materials listing specific meeting or function locations. The schedule of events listed above, indicates the space that is tentatively being held for CA/NV/HI Kiwanis International and will be held on a definite basis upon signing of this contract by both parties. If for any reason the function space reserved is not available for your event, you agree that we may substitute space of appropriate size and comparable quality for your event. Please contact the Hotel at least 30 days before your event to review and confirm the details for your event, including menus, decorations, entertainment and beverage service. Upon review of your event requirements, Banquet Event Orders ("BEO") will be sent to you to confirm all final arrangements and prices within one week after receipt of your event detail confirmation. These BEO's must be signed and returned prior to the event and will serve as a part of this agreement.

**4. GUARANTEE OF ANTICIPATED REVENUE:** At least 360 hours (five business days) before your event, you must inform us of the guaranteed number of guests at your meal functions. This number will be a guaranteed minimum, not subject to reduction, and charges will

be made accordingly. We will not undertake to serve 5% more than this guaranteed minimum. You will be charged based on the minimum guarantee that you give us 360 hours prior to the event or the guaranteed revenue set forth in paragraph 1 above, whichever is greater.

- 5. DEPOSITS/TAXES:** You shall pay a non refundable deposit of 25% or **\$3750.00** when you sign this agreement. 75% of the anticipated charges are due 30 days prior to arrival. Final payments for guestroom or event charges are due 10 days prior to arrival. In addition to the anticipated charges set forth in the schedule of events, you agree to pay separately any and all federal, state, municipal or other taxes imposed on or applicable to your event. In the State of CA service charges and public room rental are subject to a 7.875% tax. The Hotel accepts American Express, Diners Club, Discover Card, JCB International, Master Card or Visa. We may terminate this agreement and retain your deposit or seek additional amounts necessary to equal the cancellation fee provided in the Cancellation clause if payment is not made as agreed. If you have established credit, payment in full will be due thirty (30) days after your function.
- 6. OVERTIME:** You agree to begin your event promptly at the scheduled start time and agree to have your guests, invitees and other persons vacate the designated event space at the end time indicated on the final BEO. You further agree to reimburse us for any overtime wage payments or other expense incurred by us because of your failure to comply with these regulations.
- 7. SERVICE CHARGE:** The food, beverage, audio visual, room rental and miscellaneous charges total plus applicable state or local tax and a service fee will be added to your account.
- 8. PRICE INCREASES:** There may be increases in prices due to unforeseen changes in market conditions up to 30 days prior to your event. We will communicate these increases to you in advance of the commencement of your event. We will require written confirmation that you agree to pay these increased prices prior to the commencement of your event. Alternatively, we may make reasonable substitutions in menus.
- 9. SET UP CHARGES.** Should extensive meeting room set-ups or elaborate staging be required, there will be a set-up charge to cover Hotel costs and additional labor. If onsite or offsite contact request any last minute or day of set-up changes of original room, there will be a \$225.00 re-setup fee per room charged on top of original room rental price. If equipment is necessary that exceeds Hotel's inventory, then you agree to pay for the cost of renting this additional equipment. You agree to indemnify, defend and hold us harmless for any damage caused to any Hotel property as a result of drayage related to your event, whether caused by you, your agents, employees, contractors, or agents.
- 10. OUTSIDE FOOD AND BEVERAGE:** Due to state law, you may not bring into the Hotel alcoholic beverages. You must obtain prior approval from us before you bring in any food or non-alcoholic beverages from outside sources. An indemnity and Hold Harmless Agreement and Liability Insurance are required if food or beverage products not purchased and served by Hotel staff or are brought in for consumption by your guests. Service fees will apply to any outside food or beverage served in our function space regardless if Hotel labor is required or unless otherwise agreed in advance. Guests are welcome to bring in food and beverage to their guest rooms.
- 11. DISPLAYS AND DECORATIONS; YOUR PROPERTY:** We are not responsible for any loss or damage to property belonging to you or your attendees and do not maintain insurance covering it. You hereby waive all claims, whether in contract or tort, against Hotel and agree to indemnify, defend and hold Hotel harmless against any and all loss of or damage to your property or that of your attendees. All displays and/or decorations will be subject to our prior written approval and we reserve the right to contract and charge for Hotel staff to provide the labor for any installations or removals of such.



## **SALES AND CATERING AGREEMENT**

12. **CONDUCT OF EVENT:** You agree to comply with all applicable federal, state and local laws including health and safety codes and federal anti-terrorism laws and regulations, and our rules, copies of which are available from the Hotel's sales department. You agree to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the Hotel. You assume full responsibility for the conduct of all persons in attendance at your event and for any damage done to any part of our premises during the time of your event. Should you require any rigging services for this event, all such services must be arranged through the in-house AV provider or the Hotel and you will be responsible for all costs associated therewith.
13. **INDEMNIFICATION:** Each party to this Agreement shall indemnify, defend, and hold harmless the other party and its officers, directors, agents 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 solely out of or solely caused by the indemnifying party's negligence or willful misconduct in connection with the provision and use of Resort as contemplated by this Agreement. This paragraph shall not waive any statutory limitations of liability available to either party, including innkeepers' limitation of liability laws, nor shall it waive any defenses either party may have with respect to any claim.
14. **FIRE SAFETY:** All room sets must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance and fire exits. Any event which has vehicle displays, fog machines, fueled cooking demonstrations, laser, exhibits (including tabletop) or extensive productions with staging and props must have a certified permit from the local Fire Marshall. All associated fees for permits, floor plan approval and stand-by fire watch are your responsibility and final approved copies must be received at least three days prior to the event.
15. **AUXILIARY AIDS:** The Hotel represents and you acknowledge that the Hotel facilities being rented for you including guest rooms, common areas and transportation services are in compliance with our public accommodation requirements under the Americans with Disabilities Act. You agree that you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space at least two weeks prior to your event. You agree to pay all charges associated with the provision of such aids by the Hotel.
16. **DELIVERIES:** Arrangements for delivery of packages should be made through the catering office. No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the federal Centers for Disease Control and Prevention (CDC).
17. **PROMOTIONAL CONSIDERATIONS:** We have the right to review and approve any advertisements or promotional materials in connection with your function which specifically reference the Hilton name or logo of the Hilton family of Hotel brands. You represent and warrant that your activities conducted at the Hotel and in connection with the function shall not infringe the patent, copyright or trademark rights or violate rights of privacy or publicity of any third party.
18. **COMPLIANCE WITH LAWS.** You agree to comply with all applicable federal, state and local laws, including health and safety codes and federal anti-terrorism laws and regulations. You agree to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. You represent, warrant and agree that you are currently, and at the time of the event which is the subject of this contract will be, in compliance with all applicable local, state, federal regulations or laws, including but not limited to, all provisions of the Patriot Act and regulations or requests of the U.S. Department of Homeland Security and the Office of Foreign Assets Control in the U.S. Department of the Treasury.
19. **COLLECTION/ATTORNEY'S FEES:** The parties agree that in the event that any dispute arises in any way relating to or arising out of this contract, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable attorney's fees and costs, plus pre and post judgment interest
20. **ARBITRATION:** The parties agree that subject to the exclusion of intellectual property matters as set forth below, any dispute in any way arising out of or relating to this contract will be resolved by arbitration before JAMS or American Arbitration Association in the state and city in which the Hotel is located, or the closest available location; provided, however, a dispute relating to patents, trademarks, trade dress, copyrights, trade secrets, false advertising, false representation, unfair competition and/or infringement of intellectual property rights shall not be subject to this provision. The parties further agree that in any arbitration proceeding they may conduct reasonable discovery pursuant to the arbitration rules, that the law of the state in which the Hotel is located will be the governing law, and any arbitration award will be enforceable in state or federal court.
21. **AMENDMENTS/CHANGES:** The parties agree that any amendments or changes to the arrangements described in this contract must be made in writing, signed by both you and us, provided, however, that this contract includes all signed or unsigned banquet event orders (and the terms and conditions contained therein and attached thereto) issued by us for this and related events.
22. **INSURANCE:** You agree, if requested by us, to obtain and keep in force, during the term of your occupancy and use of our premises for your event, policies of general liability insurance, specifically referring to and including the contractual liability referred to herein, premises-operations, broad form property damage, independent contractors coverage, and personal injury liability with limits of not less than \$1,000,000.00 per occurrence with such responsible insurance companies satisfactory to us; and, if applicable, worker's compensation insurance to statutory limits, employer's liability insurance with limits of \$1,000,000.00 and automobile liability insurance covering all owned, non-owned and hired vehicles with limits satisfactory to us. You agree to include Hotel, Hilton and Owner in such policies as additional insured there under. You shall provide hotel evidence of such insurance coverage prior to your event or Hotel may terminate this agreement and retain your deposit or seek additional amounts necessary to equal the cancellation fee provided in the cancellation clause if payment is not made as agreed. Your insurance will be considered primary of any similar insurance carried by us. You agree to deliver to us at least three (3) days prior to your event copies of certificates of insurance for each policy required by Hotel, Hilton and Owner.
23. **FORCE MAJEURE:** Neither party shall be responsible for failure to perform this contract if circumstances beyond their control, including, but not limited to; acts of God, strikes, boycotts or labor disputes unresolved with the Hotel or the Center Plaza, shortage of commodities or supplies to be furnished by the Hotel, governmental authority, or war in the United States make it illegal or impossible for the Hotel to hold the event.
24. **ACCEPTANCE:** Prior to execution by both parties, this document represents an offer by the hotel. Unless the Hotel otherwise notifies CA/NV/Hi Kiwanis International at any time prior to CA/NV/Hi Kiwanis International execution of this document, the outlined format and dates will be held by the Hotel for CA/NV/Hi Kiwanis International on a first-option basis until 2019-02-18



# **SALES AND CATERING AGREEMENT**

If CA/NV/Hi Kiwanis International cannot make a commitment prior to that date, the offer will revert to a second option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations. Upon receipt by Hotel of a fully executed version of this Agreement prior to 2019-02-18, or upon Hotel's acceptance of a fully

executed version of this Agreement after such date, it will be placed on a definite basis and will be binding upon Hotel and CA/NV/Hi Kiwanis International.

The persons signing below agree that they are authorized representatives of the above indicated group and Hotel who have authority to enter this contract. This agreement and the terms and conditions on the next page may not be changed or amended unless done so in writing and signed by both parties.

Dated: \_\_\_\_\_ By: \_\_\_\_\_ For: CA/NV/Hi Kiwanis International  
Mark McDonald, District Secretary, Executive Director

Dated: \_\_\_\_\_ By: \_\_\_\_\_ For: DoubleTree by Hilton Modesto  
Donna Scott, Sales and Catering Manager

Dated: \_\_\_\_\_ By: \_\_\_\_\_ For: Doubletree Hotel Modesto  
Mr. Pervez Kahn, General Manager

## 2019 Aktion Club Leadership Training Budget

For the 2019 event there will be an on-time rate and a late rate. No more 50.00 deposits

Notes: Wonder Valley increased 2018 fees by 3%. 2019 Registration Fees decreased as a result of First Dude's grants

Acct #	Registration Income	Number	Rate	2019 Budget	2018 Actual Number	2018 Budget Number	2018 Actual	2018 Budget
410.01	Registration Fees-Single	5	\$555.00	\$2,775.00	5	3	\$2,765.00	\$1,770.00
410.01	Registration Fees-Doubles	20	\$353.00	\$7,060.00	20	18	\$7,320.00	\$7,164.00
410.01	Registration Fees-Triples	9	\$292.00	\$2,628.00	9	12	\$2,808.00	\$4,080.00
410.01	Registration Fees-Quads	28	\$265.00	\$7,420.00	28	0	\$7,980.00	\$0.00
410.01	Registration Fees-Dorm Rate	111	\$224.00	\$24,864.00	111	117	\$24,773.00	\$32,175.00
410.01	Registration Fees-Pavillion Rate	4	\$137.00	\$548.00	4	0	\$656.00	\$0.00
NEW	KI Children's Fund Grant			\$0.00			\$3,641.00	\$0.00
NEW	First Dude's Grants	109	\$75.00	\$8,175.00			\$8,175.00	\$0.00
422	Kiwanis Cal-Nev-Ha Foundation Support			\$4,000.00			\$0.00	\$3,600.00
		177	\$0.00	\$57,470.00	177	150	\$58,118.00	\$48,789.00
	<b>Expense</b>							
20.561	Awards (Banner Patches), Printing			\$500.00			\$476.17	\$200.00
	Audit Fee			\$500.00			\$194.11	\$431.12
20.619	Background Checks			\$50.00			\$25.00	\$0.00
	Camp Fees District Secretary	1		\$418.00			\$0.00	
	Camp Fees District Officers	3		\$1,456.00			\$0.00	
	Camp Fees SLP Director	1		\$418.00			\$0.00	
20.617	Camp Fees-Single	4	\$564.00	\$2,256.00			\$2,765.00	\$1,689.00
20.617	Camp Fees-Double	16	\$377.00	\$6,032.00			\$7,320.00	\$8,338.00
20.617	Camp Fees-Triples	9	\$322.00	\$2,898.00			\$2,808.00	\$1,938.00
20.617	Camp Fees-Quads	28	\$294.00	\$8,232.00			\$7,980.00	\$0.00
20.617	Camp Fees-Dorm Rate	111	\$248.00	\$27,528.00			\$26,751.00	\$27,352.00
20.617	Camp Fees-Pavillion Rate	4	\$169.00	\$676.00			\$656.00	\$0.00
20.594	Credit Card Processing Fee			\$50.00			\$0.00	\$0.00
20.618.18	Meals (Snacks and Sunday Lunch)			\$700.00			\$687.23	\$1,000.00
20.622	Entertainment, Water Slides, Hayride, Speaker Fees			\$2,500.00			\$2,426.22	\$1,000.00
20.615	Hotel Set Up Labor to set up stage			\$700.00			\$500.00	\$700.00
20.651	Printing			\$150.00			\$0.00	\$150.00
20.666	Speaker's Travel			\$600.00			\$0.00	\$600.00
20.672	Staff Travel Director of SLP			\$400.00			\$775.86	\$750.00
20.693	Web Site Maintenance			\$200.00			\$222.17	\$150.00
20.645	Postage			\$0.00			\$0.00	\$0.00
NEW	KI Children's Fund Expense (Hygiene Kits)			\$0.00			\$3,494.23	\$0.00
20.684	Telephone			\$150.00			\$33.88	\$0.00
20.679	Supplies Service Project Material			\$1,000.00			\$750.00	\$1,800.00
		177		\$57,414.00			\$57,864.87	\$46,098.12
	<b>Net Revenue Over Expense</b>			\$56.00			\$253.13	\$2,690.88



Wednesday, March 13, 2019

Mr. Bruce Hennings  
Director, Service Leadership Program  
Kiwanis International Cal-Nev-HI District  
8360 Red Oak Street, Suite 201  
Rancho Cucamonga, CA 91730-0608

RE: Kiwanis International Cal-Nev-HI District, Wednesday, March 30, 2022-Monday, April 4, 2022

Dear Mr. Bruce Hennings:

Thank you for choosing the Grand Sierra Resort and Casino for your event. We look forward to working closely with you to ensure a successful meeting.

The Grand Sierra Resort and Casino, herein referred to as the "HOTEL", is pleased to confirm to "Kiwanis International Cal-Nev-HI District ", herein referred to as "GROUP", the following accommodations on a first option basis for "Kiwanis International Cal-Nev-HI District".

**ROOM BLOCK**

	Summit Hotel	Summit Rates	"A" Hotel	"A" Hotel Rates	Total
Thursday 03/31/2022	30	\$69.00	40	\$89.00	70
Friday 04/01/2022	450	\$149.00	300	\$169.00	750
Saturday 04/02/2022	450	\$149.00	300	\$169.00	750
Sunday 04/03/2022	10	\$69.00	10	\$89.00	20
<b>Total</b>	<b>940</b>		<b>650</b>		<b>1,590</b>

**\*\*No Saturday Arrivals\*\***

Total Room Nights: **1,590**

The above rates are single-quad occupancy rates.

"HOTEL" is pleased to offer you our definite rate, quoted above, for single or double occupancy. All rooms are subject to thirteen percent (13%) Washoe County Room Tax, our daily resort fee plus tax, and a daily \$2.00 tourism surcharge fee (all items subject to change).

The group rate does not include the \$30 Daily Resort Fee. All rates quoted herein are net, non-commissionable unless specified in this document.

Client Initials: \_\_\_\_\_

GSR Initials: \_\_\_\_\_



**EARLY DEPARTURE FEE**

In the event a guest who has reserved a room within your block checks out prior to the guest’s reserved check-out date, the Grand Sierra Resort and Casino will add an early check-out fee of \$50.00 to that guest’s individual account. Guests wishing to avoid an early check-out fee should advise the hotel at or before check-in of any change in planned length of stay. The Grand Sierra Resort and Casino will inform members of your group of this potential charge upon check-in and request that you also inform your attendees of this obligation. The Grand Sierra Resort and Casino will deduct any collected early departure fees from the amount you may owe as performance damages.

**HOUSEKEEPING GRATUITY**

Housekeeping gratuity of \$1.00 per day per room will be posted to your guest room folio. Unless otherwise instructed at check in or anytime during the stay before the charge occurs, the housekeeping gratuity will be posted to the individual attendees guestroom account. Guests will have the option to choose not to participate.

**REBATE**

The Hotel will pay **\$10.00** for each revenue room night within the group’s block, actualized and paid for by your group to **Kiwanis**. This payment will be credited to the Group’s Master Account at the conclusion of the event or made by the Hotel after receipt by the Hotel of full payment for the event.

**DISCLOSURE**

“GROUP” Acknowledges that any and all disclosure of said Third party commission or rebate is the sole responsibility of “GROUP”. All guest rooms generated outside of official room block are not eligible for commission and/or rebate, but may be counted towards complimentary policy.

**CONCESSIONS**

The following complimentary items and concessions above are based on an 80% cumulative room block pick-up or 80% of projected contracted room block revenue paid by group. Should room block pick up fall below 80% or GROUP does not pay the revenue difference, these complimentary items and concessions are subject to decrease at Hotels discretion prior to arrival:

- “HOTEL” will provide one complimentary room night for every fifty (50) rooms occupied to be taken from total rooms utilized on a cumulative basis
- Three (3) complimentary Luxury Suites for March 31 – April 3, 2022
- Three (3) complimentary Studio Suite for March 31 – April 3, 2022
- Twenty five (25) Standard Summit Rooms for Staff Members at \$75.00 for March 31 – April 3, 2022
- Convention rate available 3 days pre and post conference, based on availability

With regard to suite usage as relates to complimentary policy:  
 A one-bedroom suite is the equivalent of two (2) standard rooms.  
 A two-bedroom suite is the equivalent of three (3) standard rooms.  
 A Diplomat or Presidential suite is the equivalent of four (4) standard rooms.

Client Initials: \_\_\_\_\_

GSR Initials: \_\_\_\_\_

**MEETING SPACE REQUIREMENTS**

“GROUP” will provide “HOTEL” a schedule of meeting specifications and requirements prior to signature of contract and proportionate space will be held. A final or amended schedule may be submitted three (3) to six (6) months prior to arrival, at which time meeting space assignments will be confirmed. If the aforementioned schedule is not adhered to, “HOTEL” will be obligated to only provide meeting/function space on an availability basis only, and may assess applicable meeting space rental fees. All subgroups, or Affiliated groups may be assessed a meeting space rental fee. Upon finalization of contract, a Convention Services Manager, and Catering Manager will be assigned to assist in all aspects of planning. **Meeting space requirements as outlined are found under Schedule A of this document.**

“HOTEL” will provide meeting space as outlined under schedule of events, pursuant to “GROUP” requirements. If “GROUP” guest room usage falls below eighty (80) percent of the final adjusted room block commitment, “HOTEL” may reduce, or reassign previously assigned meeting space. “HOTEL” under any and all circumstances reserves the right to control all meeting/function space.

**FOOD / BEVERAGE AND AUDIO/VISUAL POLICIES**

Firm Catering/menu prices will be quoted nine (9) months prior to arrival date. Having been licensed by the State of Nevada, and in accordance with Washoe County health codes no food or beverage may be brought in from the outside for use in either public meeting/function rooms, sleeping rooms, or hospitality suites. It is incumbent upon “GROUP” to communicate this information to all attendees.

The “GROUP” agrees to provide a minimum of \$150,000 in food and beverage, excluding service charges, administrative fees and Nevada State taxes.

“GROUP” has confirmed that SD Event Pros will be their preferred AV provider. “HOTEL” will allow for outside vendors however, all electrical, rigging and audio patches must be done by “HOTEL”.

**RESERVATION AND ROOM BLOCK CUTOFF PROCEDURES**

“GROUP” warrants the preferred method of reservations to be:

**GROUP MAX BY PASSKEY-reservation system**

The Grand Sierra Resort offers Passkey, an on line reservation management system that we highly recommend. There is no charge to “GROUP” for utilizing this service.

**TELEPHONE DIRECT**

Attendees will call the dedicated toll free reservation line, 1-800-648-5080 identify themselves by ‘GROUP NAME’ or “GROUP CODE” to secure reservations.

**ROOMING LIST**

“GROUP” will provide “HOTEL” with a rooming list **for staff and others as appropriate to include first and last name, arrival and departure date, and applicable method of guarantee for deposit.** In addition, “HOTEL” requires billing/payment information be submitted in conjunction with the rooming list.

**CUT OFF DATE FOR RESERVATIONS**

The cut-off date for reservations is **Monday, February 28, 2022 at midnight Pacific Time**, based on the first night of room block commitment. All rooms not utilized at this date will be released back into “HOTEL” inventory. Reservations after said cut-off date will be honored on a space available basis at the prevailing rate.

Client Initials: \_\_\_\_\_

GSR Initials: \_\_\_\_\_

**DEPOSIT SCHEDULE FOR CONTRACT**

**Pre- Pay Payment Policy:**

Based on the estimated charges of "GROUP" functions and the financial information provided, a pre-payment schedule may be required as outlined herein:

1. \$2,500 as a good faith deposit due seven (7) days after contract is signed.
2. \$2,500 due one year prior to group's arrival.
3. 50% of the estimated Food and Beverage charges due 30 days prior to arrival.
4. Remainder of the estimated Master Account charges will be paid on 3/31/2022

**Master Account Payment Policy:**

If requested, a DIRECT BILL/CREDIT APPLICATION will be forwarded by the Sales or Convention Department, no later than ninety (90) days prior to arrival in order to establish said Master Account. The application must be completed and returned sixty (60) days prior to arrival date, and must be signed by an authorized officer of your organization. After review of the application, a determination will be made for billing requirements and payment policies. A list of authorized users to sign on master account must be submitted thirty (30) days prior to arrival. Total billing must meet or exceed \$5,000 in order to qualify for a Master Account.

To establish Master Account billing, "HOTEL" requires an initial deposit of \$2,500 at the time of contract signing. Sixty (60) days prior to first group arrival date, "HOTEL" requires an additional deposit equaling fifty percent (50%) of estimated Master Account charges.

Should Direct Billing be approved, as outlined in the Preferred Billing Procedure Clause noted in this Agreement, balance will be paid thirty (30) days after reconciliation. After thirty (30) days, any unpaid, undisputed balance will be subject to a three (3%) percent monthly finance charge. All disputed charges must be given written notice within ten business days of departure to Accounting. If a Direct Billing Account is not established, the remaining balance must be paid prior to check-in.

**PREFERRED BILLING PROCEDURE**

Unless otherwise guaranteed in full by "GROUP", "HOTEL" requires a one night's room deposit, per room, to guarantee accommodations. "HOTEL" accepts all major credit cards for deposit, which is refundable if cancellation is made 48 hours prior to arrival. The deposit guarantees the sleeping room until 12:00 Midnight on the scheduled arrival date. **Please note check-in is 3:00 p.m. Pacific Time and checkout is 11:00 a.m. Pacific Time.**

At the time of check in all HOTEL guests, including those booking within the room block, will need to provide a credit card to HOTEL. At the time of check in each guest's credit card will be pre authorized by HOTEL in the amount of \$50 per night for incidentals. This is a hold only, which means those funds are not being charged, but that the funds will not be available to the guest. The guest's card will not be charged unless guest elects to use that card to pay for incidental charges or the room. If guest elects not to use the pre-authorized card, the funds will become available on the card within 3-5 days. GROUP acknowledges HOTEL's room deposit policy and GROUP agrees to provide notice to its attendees of this policy. HOTEL assumes no liability for, nor has any obligation for rebates, commissions, or other incentives based on rooms booked promised to GROUP for reservations canceled because a guest was not advised by GROUP of the room deposit policy.

Client Initials: \_\_\_\_\_

GSR Initials: \_\_\_\_\_

***Please select your preferred guestroom billing procedures, the options offered are:***

**INDIVIDUAL DEPOSITS** – Each guest is responsible for their own deposit. The deposit should be in the form of a check, money order, or credit card. Checks should be made payable to Grand Sierra Resort and sent to our Convention Reservations Department. Any reservation not cancelled 48 hours prior to arrival will be charged in the form of first night’s room and tax to the guest.

**SPECIFIC ARRIVALS** – The designated reservations received by rooming list will be guaranteed for arrival to your Master Account. Please direct the rooming list with the designated reservations to our Convention Reservations Team as well as to your assigned Convention Services Manager. Any reservation not cancelled 48 hours prior to arrival will be charged in the form of first night’s room and tax to your Master Account.

**ATTRITION SCHEDULE**

The terms and conditions of this contract are based on “GROUP” guest room commitment, and scheduled food and beverage commitment. “HOTEL” and “GROUP” mutually agree to review and adjust the above contracted room block commitment from the signing of agreement to **Monday, February 28, 2022**. “GROUP” may adjust the contracted room block commitment by 20%.

If guest room usage falls below eighty (80) percent of the final, adjusted room block commitment, “GROUP” will be assessed the difference between actual usage, and the aforementioned eighty (80) percent of adjusted room block commitment multiplied by the group average room rate.

**CANCELLATION**

Group shall not have the right to terminate their obligations under the contract except as otherwise provided in the contract. “HOTEL” further warrants “GROUP” may not terminate their obligations under this contract for the sole purpose of re-scheduling at another facility or in another destination.

The following schedule represents a reasonable effort on behalf of “HOTEL” to establish its actual damages for such cancellation. It is agreed that such schedule shall represent liquidated damages to be paid by “GROUP” for cancellation of this agreement. These damages are not to constitute a penalty.

**Cancellation of this agreement from DATE OF SIGNING to Monday March 30<sup>th</sup>, 2020 in advance of the Convention Date:** Sixty percent (60%) of anticipated gross revenue derived from sleeping rooms and scheduled food and beverage functions if the meeting were held as scheduled.

**Cancellation of this agreement from Tuesday, March 31<sup>st</sup>, 2020 to Monday, March 29<sup>th</sup>, 2021 in advance of the Convention Date:** Eighty percent (80%) of anticipated gross revenue derived from sleeping rooms and scheduled food and beverage functions if the meeting were held as scheduled.

**Cancellation of this Contract from Tuesday, March 30<sup>th</sup>, 2021 to ARRIVAL of the Convention Date Thursday, March 31<sup>st</sup>, 2022:** One hundred percent (100%) of anticipated gross revenue derived from sleeping rooms and scheduled food and beverage functions if the meeting were held as scheduled.

Client Initials: \_\_\_\_\_

GSR Initials: \_\_\_\_\_



access the meeting rooms, sleeping rooms, and common areas (e.g. restaurants, rest rooms, and public telephones); the provision of auxiliary aids and services where necessary to ensure that no disabled individual is treated differently by "HOTEL" than other individuals' and the modification of "HOTEL'S" policies, practices, and procedures applicable to all guests and/or groups as necessary to provide good services to disabled individuals (e.g., emergency procedures and policy of holding accessible rooms for the hearing and mobility-impaired open for disabled individuals until all remaining rooms are occupied).

### **INSURANCE**

GROUP will obtain the following insurance for the dates set forth on Page 1, and will provide HOTEL with a Certificate of Insurance naming MEI-GSR Holdings, LLC, Grand Sierra Resort and Casino, Gage Village Commercial Development, LLC, and AM-GSR Holdings, LLC as an additional insureds:

- I. General Liability Insurance:
  - a. Limits:
    - i. \$1,000,000 per occurrence
    - ii. \$2,000,000 aggregate
  - b. Broad form property damage  
Cross liability, severability of interests  
Personal Injury.
- II. Worker compensation and employers liability insurance:
  - a. Statutory workers compensation coverage
  - b. Employers liability insurance:
    - i. \$1,000,000 each accident
    - ii. \$1,000,000 disease, each employee
    - iii. \$1,000,000 disease, policy limit
- III. Evidence of Insurance/General Terms:
  - a. As a condition precedent to "HOTEL'S" obligations under agreement and before arriving on property for the event, "GROUP" shall provide Grand Sierra Resort with a Certificate of Insurance conforming to the following:
  - b. All Policies of insurance shall:
    - i. Provide for cancellation if not less than thirty (30) days prior written notice to HOTEL.
    - ii. Be issued by reputable insurance carriers licensed in the State of Nevada.
    - iii. Have a minimum A.M. Best rating of A-VII.
    - iv. Be primary and non-contributory with respect to another insurance or self-insurance program of "HOTEL".
    - v. Contain a deductible or SIR of no more than fifty thousand dollars (\$50,000)
    - vi. Name MEI-GSR Holdings, LLC, Grand Sierra Resort and Casino, Gage Village Commercial Development, LLC, and AM-GSR Holdings, LLC, and each of their respective officers, directors, agents, and employees as additional insureds (collectively "Additional Insureds"), except for workers compensation and employer liability coverage.
    - vii. Provide a waiver of subrogation to "HOTEL" and all additional insureds.

If "GROUP" has any third party vendors providing services at "GROUP'S" event, then those vendors must provide evidence of the coverages on the same conditions as described above.

### **TRADEMARKS**

Client Initials: \_\_\_\_\_

GSR Initials: \_\_\_\_\_

GROUP” will refrain from using “HOTEL’S” printed name, logo, and trademarks in media or promotional material of any nature, without the prior written approval of the “HOTEL”.

#### **ADVERTISING**

“HOTEL” must give prior written approval for any display, signs, or banners, promotional materials and/or equipment “GROUP” might request space for in parking lots, lobbies, public space, restaurants, out-door areas, driveways, or other anywhere on Hotel premises, relating to, arising from or in connection with the “GROUP” before they can be erected or displayed. “HOTEL” also reserves the right of approval for any and all industry related materials distributed at “HOTEL” during the program. “GROUP” will notify “HOTEL” in writing request for approval of materials, before 10 days of the event.

#### **INDEMNITY**

“GROUP” shall also indemnify, defend, and hold “HOTEL” and “HOTEL’S” partners, affiliates, parent, subsidiary, and related entities, and all of their respective officers, directors, employees, agents, and representatives (“HOTEL Indemnified Parties”), from and against any and all claims, demands, liabilities, including claims for personal injury, death, or damage to or loss of personal property, judgments and expenses (including reasonable attorney’s fees and court costs) arising from, out of or related to any (i) breach of this agreement by “GROUP”, (ii) GROUP’S use of the “HOTEL’S” property, (iii) any claim brought by any vendor, exhibitor, contractor, or participant in the in “GROUP’S” event, or (iv) any claim related to or arising in any way from this agreement or “GROUP’S” presence at the “HOTEL’S” property, including claims based in whole or in part on the negligence of “HOTEL” and the “HOTEL” Indemnified Parties.

#### **SECURITY**

If we determine, in our sole discretion that in light of the size and/or nature of your function special or additional security measures to maintain the safety of you, your guests, Grand Sierra Resort’s, or any patrons of our property, then we will assign GSR security personnel or a reputable licensed security agency to provide additional security. If we have to supply additional security, then you will pay Grand Sierra Resort for the increased security at the rate of \$25.00 per officer, per hour, in addition to any room rental fees, labor fees, or food and beverage fees.

#### **HOTELS RIGHT TO CANCEL – PRIVILEGED GAMING LICENSE**

“GROUP” acknowledges that “HOTEL” is the holder of certain privileged governmental gaming licenses. If the gaming commission or gaming regulatory body with jurisdiction over HOTEL requests or demands that “HOTEL” or its affiliates to cease doing business with “GROUP”, or GROUP’S officers, directors, employees, or representative because of this agreement or because any or all of them are about to be engaged in, or at any time were engaged in any activity or relationship that the gaming commission or gaming regulatory body deems improper, such that the gaming commission or gaming regulatory body threatens to suspend, deny, restrict, modify or revoke “HOTEL’S” privileged gaming license or other license related to gaming, the “HOTEL” will give fifteen (15) days written notice to “GROUP”. “HOTEL” and “GROUP” will use best efforts to resolve any issue the commission or regulatory body has with this agreement or with “GROUP” so that “GROUP” can hold its event as scheduled. In the event that the best efforts of “HOTEL” and “GROUP” are unsuccessful after the fifteen (15) day period following the written notice, and the gaming commission or gaming regulatory body with authority over the privileged gaming license or licenses related to gaming still directs “HOTEL” to cease business with “GROUP”, then “HOTEL” may cancel this agreement immediately and without liability to group by giving written notice of the same.

In addition to the foregoing, “GROUP” understands that marijuana is illegal under Federal Law, and Nevada gaming regulators prohibit licensees from having any affiliation with businesses involved, in any way, in the sale, cultivation, production, refinement, or transportation of Marijuana. As such, “HOTEL”

reserves the right to terminate this agreement immediately, with or without notice, if "GROUP", or its attendees, has such an affiliation. "HOTEL" has a strict no-tolerance policy for illegal substances at its property. Anyone found in possession of or using illegal substances will be asked to leave the property and may be subject to prosecution.

**SUCCESSORS AND ASSIGNS**

This agreement shall be binding on and inure to the benefit of the parties to this agreement and their representatives, successors, and assigns, except as otherwise provided in this agreement.

**OPTION DATE**

The terms and conditions of this agreement are being held by "HOTEL" on a first option basis until **April 30, 2019**. Should another organization request these dates and be in a position to confirm them, "GROUP" will be advised and given five (5) business days to sign this document. Should a signed agreement not be returned by the date assigned, all guest rooms and function space will be released from the group booking.

**ENTIRE AGREEMENT**

This agreement constitutes the entire agreement between "GROUP" and "HOTEL" and supersedes all previous understandings and may only be changed or amended by a written amendment signed by authorized agents as outlined in this agreement by both parties.

**ACCEPTANCE**

When signed by representatives of both parties, this Contract, which includes the Schedule of your Events, will constitute a binding agreement subject to final site inspection, and approval of said site inspection, between "GROUP" and "HOTEL". Both parties warrant that they are authorized signatory representatives of their respective organizations, and are wholly authorized to act as such signatory representatives.

ACCEPTED BY HOTEL:

ACCEPTED: **Kiwanis International Cal-Nev-HI District**

By: \_\_\_\_\_  
Lexi Miech  
Regional Director of National Accounts

By: \_\_\_\_\_  
Authorized Signer of GROUP

Name: \_\_\_\_\_  
(PLEASE PRINT)

Name: \_\_\_\_\_  
(PLEASE PRINT)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ACCEPTED AND COUNTERSIGNED

\_\_\_\_\_  
Mr. Mark Stavitski  
Executive Director of Sales

Prepared by: LM/SAV

**SCHEDULE A**  
**FUNCTION SPACE REQUIREMENTS**

Grand Sierra Resort and Casino

Client Initials: \_\_\_\_\_ Kiwanis International Cal-Nev-HI District 2022 event

GSR Initials: \_\_\_\_\_



Date	Start Time	End Time	Room	Description
Thursday 3/31/2022	4:30 AM	11:30 PM	CRD 1 & 2	Hold Space
	4:30 AM	11:30 PM	CRD 3	Hold Space
	4:30 AM	11:30 PM	SSPALL	Hold Space
	4:30 AM	11:30 PM	Nevada 6-7	Hold Space
	7:00 AM	7:00 PM	CRD 1 & 2	Show Manager Office & SA Office
	7:00 AM	11:30 PM	SSOFF 1	Office/Storage
	7:00 AM	11:30 PM	SSOFF 2	Office/Storage
	9:00 AM	6:00 PM	Grand Salon	Packet Assembly
	12:00 PM	11:30 PM	Carson 1	Member Recognition Office
	12:00 PM	11:30 PM	CRD 3	Communication & Marketing Office
	3:00 PM	4:00 PM	Nevada 8	Pre-Convention Meeting
	5:00 PM	7:00 PM	Carson 3-4	Board Social
	6:00 PM	12:00 AM	Silver State 1	General Session - Stage Preparation
	6:00 PM	8:00 PM	Nevada 6-7	Board Training
	6:00 PM	11:30 PM	Nevada 6-7	Board Training
	7:00 PM	11:30 PM	Carson 3-4	Social Hours
	8:00 PM	11:00 PM	Nevada 8-9-10	Study Hall
Friday 4/1/2022	4:30 AM	11:30 PM	CRD 1 & 2	Hold Space
	4:30 AM	11:30 PM	CRD 3	Hold Space
	4:30 AM	11:30 PM	Grand Ballroom	Hold Space
	4:30 AM	11:30 PM	SSPALL	Hold Space
	4:30 AM	11:30 PM	Nevada 1-2-3-4-5	Hold Space
	4:30 AM	11:30 PM	SSPALL	Hold Space
	4:30 AM	11:30 PM	Nevada Room	Hold Space
	4:30 AM	11:30 PM	Grand Salon	Hold Space
	7:00 AM	9:00 PM	CRD 1 & 2	Show Manager Office & SA Office
	7:00 AM	11:30 PM	Carson 1	Member Recognition Office/Scrapbooks
	7:00 AM	11:30 PM	SSOFF 1	Office/Storage
	7:00 AM	11:30 PM	SSOFF 2	Office/Storage
	7:00 AM	11:30 PM	CRD 3	Communication & Marketing Office
	8:00 AM	9:45 AM	Tahoe Room	Team Meeting
	10:00 AM	12:00 PM	Silver State 1	CNH Team Rehearsals

Date	Start Time	End Time	Room	Description
	10:00 AM	7:00 PM	CRD 1 & 2	Hotel Registration
Client Initials:	11:15 AM	2:00 PM	Nevada 6-7	Board Training
	11:30 AM	1:00 PM	Summit Pavilion	COD

GSR Initials: \_\_\_\_\_

	12:00 PM	12:45 PM	Crystal Ballroom	Board Lunch
	1:00 PM	1:30 PM	Reno Ballroom	Elections Committee Meeting
	1:00 PM	2:00 PM	Tahoe Room	Convention Committee Meeting
	1:30 PM	2:00 PM	Reno Ballroom	Caucus Chair Meeting
	2:30 PM	6:00 PM	Carson 2	Meet & Greet Candidates
	2:30 PM	6:00 PM	Carson 1	Deadline Contest Entries
	2:30 PM	9:00 PM	Grand Salon	Convention Registration
	2:30 PM	9:00 PM	Carson 2	Delegate Registration
	5:00 PM	7:00 PM	Summit Pavilion	On-The-Go Snack Bar
	5:20 PM	8:00 PM	Nevada 1-2-3-4-5	Workshop Sessions 1-4
	5:20 PM	8:00 PM	Nevada Room	Workshop Sessions 1-4
	5:20 PM	8:00 PM	Reno Ballroom	Workshop Sessions 1-4
	5:20 PM	8:00 PM	Carson 3-4	Workshop Sessions 1-4
	5:20 PM	8:00 PM	Tahoe Room	Workshop Sessions 1-4
	5:20 PM	8:00 PM	Silver State 2-3	Workshop Sessions 1-4
	5:20 PM	8:00 PM	Crystal Ballroom	Workshop Sessions 1-4
	5:30 PM	6:15 PM	McKinley	Candidates Meeting
	5:30 PM	8:00 PM	Silver State 1	Talent Rehearsals
	8:00 PM	8:30 PM	Carson 1	Contest Judging Scrapbook
	8:30 PM	10:00 PM	Silver State 1	First General Session
	10:30 PM	11:30 PM	Nevada 1-2-3-4-5	Workshop 5
	10:30 PM	11:30 PM	Reno Ballroom	Workshop 5
	10:30 PM	11:30 PM	Tahoe Room	Workshop 5
	10:30 PM	11:30 PM	Nevada Room	Workshop 5
	10:30 PM	11:30 PM	Carson 3-4	Workshop 5
	10:30 PM	11:30 PM	Silver State 2-3	Workshop 5
	10:30 PM	11:30 PM	Crystal Ballroom	Workshop 5
Saturday 4/2/2022	4:30 AM	11:30 PM	Grand Ballroom	Hold Space
	4:30 AM	11:30 PM	CRD 3	Hold Space
	4:30 AM	11:30 PM	CRD 1 & 2	Hold Space
	4:30 AM	11:30 PM	Crystal Ballroom	Hold Space
	4:30 AM	11:30 PM	Summit Pavilion	Hold Space
	4:30 AM	11:30 PM	SSPALL	Hold Space
	4:30 AM	11:30 PM	Nevada Room	Hold Space
	4:30 AM	11:30 PM	Grand Salon	Hold Space
	7:00 AM	8:00 AM	Tahoe Room	SAA Meeting
	7:00 AM	8:30 AM	Summit Pavilion	Continental Breakfast
	7:00 AM	12:30 PM	Carson 2	PIE Committee
	7:00 AM	9:00 PM	CRD 1 & 2	Show Manager Office & SA Office

Date	Start Time	End Time	Room	Description
Client Initials: _____	7:00 AM	11:30 PM	CRD 3	Communication & Marketing Office

GSR Initials: \_\_\_\_\_

	7:00 AM	11:30 PM	Carson 1	Member Recognition Office/Scrapbooks
	7:00 AM	11:30 PM	SSOFF 1	Office/Storage
	7:00 AM	11:30 PM	SSOFF 2	Office/Storage
	7:30 AM	8:00 AM	Reno Ballroom	Candidate & Caucus Leaders Me
	8:00 AM	10:20 AM	Tahoe Room	Workshop Sessions 5-7
	8:00 AM	10:20 AM	Nevada Room	Workshop Sessions 5-7
	8:00 AM	10:20 AM	Carson 3-4	Workshop Sessions 5-7
	8:00 AM	10:20 AM	Silver State 2-3	Workshop Sessions 5-7
	8:00 AM	10:20 AM	Crystal Ballroom	Workshop Sessions 5-7
	8:00 AM	10:20 AM	Nevada 1-2-3-4-5	Workshop Sessions 5-7
	8:00 AM	12:15 PM	Reno Ballroom	Nominating Conference/House of Delegates
	8:50 AM	10:20 AM	Silver State 1	Special Workshops
	9:00 AM	9:00 PM	Grand Salon	Convention Registration
	10:30 AM	12:20 PM	Nevada 1-2-3-4-5	Workshop Sessions 8-9
	10:30 AM	12:20 PM	Tahoe Room	Workshop Sessions 8-9
	10:30 AM	12:20 PM	Nevada Room	Workshop Sessions 8-9
	10:30 AM	12:20 PM	Carson 3-4	Workshop Sessions 8-9
	10:30 AM	12:20 PM	Silver State 2-3	Workshop Sessions 8-9
	10:30 AM	12:20 PM	Crystal Ballroom	Workshop Sessions 8-9
	12:30 PM	1:15 PM	Summit Pavilion	Buffet Lunch
	1:00 PM	6:00 PM	Carson 2	Service Projects
	1:45 PM	3:15 PM	Silver State 1	2nd General Session
	3:30 PM	5:00 PM	Grand Salon	Family Expo
	3:45 PM	4:15 PM	Nevada 1-2-3-4-5	Workshop Sessions 10
	3:45 PM	4:15 PM	Tahoe Room	Workshop Sessions 10
	3:45 PM	4:15 PM	Nevada Room	Workshop Sessions 10
	3:45 PM	4:15 PM	Carson 3-4	Workshop Sessions 10
	3:45 PM	4:15 PM	Silver State 2-3	Workshop Sessions 10
	3:45 PM	4:15 PM	Crystal Ballroom	Workshop Sessions 10
	3:45 PM	4:15 PM	Reno Ballroom	Special Workshop
	6:15 PM	7:15 PM	Summit Pavilion	Dinner
	7:30 PM	9:45 PM	Silver State 1	3rd General Session
	10:00 PM	11:30 PM	Tahoe Room	Ice Cream Social
	10:00 PM	11:30 PM	Reno Ballroom	Misc Other Activities
	10:00 PM	11:30 PM	Carson 3-4	Karaoke
	10:00 PM	11:30 PM	Reno Ballroom	Alternate Activities
	10:00 PM	11:30 PM	Summit Pavilion	Governor's Ball

Date	Start Time	End Time	Room	Description
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Client Initials: \_\_\_\_\_

GSR Initials: \_\_\_\_\_

Sunday 4/3/2022	4:30 AM	11:30 PM	SSPALL	Hold Space
	4:30 AM	11:30 PM	Grand Salon	Hold Space
	7:00 AM	7:30 AM	Tahoe Room	CNH Team Meeting
	7:00 AM	3:00 PM	Carson 1	Member Recognition Office
	7:00 AM	3:00 PM	CRD 1 & 2	Show Manager Office & SA Office
	7:00 AM	3:00 PM	CRD 3	Communication & Marketing Office
	7:00 AM	5:00 PM	SSOFF 1	Office/Storage
	7:00 AM	11:30 PM	SSOFF 2	Office/Storage
	8:00 AM	9:00 AM	Summit Pavilion	Continental Breakfast
	9:00 AM	11:00 AM	Silver State 1	4th General Session
	10:00 AM	4:00 PM	Board Room	CNH Foundation Orientation

Specific-meeting rooms cannot be guaranteed and are subject to change.

\*Please note that the Start and End times may represent what the Grand Sierra Resort and Casino Automated Space Program recognizes as a 24 hour hold (4:30a.m Pacific Time –11:30p.m. Pacific Time)

Client Initials: \_\_\_\_\_

**ATTACHMENT B**

GSR Initials: \_\_\_\_\_

**REQUEST FOR BILLING INFORMATION**

Wednesday, March 13, 2019

Group Name: Kiwanis International Cal-Nev-HI District

Group Res:

Group Dates: Wednesday, March 30, 2022-Monday, April 4, 2022

Kiwanis International Cal-Nev-HI District  
8360 Red Oak Street, Suite 201  
Rancho Cucamonga, CA 91730-0608

Attention: Bruce Hennings

In establishing an account for your function at the Grand Sierra Resort we require the following information:

- 1). A) What charges are being billed to your master account?
  - \*Specified Guests' Room/Tax/Resort Fee/Tourism Fee Only \_\_\_\_\_ Credit Card to Guarantee \_\_\_\_\_
  - \*Specified Guests' All Charges \_\_\_\_\_ 1/per rooms \_\_\_\_\_
  - \*All Guests' Room/Tax/Resort Fee/Tourism Fee Only \_\_\_\_\_
  - \*All Guests' All Charges \_\_\_\_\_
  - \*All Guests Pay All Own Charges \_\_\_\_\_
  - \*If you intend to pay room and tax or all charges for your attendees, please provide a rooming list with specified instructions.**

B) Will Housekeeping Gratuity be charged to: Individual Pay \_\_\_\_\_ OR Master Account \_\_\_\_\_

- 2). What additional charges will be billed to your master account?
  - Audio Visual \_\_\_\_\_ Room Service \_\_\_\_\_ Business Center \_\_\_\_\_
  - Catering \_\_\_\_\_ Meeting Room \_\_\_\_\_ Restaurant \_\_\_\_\_
  - Telephone Equipment \_\_\_\_\_ Internet Connection \_\_\_\_\_
  - Bowling/Grand Adventure Land/Other \_\_\_\_\_

- 3). Who will be the authorized signer/signers on property during the convention/meeting?  
(Please print name/names only. Signatures are not required.)  
\_\_\_\_\_

- 4). Please fax a clear copy of the front and back of the credit card with SIGNATURE of card holder to GSR Accounts Receivable Department at 775-789-2012. Please print the credit card number and expiration date for clarification. Please also sign on the line below. Your signature serves as an authorization for card use by GSR.

Card # \_\_\_\_\_ Expiration \_\_\_\_\_

Signature \_\_\_\_\_

Deposit of \$ \_\_\_\_\_ Payment of \$ \_\_\_\_\_ Authorization to charge remaining balance Yes \_\_\_\_\_

**CREDIT CARD WILL BE CHARGED PRIOR TO YOUR MEETING/EVENT/ARRIVAL FOR ESTIMATED CHARGES**

- 5). Please provide an e-mail address the Grand Sierra Resort Accounts Receivable Department can send a copy of your bill to:

Attention: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PLEASE NOTE: Only our Accounts Receivable Department can accept this form via fax.**

**Return via fax at (775)789-2012.**

Client Initials: \_\_\_\_\_

GSR Initials: \_\_\_\_\_