



December 15, 2025

Timothy Cuning
Executive Director
Kiwanis International: California Nevada Hawaii District
8360 Red Oak St.
Rancho Cucamonga, CA 91730

Dear Timothy,

Thank you for the selection of Greater Ontario, California as the site for **Kiwanis International's California-Nevada-Hawaii 2027 Key Club Convention**. The following will confirm the substance of your requirements for the Greater Ontario California (Convention & Visitors Bureau) and participating hotels.

Please review the following and indicate your confirmation of terms:

DATES

Thursday, April 1, 2027 - Sunday, April 4, 2027

Date	Start Time	End Time	Usage	Space	Requested Setup	Attendance
Thu., 04/01/27	08:00AM	11:59PM	General Session	Hall AB	Theater	750
Thu., 04/01/27	08:00AM	11:59PM	Breakout	Meeting Room 100AB	Theater	0
Thu., 04/01/27	08:00AM	11:59PM	Office	Executive Board Room 101	Conference	0
Thu., 04/01/27	08:00AM	11:59PM	Breakout	Meeting Room 102	Theater	0
Thu., 04/01/27	08:00AM	11:59PM	Breakout	Meeting Room 103	Theater	0
Thu., 04/01/27	08:00AM	11:59PM	Breakout	Meeting Room 104B	Theater	0
Thu., 04/01/27	08:00AM	11:59PM	Breakout	Meeting Room 107ABC	Theater	0
Fri., 04/02/27	08:00AM	11:59PM	General Session	Hall AB	Theater	750
Fri., 04/02/27	08:00AM	11:59PM	Breakout	Ballroom ABC	Theater	0
Fri., 04/02/27	08:00AM	11:59PM	Breakout	Meeting Room 100AB	Theater	0
Fri., 04/02/27	08:00AM	11:59PM	Office	Executive Board Room 101	Conference	0
Fri., 04/02/27	08:00AM	11:59PM	Breakout	Meeting Room 102	Theater	0
Fri., 04/02/27	08:00AM	11:59PM	Breakout	Meeting Room 103	Theater	0
Fri., 04/02/27	08:00AM	11:59PM	Breakout	Meeting Room 104A	Theater	0
Fri., 04/02/27	12:00AM	11:59PM	Breakout	Meeting Room 104B	Theater	0
Fri., 04/02/27	08:00AM	11:59PM	Breakout	Meeting Room 105	Theater	0
Fri., 04/02/27	08:00AM	11:59PM	Breakout	Meeting Room 106	Theater	0
Fri., 04/02/27	08:00AM	11:59PM	Breakout	Meeting Room 107ABC	Theater	0
Sat., 04/03/27	08:00AM	11:59PM	General Session	Hall AB	Theater	750

Initials: _____

Sat., 04/03/27	08:00AM	11:59PM	Breakout	Ballroom ABC	Theater	0
Sat., 04/03/27	08:00AM	11:59PM	Breakout	Meeting Room 100AB	Theater	0
Sat., 04/03/27	08:00AM	11:59PM	Office	Executive Board Room 101	Conference	0
Sat., 04/03/27	08:00AM	11:59PM	Breakout	Meeting Room 102	Theater	0
Sat., 04/03/27	08:00AM	11:59PM	Breakout	Meeting Room 103	Theater	0
Sat., 04/03/27	08:00AM	11:59PM	Breakout	Meeting Room 104A	Theater	0
Sat., 04/03/27	08:00AM	11:59PM	Breakout	Meeting Room 104B	Theater	0
Sat., 04/03/27	08:00AM	11:59PM	Breakout	Meeting Room 105	Theater	0
Sat., 04/03/27	08:00AM	11:59PM	Breakout	Meeting Room 106	Theater	0
Sat., 04/03/27	08:00AM	11:59PM	Breakout	Meeting Room 107ABC	Theater	0
Sun., 04/04/27	08:00AM	11:59PM	General Session	Hall AB	Theater	750
Sun., 04/04/27	08:00AM	11:59PM	Breakout	Ballroom ABC	Theater	0
Sun., 04/04/27	08:00AM	11:59PM	Breakout	Meeting Room 100AB	Theater	0
Sun., 04/04/27	08:00AM	11:59PM	Office	Executive Board Room 101	Conference	0
Sun., 04/04/27	08:00AM	11:59PM	Breakout	Meeting Room 102	Theater	0
Sun., 04/04/27	08:00AM	11:59PM	Breakout	Meeting Room 104B	Theater	0

In consideration of Kiwanis International Inc. in Ontario, California, GOCAL will provide the following incentives:

1. **Discounted Rental of \$38,000.00 (savings of \$54,550).**
 2. **Exclusive in-house catering through Premier Catering Services, with a Food and Beverage minimum of \$80,000.**
 3. Ten (10) Complimentary WIFI connections at Registration Desk (max speed: 256k)
 4. 45% Discount on Electrical service ordered by Show Management
 5. Twenty-Five (25) Complimentary Stage Panels for General Session
 6. Twenty-Five (25) Complimentary parking passes with in & out privileges for 25 staff members.
 7. Meal Function pricing not to exceed \$23.00 inclusive for Breakfast Options
 8. Meal Function pricing not to exceed \$34.00 inclusive for Lunch Options
 9. Meal Function pricing not to exceed \$39.00 inclusive for Dinner Options
- Upon receipt of this signed Letter of Agreement (LOA), the GOCAL will request the OCC to send a license agreement to **Kiwanis International Inc.** The OCC establishes all rental rates. A license agreement from OCC will be issued within fourteen (14) business days from the execution of this LOA. The License Agreement and deposit are due back to OCC by the expiration date contained therein. If the License Agreement is not returned by the due date, the space being held will revert back to a second-option hold or at OCC's discretion, may be released.
 - In consideration of the generous rental discount offered above, GOCAL will require that the license agreement between the **Kiwanis International Inc.** and the OCC be completed and executed by the aforementioned due date of **Friday, March 27, 2026** or the rental total agreement will increase by **\$1,000.00** every thirty (30) days or portion thereof, that the execution is delayed until such time the License Agreement is executed.

Initials:_____

- The terms stipulated in this LOA, including the OCC rental discount provision, will be deemed null and void should the **Kiwanis International Inc.** not execute and return the OCC License Agreement by the date identified therein.

HOTEL LODGING AGREEMENTS

The following outlines the current guest room blocks available:

	Wed, 3/31/27	Thu, 4/1/27	Fri, 4/2/27	Sat, 4/3/27	Sun, 4/4/27
Total	5	66	330	330	5

The **Kiwanis International Inc.** understands that it will separately enter into lodging agreements with local area hotels of its choice and agrees to diligently pursue the negotiation and signing of its hotel lodging agreement(s). It is understood that the peak guest room night requirements for the meeting will be approximately **330 PEAK HOTEL ROOM NIGHTS** and **736 TOTAL CUMULATIVE ROOM NIGHTS** in the Greater Ontario hotels.

Both GOCAL and the **Kiwanis International Inc.** acknowledge that each may rely on this letter of agreement in planning for the **Kiwanis International Inc. Event**. At the same time, it is understood that this agreement details the meeting dates and space to be made available by the OCC. Until such time that the **Kiwanis Internal Inc** has entered into signed hotel contracts for at least 50% of the latest required peak rooms and/or a license agreement is executed between the **Kiwanis International Inc.** and the OCC, this LOA is subject to a right of first refusal. Should another organization request similar availability at the OCC and is prepared to immediately execute a license agreement and hotel contract(s); then the **Kiwanis International Inc.** will have thirty (30) days to fulfill these requirements. If the **Kiwanis International Inc.** does not fulfill the hotel contract(s) and license agreement requirements, the dates and space held will be released and offered to the other interested organization.

In order to confirm the terms in this letter of agreement, this document must be signed and returned to the GOCAL for countersignature on or before **Friday, March 27, 2026**. In the event this LOA is not received, the space will be subject to release and the incentive and/or discount amount subject to re-negotiation.

If the above conforms to your understanding and agreement, please indicate by signing below.

Greater Ontario California

By: _____

Print: Heather Ford

Title: Conventions, Sales Manager

Date: _____

Initials: _____

Approved by: _____
Arlette Garibay
Vice President, Sales

Date: _____

Kiwanis International Inc.

By: _____

Print: Timothy Cuning

Title: Executive Director

Date: _____

Initials:_____