



# 2017-2018 Finance Committee Teleconference Meeting

Monday, March 19, 2018

4:00 p.m.

(via teleconference, call 877-794-7297, code 2012)

## Agenda

1. Call to Order - Pete Horton, Chairman
2. Kiwanis Professional Center Lease Amendment for Kiwanis District Office
3. Review and recommend approval of the Anaheim Marriott Hotel Release Letter for Kiwanis DCON 2019
4. Review and recommend approval of the contract with the JW Marriott Las Vegas Resort & Spa for Kiwanis DCON 2019
5. Review and recommend approval of the Greater Ontario Convention and Visitors Bureau (GOCVB) Letter of Agreement with Ontario Convention Center and surrounding hotels for Key Club DCON 2021
6. Membership funds for new clubs opening plan
  - a. budget funds already approved
  - b. request additional funds for this purpose
7. Adjournment

**SECOND AMENDMENT  
TO  
KIWANIS PROFESSIONAL CENTER OFFICE LEASE  
BETWEEN  
KIWANIS CAL-NEV-HA FOUNDATION  
AND  
CALIFORNIA-NEVADA-HAWAII DISTRICT  
OF KIWANIS INTERNATIONAL**

**THIS SECOND AMENDMENT** is made to that certain Office Lease dated August 28, 2008 (the "Lease"), between KIWANIS CAL-NEV-HA FOUNDATION, a California non profit corporation, as Landlord, and CALIFORNIA-NEVADA-HAWAII DISTRICT OF KIWANIS INTERNATIONAL, a California non profit corporation, as Tenant, for the premises located at 8360 Red Oak Street, Suite 201, Rancho Cucamonga, California, with respect to the following:

**WHEREAS**, the Lease provides for an initial term of ten (10) years commencing October 1, 2008 and ending on September 30, 2018; and

**WHEREAS**, Landlord and Tenant wish to extend all of the terms and conditions of the Lease, as amended by the First Amendment to the Lease, for an additional five (5) years except as modified by this Amendment; and

**WHEREAS**, Landlord and Tenant have agreed to amend the Base Rent and CAM charges as of October 1, 2018; and

**WHEREAS**, Landlord and Tenant agree to the preferred use of the training facilities at the Kiwanis Professional Center located at 8360 Red Oak Street, Rancho Cucamonga, California 91730 (the "Kiwanis Professional Center").

**NOW, THEREFORE**, Landlord and Tenant hereby agree to amend the Lease as follows:

1. Term. Section 3 of the Summary of Basic Lease Information on page 1 of the Lease is hereby amended to provide the term of the Lease shall be extended for an additional sixty (60) months commencing on October 1, 2018 and ending on September 30, 2023.

2. Base Rent. Section 4 of the Summary of Basic Lease Information on page 1 of the Lease is hereby amended to provide the Base Rent commencing October 1, 2018 shall be the sum of \$4,552.00 per month, which is equal to \$1.60 per Rentable Square Foot. Such Base Rent shall be adjusted on October 1<sup>st</sup> of each succeeding year by the increase in the Consumer Price Index for All Urban Consumers for the Los Angeles-Riverside-Orange County Area (1982-84=100) using December of 2017 as the Beginning Index and the month of December next preceding each annual adjustment as the Adjustment Index, all as described in

Section 3.2 of the Lease; provided however, such increase shall not exceed two percent (2%) in any year. The Base Rent shall never be reduced by this adjustment.

3. Additional Rent. Commencing October 1, 2018, Tenant shall pay the sum of \$256.05 per month as Additional Rent described in Article 4 of the Lease, which is equal to \$0.09 per Rentable Square Foot. Such Additional Rent shall increase \$0.02 per Rentable Square Foot, or \$56.90 per month on October 1<sup>st</sup> of each succeeding year.

4. Use of Training Facilities. Landlord and Tenant agree that Tenant shall use the training facilities located in the Kiwanis Professional Center when such facilities will reasonably accommodate the use required by Tenant (events, meetings, trainings, etc.). Tenant will not use facilities outside of the Kiwanis Professional Center unless Landlord's facilities are not feasible to accommodate Tenant's needs.

5. Extended Term. Tenant is given one (1) option to extend the term of all the provisions contained in this Lease, except for the Base Rent, Additional Rent and as may be otherwise provided herein, for a five (5) year period ("Extended Term") following expiration of the current Term on September 30, 2023, by giving notice of exercise of the option ("Option Notice") to Landlord at least One Hundred Twenty (120) days, but not more than One (1) year before the expiration of the current Term. Provided that, if Tenant is in default on the date of giving the Option Notice, the Option Notice shall be totally ineffective, or if Tenant is in default on the date the Extended Term is to commence, the Extended Term shall not commence and this Lease shall expire at the end of the current Term.

Rent During Extended Term. The Base Rent for the first year of the Extended Term shall be set as follows: The base for computing the adjustment is the Consumer Price Index for All Urban Consumers for the Los Angeles-Riverside-Orange County Area (1982-84=100) ("Index") using December of 2017 as the Beginning Index. If the Index published for the month of December of 2022 ("Adjustment Index") has changed over the Beginning Index, the Base Rent for the period beginning October 1, 2023 and ending September 30, 2024 shall be set by multiplying the Base Rent for the 2018-2019 year by a fraction, the numerator of which is the Adjustment Index and denominator of which is the Beginning Index. Thereafter, such Base Rent shall be adjusted on October 1<sup>st</sup> of each succeeding year by the increase in the Consumer Price Index for All Urban Consumers for the Los Angeles-Riverside-Orange County Area (1982-84=100) using December of 2022 as the Beginning Index and the month of December next preceding each annual adjustment as the Adjustment Index, all as described in Section 3.2 of the Lease; provided however, such increase shall not exceed two percent (2%) in any year. The Base Rent shall never be reduced by this adjustment.

The Additional Rent described in Article 4 of the Lease shall increase \$0.02 per Rentable Square Foot over the Additional Rent in effect during the last year of the current Term (10/1/22-9/30/23), and shall increase \$0.02 per Rentable Square Foot on October 1<sup>st</sup> of each succeeding year.

6. All Other Terms. All other terms and conditions of the Lease are hereby ratified and confirmed by Landlord and Tenant.

In Witness Whereof, this Second Amendment was executed this \_\_\_\_\_ day of March, 2018, at Rancho Cucamonga, California.

**TENANT:**

California-Nevada-Hawaii District  
of Kiwanis International

By: \_\_\_\_\_  
Mark W. McDonald  
Executive Director

**LANDLORD:**

Kiwanis Cal-Nev-Ha Foundation

By: \_\_\_\_\_  
Margo Dutton  
President



March 14, 2018

Mark McDonald  
Kiwanis Cal-Nev-Ha District  
8360 Red Oak Street Ste 201  
Rancho Cucamonga, CA 91730

Dear Mr. McDonald,

Based on previous discussions and due to a large Citywide event contracting these dates at the Anaheim Convention center, The Anaheim Marriott Hotel will not be available to host the Kiwanis Cal-Nev-Ha District Convention as originally confirmed in an agreement signed on June 6, 2016.

The Anaheim Marriott Hotel and Kiwanis Cal-Nev-Ha District have mutually agreed to terminate the contract without liquidated damages or further financial liability.

The formal cancelation of the contract is contingent upon signing and returning this letter by **March 30, 2018**. Should you have any questions, please feel free to contact me at 714-748-2409 or at [Lindsay.lomeli@marriott.com](mailto:Lindsay.lomeli@marriott.com)

Hotel and Kiwanis Cal-Nev-Ha District agree to and have executed this document by their authorized representatives as of the dates indicated below.

Approved and authorized by Kiwanis Cal-Nev-Ha District:

Name: Mark McDonald  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved and authorized by Hotel:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Cc: Alex Shotwell, Director of Sales and Marketing, Anaheim Marriott  
Jeanette Uleplic, Director of Group Sales, Anaheim Marriott



**GROUP SALES AGREEMENT**

**DESCRIPTION OF GROUP AND EVENT**

The following represents an agreement between: JW Marriott Las Vegas Resort & Spa (Hotel), 221 N Rampart Blvd, Las Vegas, NV, 89145, (702) 869-7777 and Kiwanis International - Cal-Nev-Ha District (Organization) and outlines specific conditions and services to be provided.

ORGANIZATION: Kiwanis International - Cal-Nev-Ha District

**CONTACT:**

Name: Mr. Mark McDonald  
 Job Title: Executive Director / District Secretary  
 Street Address: 8360 Red Oak Street, Suite 201  
 City, State/Province: Rancho Cucamonga, CA  
 Postal Code: 91730-0608  
 Country: USA  
 Phone Number: (909) 989-1500 x103  
 E-mail Address: mark@cnhkiwanis.org

NAME OF EVENT: Kiwanis Cal-Nev-Ha District Convention Aug2019

REFERENCE #: M-BJLQJBZ

OFFICIAL PROGRAM DATES: 08/13/2019 to 08/19/2019

ANTICIPATED ATTENDANCE: 1,000

This agreement is entered into and becomes effective on the execution date by both parties by and between Kiwanis International - Cal-Nev-Ha District (hereinafter referred to as "GROUP") and JW Marriott Las Vegas Resort & Spa (hereinafter referred to as "HOTEL")

**GUEST ROOM COMMITMENT**

The Hotel agrees that it will provide, and Kiwanis International - Cal-Nev-Ha District agrees that it will be responsible for utilizing, 925 room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

| DAY               | Tue       | Wed       | Thu       | Fri       | Sat       | Sun       | Mon       |
|-------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| DATE              | 8/13/2019 | 8/14/2019 | 8/15/2019 | 8/16/2019 | 8/17/2019 | 8/18/2019 | 8/19/2019 |
| Deluxe Rooms      | 2         | 52        | 252       | 252       | 252       | 4         |           |
| Staff Rooms       | 8         | 10        | 10        | 10        | 10        | 5         | 0         |
| One-Bedroom Suite | 0         | 12        | 12        | 12        | 12        | 5         | 0         |
| Two-Bedroom Suite | 0         | 1         | 1         | 1         | 1         | 1         | 0         |
| Total             | 10        | 75        | 275       | 275       | 275       | 15        | Checkout  |

## GROUP ROOM RATES

Based upon Group's total program requirements as outlined in this agreement, Hotel confirms the following Group rates.

| Room                    | Single/Double | Triples  | Quads    |
|-------------------------|---------------|----------|----------|
| Deluxe Rooms            | \$129.00      | \$139.00 | \$149.00 |
| (10) Staff Rooms        | \$99.00       | \$109.00 | \$119.00 |
| (11) One-Bedroom Suites | \$129.00      | \$139.00 | \$149.00 |

Hotel room rates are subject to applicable state and local taxes (currently 13%) in effect at the time of check-out.

## RESORT FEE

The room rates listed above do not include a taxable Resort Fee, currently \$25.99, **discounted at \$21.99** per room per night. The Resort Fee package includes the following value-packed items: Enhanced High Speed Internet access in guest rooms, access to the fitness and wellness experiences at Spa Aquae, six (6) drink coupons, one (1) complimentary gift from the Spa Aquae boutique, \$20 in free casino offers, complimentary shuttle to the Las Vegas "Strip", food outlet discounts and specials. At the time of check-in, each guest paying the resort fee will receive a resort booklet with total items valued at \$185.00.

## SPECIAL CONCESSIONS

In consideration of the room night commitment and the functions identified on the Function Information Agenda/Event Agenda, Hotel will provide Group with the following special concessions:

1. With the given room night commitment and function agenda, the meeting and meal space is complimentary based on 80% pick up of contracted room night commitment and food & beverage minimum of **\$60,000.00** (exclusive of service charge and applicable taxes).
2. Nine (9) upgrades to One-Bedroom Suite at the Group rate. If additional suites are required, they are offered at the following rates: Junior Suites = \$179.00; One-Bedroom Suites = \$229.00; and Two-Bedroom Suites = \$329.00.
3. One (1) complimentary Two-Bedroom Suite, and One (1) One-Bedroom Suite upgrade at group rate for VIP's of your choice for during the dates of your program, August 13-19, 2019.
4. Nine (9) complimentary welcome amenities valued at \$50.00 each and at the Resort's discretion and with the approval of Group.
5. Four (4) complimentary room nights and complimentary meeting room for up to fifteen (15) people for a pre-planning session, based upon the Resort's availability.
6. The Group rate will be extended three days pre and post of the program dates, based upon availability.
7. Twenty percent (20%) discount off of the Resort's 2018 Banquet Menus once the catering minimum of **\$60,000.00** is achieved. Exclusive of applicable taxes and service charges, excluding liquor, labor or specialty menus.
8. Ten percent (10%) discount off the resort's in-house audio visual equipment providing the in-house Audio Visual Department is solely used for all of the Group's Audio Visual needs. Labor and internet are excluded.
9. Twenty-five percent (25%) discount on spa treatment at the Spa Aquae. This excludes waxing.
10. Complimentary self and valet parking for all attendees.
11. Complimentary shuttle service to/from the Strip. This is a 29-passenger van and is available on a first-come-first serve basis and runs on a daily schedule.



**COMPLIMENTARY ROOMS**

Group will be entitled to one (1) complimentary standard room night for every forty (40) revenue-generating room nights occupied on a cumulative basis to be utilized during your program. Complimentary units earned, but not used or assigned as noted during the event, will be forfeited.

**STAFF ROOMS**

Hotel will set aside ten (10) rooms to be assigned by Group to staff at a special discount of \$99.00 during the Event. Staff rooms are excluded from the 1/40 calculation.

**COMMISSION**

The Group room rates listed above are net non-commissionable.

**GUARANTEED RESERVATIONS**

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by Group. Hotel will not hold any reservations unless secured by one of the above methods.

**CUTOFF DATE**

Reservations by attendees must be received on or before **July 12, 2019**, (the "Cutoff Date"). At the Cutoff Date, Hotel will review the reservation pickup for the event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the Kiwanis International - Cal-Nev-Ha District Group rate after this date.

Release of rooms for general sale following the Cutoff Date does not affect Group's obligation, as discussed elsewhere in this agreement, to utilize guest rooms.

**NO ROOM TRANSFER BY GUEST**

Kiwanis International - Cal-Nev-Ha District agrees that neither Group nor attendees of the event nor any intermediary shall be permitted to assign any rights or obligations under this Group sales agreement, or to resell or otherwise transfer to persons not associated with Group reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group sales agreement.

**METHOD OF RESERVATIONS**

Hotel is pleased to offer the use of our online Group reservations system powered by Passkey. All reservations will be made, modified or canceled by individuals on-line at a URL to be established by Hotel or by calling Marriott's Reservations toll free number to be established after enabling Passkey. It is the responsibility of Group to publish and provide this information to potential attendees through the planner's meeting website or through email. Group shall be responsible for publishing the URL for all potential attendees. The Group rate is guaranteed for reservations made on or before the Cutoff date. Any reservations made after the cut-off date shall be at the Hotels then current available rate.

Hotel will supply a username and password to provide you with 24/7 online access to your Group's information and reports.

**FUNCTION INFORMATION AGENDA/EVENT AGENDA**

Based on the requirements outlined by Group, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

| Date      | Day | Start Time | End Time | Function Type | Set-Up Style | #PPL | Function Space |
|-----------|-----|------------|----------|---------------|--------------|------|----------------|
| 8/13/2019 | Tue | 6:00 AM    | 11:59 PM | Office        | Conference   | 1    | Sevilla        |
| 8/13/2019 | Tue | 6:00 AM    | 11:59 PM | Storage       | Storage      | 1    | Galicia        |





**FUNCTION INFORMATION AGENDA/EVENT AGENDA (continued)**

| Date      | Day | Start Time | End Time | Function Type   | Set-Up Style | #PPL | Function Space               |
|-----------|-----|------------|----------|-----------------|--------------|------|------------------------------|
| 8/14/2019 | Wed | 6:00 AM    | 11:59 PM | Office          | Conference   | 1    | Sevilla                      |
| 8/14/2019 | Wed | 6:00 AM    | 11:59 PM | Storage         | Storage      | 1    | Galicia                      |
| 8/14/2019 | Wed | 2:00 PM    | 11:59 PM | Breakout        | Theater      | 350  | Valencia                     |
| 8/14/2019 | Wed | 8:00 AM    | 2:00 PM  | Breakout        | Conference   | 30   | Cataluna                     |
| 8/14/2019 | Wed | 8:00 AM    | 11:59 PM | Set Up          | Rounds of 10 | 900  | Marquis Ballroom             |
| 8/14/2019 | Wed | 2:00 PM    | 5:00 PM  | Breakout        | Conference   | 20   | Madrid                       |
| 8/14/2019 | Wed | 1:45 PM    | 2:30 PM  | Coffee Break    | Roll In      | 20   | Madrid                       |
|           |     |            |          |                 |              |      |                              |
| 8/15/2019 | Thu | 6:00 AM    | 11:59 PM | Office          | Conference   | 1    | Sevilla                      |
| 8/15/2019 | Thu | 6:00 AM    | 11:59 PM | Storage         | Storage      | 1    | Galicia                      |
| 8/15/2019 | Thu | 8:00 AM    | 5:00 PM  | Breakout        | U-Shape      | 40   | Andalucia                    |
| 8/15/2019 | Thu | 7:45 AM    | 8:00 AM  | Coffee Break    | Roll In      | 40   | Andalucia                    |
| 8/15/2019 | Thu | 12:00 PM   | 1:00 PM  | Lunch           | Roll In      | 40   | Andalucia                    |
| 8/15/2019 | Thu | 8:00 AM    | 5:00 PM  | Breakout        | U-Shape      | 40   | Cataluna                     |
| 8/15/2019 | Thu | 7:45 AM    | 8:00 AM  | Coffee Break    | Roll In      | 40   | Cataluna                     |
| 8/15/2019 | Thu | 12:00 PM   | 1:00 PM  | Lunch           | Roll In      | 40   | Cataluna                     |
| 8/15/2019 | Thu | 8:00 AM    | 5:00 PM  | Registration    | Registration | 1    | Marquis Foyer                |
| 8/15/2019 | Thu | 10:30 AM   | 5:00 PM  | Breakout        | U-Shape      | 30   | Castilla                     |
| 8/15/2019 | Thu | 12:00 PM   | 5:00 PM  | Breakout        | Theater      | 350  | Valencia                     |
| 8/15/2019 | Thu | 2:00 PM    | 6:15 PM  | General Session | Rounds of 10 | 900  | Marquis Ballroom             |
| 8/15/2019 | Thu | 6:30 PM    | 10:00 PM | Dinner          | Rounds of 10 | 110  | Cascade                      |
|           |     |            |          |                 |              |      |                              |
| 8/16/2019 | Fri | 6:00 AM    | 11:59 PM | Office          | Conference   | 1    | Sevilla                      |
| 8/16/2019 | Fri | 6:00 AM    | 11:59 PM | Storage         | Storage      | 1    | Galicia                      |
| 8/16/2019 | Fri | 6:00 AM    | 11:59 PM | Breakout        | Theater      | 350  | Valencia                     |
| 8/16/2019 | Fri | 7:00 AM    | 8:00 AM  | Breakfast       | Rounds of 10 | 115  | Cascade                      |
| 8/16/2019 | Fri | 8:00 AM    | 12:00 PM | Registration    | Registration | 1    | Marquis Foyer                |
| 8/16/2019 | Fri | 8:00 AM    | 5:00 PM  | Breakout        | Theatre      | 30   | Andalucia                    |
| 8/16/2019 | Fri | 8:00 AM    | 5:00 PM  | Breakout        | Theatre      | 325  | Grand Ballroom AB            |
| 8/16/2019 | Fri | 8:00 AM    | 5:00 PM  | Breakout        | Theatre      | 325  | Grand Ballroom C             |
| 8/16/2019 | Fri | 8:00 AM    | 5:00 PM  | Exhibits        | Exhibits     | 50   | Grand Ballroom DE & Corridor |
| 8/16/2019 | Fri | 8:00 AM    | 11:59 PM | General Session | Rounds of 10 | 900  | Marquis Ballroom             |
| 8/16/2019 | Fri | 12:15 PM   | 1:45 PM  | Lunch           | Rounds of 10 | 425  | Marquis Ballroom             |
| 8/16/2019 | Fri | 10:30 AM   | 12:00 PM | Breakout        | Theater      | 200  | Cataluna                     |
| 8/16/2019 | Fri | 6:30 PM    | 10:00 PM | Dinner          | Rounds of 10 | 110  | Cascade                      |
|           |     |            |          |                 |              |      |                              |
| 8/17/2019 | Sat | 6:00 AM    | 11:59 PM | Office          | Conference   | 1    | Sevilla                      |
| 8/17/2019 | Sat | 6:00 AM    | 11:59 PM | Storage         | Storage      | 1    | Galicia                      |
| 8/17/2019 | Sat | 8:00 AM    | 5:00 PM  | Breakout        | Theater      | 350  | Valencia                     |
| 8/17/2019 | Sat | 8:00 AM    | 5:00 PM  | Registration    | Registration | 1    | Marquis Foyer                |
| 8/17/2019 | Sat | 8:00 AM    | 5:00 PM  | Breakout        | Theatre      | 325  | Grand Ballroom AB            |



**FUNCTION INFORMATION AGENDA/EVENT AGENDA (continued)**

| Date      | Day | Start Time | End Time | Function Type   | Set-Up Style | #PPL | Function Space               |
|-----------|-----|------------|----------|-----------------|--------------|------|------------------------------|
| 8/17/2019 | Sat | 8:00 AM    | 5:00 PM  | Breakout        | Theatre      | 325  | Grand Ballroom C             |
| 8/17/2019 | Sat | 8:00 AM    | 5:00 PM  | Exhibits        | Exhibits     | 50   | Grand Ballroom DE & Corridor |
| 8/17/2019 | Sat | 8:00 AM    | 5:00 PM  | Breakout        | Theatre      | 30   | Andalucia                    |
| 8/17/2019 | Sat | 8:00 AM    | 11:59 PM | General Session | Rounds of 10 | 900  | Marquis Ballroom             |
| 8/17/2019 | Sat | 6:45 AM    | 8:00 AM  | Breakfast       | Rounds of 10 | 325  | Marquis Ballroom             |
| 8/17/2019 | Sat | 12:15 PM   | 2:00 PM  | Lunch           | Rounds of 10 | 750  | Marquis Ballroom             |
| 8/17/2019 | Sat | 6:00 PM    | 7:00 PM  | Reception       | Lounge       | 500  | Marquis Ballroom             |
| 8/17/2019 | Sat | 7:00 PM    | 8:15 PM  | Dinner          | Rounds of 10 | 500  | Marquis Ballroom             |
| 8/17/2019 | Sat | 9:30 PM    | 11:59 PM | Reception       | Lounge       | 100  | Cascade                      |
|           |     |            |          |                 |              |      |                              |
| 8/18/2019 | Sun | 6:00 AM    | 11:59 PM | Office          | Conference   | 1    | Sevilla                      |
| 8/18/2019 | Sun | 6:00 AM    | 11:59 PM | Storage         | Storage      | 1    | Galicia                      |
| 8/18/2019 | Sun | 7:00 AM    | 8:30 AM  | Breakfast       | Rounds of 10 | 80   | Cascade                      |
| 8/18/2019 | Sun | 8:00 AM    | 10:00 AM | Breakout        | Conference   | 30   | Andalucia                    |
| 8/18/2019 | Sun | 8:00 AM    | 5:00 PM  | Breakout        | Conference   | 28   | Murcia                       |

All meeting room, food and beverage, and related services are subject to applicable taxes (currently 8.25%) and a taxable service charge (currently 21%) in effect on the date(s) of the event.

Six (6) months prior to the event, Kiwanis International - Cal-Nev-Ha District agrees to give Hotel a preliminary program, including updated attendance figures based upon history. Three (3) months prior to the event, a tentative program with anticipated attendance figures is required. Hotel has the right to move meeting space as long as the meeting space is of equal size or greater. Hotel will release any space that is not designated on the tentative program, except for any space that Hotel and Group agree to hold for unanticipated needs.

**EXHIBITS IN HOTEL**

Due to the layout of the Hotel, storage space is not available for display materials and/or show merchandise. At the conclusion of the set-up operation, all related equipment, crates, trash, etc. must be removed from the premises no later than the last day of the exhibit show period.

Based on the above number of booths and square footage required, if the event were to occur this year, a rental of flat fee of \$12,000.00, per day would apply for utilization of Hotel's exhibit area. However, in appreciation of your business, based on 80% pickup of contracted rooms this fee will be waived. This rental includes setup and dismantle time. Definite rental rates will be established one year prior to the event dates. This quotation is based on the floor plan and booth arrangements specified.

The above rental agreement includes:

1. The exhibit facility as programmed
2. General maintenance of aisles, Hotel lighting, heating, air conditioning, and ventilation

The above rental agreement does not include:

1. Drayage and placement of display equipment
2. Decoration and related services
3. Security services
4. Labor; for example, carpenters, electricians, and drapers
5. Storage of any exhibit-related materials
6. Lighting and electrical power
7. Gas or water supply



**DAMAGE TO FUNCTION SPACE**

Group agrees to pay for any damage to the function space that occurs while Group using it. Group will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than Kiwanis International - Cal-Nev-Ha District and its attendees. Group is responsible for doing a post walk through with event manager to determine if any damage was done in the contracted meeting space.

**FACILITY SERVICE FEES**

Based on Group's requirements, Hotel's function space fees would be **\$80,000.00**. Based upon the room night commitment and the functions identified on the Function Information Agenda/Event Agenda outlined in this agreement, the Hotel will waive this fee, based on 80% pick-up of contracted room block, and food and beverage minimum achieved. Should group be in an attrition situation for sleeping rooms and food and beverage, as long as the group pays the liquidated damages, then function space fee will be waived.

**MASTER ACCOUNT**

Hotel must be notified in writing at least forty-five (45) days prior to arrival of the authorized signatories and the charges that are to be posted to the master account. Any cancellation or attrition fees will be billed to the Group's master account.

Enclosed is an application for direct billing approval. Please fill out the form completely and return it to Hotel within thirty (30) days of arrival. Hotel credit manager will contact Group if direct billing is available or an alternative means of payment must be arranged.

**METHOD OF PAYMENT**

The method of payment of the master account will be established upon approval of Group's credit. If credit is approved, the outstanding balance of Group's master account (less any advance deposits and exclusive of disputed charges) will be due and payable within thirty (30) days.

Group will raise any disputed charge(s) within seven (7) days after receipt of the invoice. The Hotel will work with Group in resolving any such disputed charges, the payment of which will be due upon receipt of invoice less disputed items. If payment of any invoice is not received within thirty (30) days of the date on which it was due less disputed charges, Hotel will impose a finance charge at the rate of the lesser of 1-1/2% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the invoice date.

Group has indicated that it has elected to use the following form of payment:

- Cash, money order, or other guaranteed form of payment
- Credit card (We accept all major credit cards)
- Company check or Electronic Funds Transfer
- \_\_\_\_\_[agreed alternative]

Group may not change this form of payment.

In the event that credit is not approved, Group agrees to pay an advance deposit in an amount to be determined by the Hotel in its reasonable discretion, with the full amount due prior to the start of the Group's event.

**PAYMENT BY CREDIT CARD OR COMPANY CHECK**

If Group wishes to pay any portion of its obligation by credit card or company check, the credit card information must be entered into our secure online web-site.

Prior to the execution of this agreement Group shall provide hotel with credit card authorization information. A Credit Card Information request e-mail will be sent to the e-mail address provided by Group.

This process must also be followed if direct billing has not been approved and the master account charges will be paid by credit card or company check.

Group agrees that the Hotel may charge to this credit card any payment as required under this Group sales agreement.



**PAYMENT BY CREDIT CARD OR COMPANY CHECK (continued)**

If payment of deposit or master account is by credit card, a service charge of 3% will not apply for up to \$25,000. Should a credit card be used to settle an account or provide a deposit over \$25,000, the Hotel will charge a 3% service fee in addition to the final statement. In the event of a chargeback by the cardholder, interest charges will apply.

**BILLING ARRANGEMENTS**

The following billing arrangements apply:

- Individual pays own
- Rooms and Tax to the master account
- All charges to the master account

**ADVANCE PAYMENT SCHEDULE**

Group agrees to make the following advance payments:

|                |                           |
|----------------|---------------------------|
| April 12, 2018 | \$1000.00                 |
| At departure   | Balance of Master Account |

The above payments will be applied to payment of the master account. In the event that the payments exceed the balance of the master account, including any liquidated damages associated with cancellation/attrition by Group, Hotel will refund the difference between the payments and the balance of the master account within thirty (30) days of receipt. If the advance payments are not received on the scheduled due dates it will constitute a breach of contract by Group and this contract is considered as a cancellation, therefore liquidated damages will be owed to the Resort as outlined in the cancellation provision of this agreement.

**ROOMS ATTRITION**

Hotel is relying upon Group’s use of the room night commitment. Group agrees that a loss will be incurred by Hotel if Group’s actual usage is less than 80% of the room night commitment.

If Group’s actual usage is less than 80% of the room night commitment, Group agrees to pay, as liquidated damages and not as a penalty, the difference between 80% of the room night commitment and Group’s actual usage, multiplied by the Group room rate, plus applicable taxes.

**FOOD AND BEVERAGE MINIMUM/ATTRITION CANCELLATION**

The Hotel is relying upon the food and beverage functions outlined on the event agenda. Group agrees that a loss will be incurred by the Hotel if there is a cancellation or reduction in the number of food and beverage functions and the number of food and beverage covers.

Kiwanis International – Cal-Nev-Ha District agrees that it will provide a minimum food and beverage revenue of **\$60,000.00** (exclusive of applicable service charges and taxes) as part of the event. If Kiwanis International - Cal-Nev-Ha District provides less food and beverage revenue, it agrees to pay Hotel 35% of the shortage. In addition, if any food and beverage event is cancelled within 72 hours of its scheduled time, Kiwanis International - Cal-Nev-Ha District agrees to pay Hotel 100% of the food and beverage revenue guaranteed at 72 hours.

Hotel agrees that after receipt of this amount, it will not seek further damages resulting from the cancellation or attrition of such catered functions.

**FOOD AND BEVERAGE PRICING**

Hotel will confirm the food and beverage prices no later than six (6) months prior to Group’s arrival date.



**CURRENT CATERING PRICES**

Hotel's 2018 catering minimum prices are as follows:

|                                   |  |
|-----------------------------------|--|
| Continental Breakfast:            | \$29.00 per person                     |
| Breakfast Buffet:                 | \$34.00 - \$60.00 per person           |
| Coffee Breaks:                    | \$16.00 - \$23.00 per person           |
| Plated Lunch:                     | \$45.00 - \$57.00 per person           |
| Lunch Buffet:                     | \$45.00 - \$54.00 per person           |
| Boxed Lunch:                      | \$43.00 per person                     |
| Receptions, Light, excluding Bar: | \$28.00 - \$35.00 per person           |
| Receptions, Heavy, excluding Bar: | \$84.00 - \$125.00 per person          |
| Plated Dinner:                    | \$68.00 - \$110.00 per person          |
| Buffet Dinner:                    | \$92.00 - \$145.00 per person          |
| Hosted Bar:                       | \$30.00 - \$36.00 per person (2 hours) |

These quotations do not include any applicable NV tax (currently at 8.25%), and a taxable service charge of 21%. All food and beverage served in the Hotel must be purchased from the Hotel.

A minimum labor charge of \$150.00 per room, per day will apply for any cash food and beverage function and/or any food and beverage function at which twenty-five (25) people or less are served.

**OUTSIDE FOOD AND BEVERAGE POLICY**

All food and beverages served at functions associated with the event must be provided, prepared, and served by Hotel, and must be consumed on Hotel premises.

**SPA AQUAE**

Special spa packages may be available for your Group at Spa Aquae. Please contact our Spa Sales Specialist, Nina Miller via telephone at (702) 869-7080 or email at [nina.miller@jwmarriottlv.com](mailto:nina.miller@jwmarriottlv.com) for further details.

**CANCELLATION**

Group acknowledges that if it cancels or otherwise essentially abandons its planned use of the room night commitment (a "Cancellation"), this action would constitute a breach of Group's obligation to Hotel and Hotel would be harmed. Because Hotel's harm (and Group's obligation to compensate Hotel for that harm) is likely to increase if there is a delay in notifying Hotel of any cancellation, Group agrees to notify Hotel, in writing, within five (5) business days of any decision to cancel. In addition, if a cancellation occurs, the parties agree that:

- a) it would be difficult to determine Hotel's actual harm;
- b) the sooner Hotel receives notice of the cancellation, the lower its actual harm is likely to be, because the probability of mitigating the harm by reselling space and functions is higher; and
- c) the highest percentage amount in the chart (the "Chart") set forth below reasonably estimates Hotel's harm for a last-minute cancellation and, through its use of a sliding scale that reduces damages for earlier cancellations, the Chart also reasonably estimates Hotel's ability to lessen its harm by reselling Group's space and functions.

Group therefore agrees to pay Hotel, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, the amount listed in the Chart below.

| Date of Cancellation                     | Amount of Liquidated Damages Due                                  |
|--|---|
| Date of Agreement to August 13, 2018     | 75% of Total Room Revenue* Plus 50% of Food and Beverage minimum  |
| From August 14, 2018 to convention dates | 100% of Total Room Revenue* Plus 75% of Food and Beverage minimum |

\* "Total Room Revenue" is the dollar amount equal to the number of room nights in the room night commitment multiplied by Group's average room rate. If applicable, state and local taxes will be added to the amounts listed above.



**CANCELLATION (continued)**

Provided that Group timely notifies Hotel of the cancellation and timely pays the above liquidated damages, Hotel agrees not to seek additional damages from Group relating to the cancellation.

The payment made by Kiwanis International - Cal-Nev-Ha District at the time of cancellation will be reduced by any previously paid non-refundable deposit.

**RENOVATION**

Hotel will promptly notify Group of any significant construction or remodeling to be performed in Hotel during the event dates that would adversely affect the Group program. Hotel will endeavor to keep such activity from distracting or interfering with the use of meeting rooms, or other facilities to be used during the event.

**IMPOSSIBILITY**

The performance of this agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical – but in no event longer than ten (10) days – after learning of such basis.

**CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT**

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or Group will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

**LITIGATION EXPENSES/GOVERNING LAW/ ATTORNEY'S FEES**

The parties agree that, in the event litigation relating to this agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees. At such time, Hotel or Group will be entitled to pursue all legal remedies for any damages it incurs from such an action of breach.

Any such action must be brought in Clark County, Nevada. This agreement shall be governed by Nevada law.

**LIQUOR LICENSE**

Group understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

Should corkage be arranged for the event, the fee applied is \$25.00 per bottle (plus applicable tax and service charge).

**COMPLIANCE WITH LAW**

This agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and Group agree to cooperate with each other to ensure compliance with such laws.

**CONSEQUENTIAL DAMAGES**

In no event shall either party to this agreement be entitled to consequential damages pursuant to or resulting from, any breach of the agreement, except to the extent that payments pursuant to any cancellation, attrition, or other liquidated damages clauses set forth in the Agreement could be construed as "consequential damages." This paragraph shall be void and of no force or effect in the event that the agreement does not contain a cancellation clause, or if any such cancellation clause is rendered ineffective for any reason.



**INDEMNIFICATION**

Each party to this agreement shall, to the extent not covered by the indemnified party's insurance, indemnify, defend, and hold harmless the other party and its officers, directors, agents, employees, and owners from and against any and all demands, claims, damages to persons or property, losses, and liabilities, including reasonable attorneys' 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 Hotel 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.

**INSURANCE**

Each party agrees that it will, to the extent applicable, carry and maintain at its own cost and expense the following insurance coverages (or will legally qualify to self-insure for such coverages), except that Group need not carry item (c) below:

- a) Comprehensive general liability insurance, including contractual liability and liability for personal injury, bodily injury, property damage, and completed operations liability with a combined single limit of not less than \$1,000,000 each occurrence.
- b) Automobile liability insurance, including all owned, non-owned, and hired vehicles used in conjunction with the performance of the Agreement for bodily injury or property damage with a combined single limit of not less than \$1,000,000 each occurrence.
- c) Liquor liability insurance with a combined single limit of not less than \$1,000,000 each occurrence.

**AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

Each party agrees to use good faith efforts to ensure that it complies with its obligations under the Americans with Disabilities Act and the Act's accompanying regulation and guidelines (collectively the "ADA"). Each party further agrees to indemnify and hold the other party harmless from and against any and all claims and expenses, including attorney's fees and litigation expenses, that may be incurred by or asserted against the other party or its officers, directors, agents, and employees on the basis of the indemnifying party's non-compliance with any of the provisions of the ADA. Group agrees to provide Hotel with reasonable advance notice about the special needs of any attendees of which Group is aware.

**REWARDS PROGRAM - REWARDING EVENTS**

Approximately (10) business days after the conclusion of the event (provided that the event is not cancelled and Group has otherwise complied with the material terms and conditions of this agreement), the Hotel will award Points or submit an award:

CHECK ONE OPTION BELOW:

- Award Points** to the Contact (as identified on page 1 of this agreement or the Authorized Signer of this agreement)

Member Name \_\_\_\_\_

Rewards Program Member Number \_\_\_\_\_

- Decline to Award Points.** The Contact and the Authorized Signer of this agreement elect not to receive (and hereby waive the right to receive) an award of points in connection with the event.

The number of points to be awarded shall be determined pursuant to the Rewards Program Terms and Conditions, as in effect at the time of award. The Rewards Program Terms and Conditions are available on-line at [www.marriottrewards.com](http://www.marriottrewards.com), and may be changed at the sole discretion of the Rewards Program at any time and without notice.

The individual(s) identified above to receive points may not be changed without such individual(s)' prior written consent. All Rewards Program Terms and Conditions apply.



### **IN-HOUSE EQUIPMENT**

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, 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 Group's needs. If such special setups or extraordinary formats are requested, Hotel will present Group two (2) alternatives: (1) charging Group the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

### **TECHNICAL SERVICES**

PSAV manages all Audio Visual within the JW Marriott Las Vegas Resort and Spa. They ensure quality standards are upheld and ensure quality service is delivered to our Groups. Should a vendor other than PSAV be selected to provide services, additional fees apply and service charges will be assessed to oversee the proper operation and care of our facility and equipment by outside vendors.

### **UNATTENDED ITEMS/ADDITIONAL SECURITY**

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If Group requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the event are subject to Hotel approval.

A minimum of one security guard per one hundred guests is required for events with guests under the age of 18 and/or with guests under 21 when alcohol is present.

### **DECORATIONS, DISPLAY, SIGNS & BANNERS**

Décor elements or displays brought into the Hotel by the guest must be approved by appropriate Hotel Management prior to arrival. Items may not be attached to any stationary wall, floor, window or ceiling with nails, staples, tape or any other substance in order to prevent damage to fine fixtures and furnishings. Signs or pamphlets are to be displayed in the Group function rooms only. Group is responsible to provide this information to any outside vendors contracted directly by Group.

### **DECORATIONS, DISPLAY, SIGNS & BANNERS (continued)**

Group is responsible for arranging delivery, set-up and breakdown with all vendors contracted. Should the Hotel staff be requested to assist in any capacity for services contracted by the Group with a vendor, additional labor is based on availability and charges will apply with a minimum of \$150.00 per person per hour.

Decorations or displays brought into the Hotel by the Group must be pre-approved by the Las Vegas Fire Department. An official Flame Retardant certificate must accompany all materials. Pyrotechnic displays are never allowed on the property without written approval from appropriate Hotel Management and a permit from the Las Vegas Fire Department.

### **USE OF OUTSIDE VENDORS**

If Group wishes to hire outside vendors to provide any goods or services at Hotel during the event, Hotel may, in its sole discretion, require that such vendor provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance.

### **PERFORMANCE LICENSES**

Group will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio, or video recordings, art, etc.) that Group may use or request to be used at the Hotel.

### **GRATUITIES**

Currently, portage gratuities are \$8.00 per person round trip, and housekeeping gratuities are \$2.00 per day. Please advise Hotel if these charges are to be posted directly to the master account.





**ENTIRE AGREEMENT**

This agreement contains the entire agreement of the parties and supersedes all previous agreements and understandings of the parties, written or oral. This agreement may be amended only in writing and signed by both parties.

**ACCEPTANCE**

When presented by the Hotel to Group, this document is an invitation by the Hotel to Group to make an offer. Upon signature by Group, this document will be an offer by Group. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Group at any time prior to Group's execution of this document, the outlined format and dates will be held by the Hotel for Group on a first-option basis until **March 28, 2018**. If Group cannot make a commitment prior to that date, this invitation to 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 signature by both parties, Group and the Hotel shall have agreed to and executed this agreement by their authorized representatives as of the dates indicated below.

**SIGNATURES**

Approved and authorized by Kiwanis International - Cal-Nev-Ha District

Name: Mr. Mark McDonald  
Title: Executive Director  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved and authorized by Hotel: JW Marriott Las Vegas Resort & Spa

Name: Ms. Kaci Feldman  
Title: Sales Account Executive  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved and authorized by Hotel: JW Marriott Las Vegas Resort & Spa

Name: Mr. Sam Messina  
Title: Vice President of Sales  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_





February 20, 2018

Mark W. McDonald  
 Cal-Nev-Hawaii District of Kiwanis International  
 8360 Red Oak Street, Suite 201  
 Rancho Cucamonga, CA 91731

Dear Mark

Thank you for the selection of Greater Ontario, California as the site for District Annual Convention. The following will confirm the substance of your requirements for the Ontario Convention Center (OCC) and participating hotels.

Please review the following and indicate your confirmation.

**DATES**  
**Thursday April 8, 2021 – April 11, 2021**

| Date            | Start Time | End Time | Function              | Room                     |
|-----------------|------------|----------|-----------------------|--------------------------|
| Thu, 04/08/2021 | 8:00 AM    | 11:59 AM | Office /Resource Room | Executive Board Room 101 |
| Thu, 04/08/2021 | 8:00 AM    | 11:59 PM | Office/Resource Room  | Meeting Room 100AB       |
| Thu, 04/08/2021 | 8:00 AM    | 11:59 PM | Storage Room          | Meeting Room 102         |
| Thu, 04/08/2021 | 8:00 AM    | 11:59 PM | Breakout              | Meeting Room 104B        |
| Thu, 04/08/2021 | 8:00 AM    | 11:59 PM | Breakout              | Meeting Room 107ABC      |
| Thu, 04/08/2021 | 8:00 AM    | 11:59 PM | General Session       | Exhibit Hall AB          |
| Fri, 04/09/2021 | 8:00 AM    | 11:59 PM | Event Active          | Entire Convention Center |
| Sat, 04/10/2021 | 8:00AM     | 11:59 PM | Event Active          | Entire Convention Center |
| Sun, 04/11/2021 | 8:00 AM    | 2:00 PM  | Breakout              | Ballroom ABC             |
| Sun, 04/11/2021 | 8:00 AM    | 2:00 PM  | General Session       | Exhibit Hall AB          |
| Sun, 04/11/2021 | 8:00 AM    | 7:00 PM  | Breakout              | Meeting Room 100AB       |
| Sun, 04/11/2021 | 8:00 AM    | 7:00 PM  | Storage Room          | Meeting Room 102         |
| Sun, 04/11/2021 | 8:00 AM    | 7:00 PM  | Office/Resource Room  | Executive Board Room 101 |
| Sun, 04/11/2021 | 8:00 AM    | 7:00 PM  | Breakout              | Meeting Room 104B        |

- In consideration of the Institute for Cal-Nev-Hawaii District of Kiwanis International in Ontario, California, The Greater Ontario Convention and Visitors Bureau (GOCVB) will:
  - Provide Housing service to assist with all the hotel room blocks contracted
  - Attend 2020 Annual Convention to help promote 2021 Annual Convention

- In consideration of the Institute for Cal-Nev-Hawaii District of Kiwanis International in Ontario, California, The Ontario Convention Center will offer:
  - Provide a discounted rental at the Ontario Convention Center at \$32,000.00 for the space/dates as outlined above.
  - Require an F&B Minimum of \$105,000.00 ++
  - Twenty-five (25) complimentary 4’x8’ stage panels for general session
  - Two (2) complimentary WiFi connections at registration desk (max speed: 256K)
  - 25% Discount on electrical service ordered by Licensee
  - Twenty-Five (25) complimentary VIP parking passes (with in & out privileges)
  - Usher/EMT during active times, up to 30 labor hours per day
  - Five (5) water stations with two (2) refreshes each daily
  - Meal Function pricing not to exceed \$19.00 inclusive for Breakfast Options
  - Meal Function pricing not to exceed \$29.00 inclusive for Lunch Options
  - Meal Function pricing not to exceed \$35.00 inclusive for Dinner options
  - Event manager will work with licensee to draw up the floor plans 60 days’ out
  
- Upon receipt of this signed Letter of Agreement (LOA), the GOCVB will request the OCC to send a license agreement to Cal-Nev-Hawaii District of Kiwanis International. The OCC establishes all rental rates. Expiration date contained therein. If the License Agreement is not returned by the due date, the space being held will revert to a second-option hold or at OCC’s discretion, may be released.
  
- In consideration of the generous rental discount offered above, GOCVB will require that the license agreement between the Cal-Nev-Hawaii District of Kiwanis International and the OCC be completed/executed by **May 30, 2019**. In the event the License Agreement is not completed within the designated timeframe, the rental will increase by **\$1,000.00** every month that the execution is delayed until such time the License Agreement is executed.
  
- The terms stipulated in this LOA including the OCC rental discount provision will be deemed null and void should the Cal-Nev-Hawaii District of Kiwanis International 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:

|              | Thursday | Friday | Saturday |
|--------------|----------|--------|----------|
| Run of House | 85       | 810    | 810      |

Cal-Nev-Hawaii District of Kiwanis International 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 **800** and **1,705** total guest room nights in the Greater Ontario hotels.

Both GOCVB and the Cal-Nev-Hawaii District of Kiwanis International acknowledge that each may rely on this letter of agreement in planning for the District Annual Convention. 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 Cal-Nev-Hawaii District of Kiwanis International 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 Cal-Nev-Hawaii District of Kiwanis International 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 Cal-Nev-Hawaii District of Kiwanis International will have thirty (30) days to fulfill these requirements. If the Cal-Nev-Hawaii District of Kiwanis International does not fulfill the hotel contract(s) and license requirements; the dates and space held will be released and offered to the other interested organization.

In order to confirm the offer in this LOA with Cal-Nev-Hawaii District of Kiwanis International, this letter must be signed by **February 26, 2018** and returned to GOCVB for countersignature. 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 Convention & Visitors Bureau

By: \_\_\_\_\_

Print: **Arlette Garibay**

Title: **Convention Sales Manager**

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

Agreed by: \_\_\_\_\_

Larry Kaufman  
Director, Sales

\_\_\_\_\_ Date

Cal-Nev-Hawaii District of Kiwanis International

By: \_\_\_\_\_

Print: **Mark W. McDonald**

Title: **EXECUTIVE DIRECTOR**

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