



2018-2019 Finance Committee Meeting

Monday, October 1, 2018

4:00 p.m.

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

Agenda

1. Call to Order - Pete Horton, Chairman
2. Review and recommend approval of the 2018-2019 Key Club General Fund Budget
3. Review and recommend approval of the 2018-2019 KIWIN'S General Fund Budget
4. Review and recommend approval of the 2018-2019 Circle K General Fund Budget
5. Review and recommend approval of the 2019 Key Club District Convention Budget
6. Review and recommend approval of the 2019 KIWIN'S District Convention Budget
7. Review and recommend approval of the 2019 Circle K District Convention Budget
8. Review and recommend approval of the 2018 Circle K Fall Training Conference Budget
9. Review and recommend approval of the contract with the Grand Sierra Resort and Casino in Reno, NV for the 2020 Key Club District Convention
10. Review and recommend approval of the contract with the Riverside Convention Center in Riverside, CA for the 2021 Circle K District Convention
11. Review and recommend approval of the contract with the Marriott Riverside at the Convention Center, in Riverside, CA for the 2021 Key Club District Convention
12. Adjournment

2018-19 Key Club General Fund Budget

		2018-19 Budget	2017-18 Budget	2017-18 YTD
CASH RECEIPTS				
10.401.0	District Per Capita (41,000 x \$4.50)	\$184,500.00	\$193,500.00	\$179,311.75
10.440.10	Investment Income	\$4,000.00	\$4,000.00	\$3,341.72
NEW	2018-19 SLP Transition Reimbursement (Foundation)	\$6,000.00	\$0.00	\$0.00
Total General Fund Receipts		<u>\$194,500.00</u>	<u>\$197,500.00</u>	<u>\$182,653.47</u>
DISBURSEMENTS				
<i>Administrative</i>				
10.540.0	Credit Card Service Fees	\$50.00	\$50.00	\$45.00
10.541.0	Computer Software, Small Equipment	\$1,500.00	\$1,500.00	\$1,803.50
10.542.02	Telephone	\$4,000.00	\$4,000.00	\$2,950.37
10.542.01	Conference Calls	\$4,000.00	\$4,000.00	\$2,821.70
10.544.0	Office Supplies	\$250.00	\$250.00	\$74.68
10.545.0	Web Site Maintenance	\$0.00	\$0.00	\$0.00
10.546.0	Postage & Shipping	\$1,500.00	\$1,000.00	\$1,008.95
10.548.0	Printing	\$3,500.00	\$4,000.00	\$2,246.01
10.549.0	Professional Fees-Merrill Lynch	\$150.00	\$150.00	\$150.00
10.566.0	Annual Audit	\$1,500.00	\$4,000.00	\$1,485.78
10.579.0	Bank Fees-Cash Short/Over	\$0.00	\$0.00	\$0.00
10.699.03	Service Leadership Department Expense	\$92,700.00	\$93,000.00	\$91,856.24
Total Administrative		<u>\$109,150.00</u>	<u>\$111,950.00</u>	<u>\$104,442.23</u>
<i>Officer & Board</i>				
10.582.0	Governor Travel & Administrative	\$5,995.00	\$5,725.00	\$4,556.95
10.591.0	Secretary Travel & Administrative	\$3,525.00	\$3,255.00	\$904.55
10.592.0	Treasurer Travel & Administrative	\$4,125.00	\$3,255.00	\$1,684.79
10.595.0	International Officers (Trustee Travel to Board meeting)	\$0.00	\$0.00	\$0.00
10.596.0	2018-19 Executive Board Expense (April-June 2019)	\$1,000.00	\$1,000.00	\$0.00
10.597.03	Int'l Convention Travel Support	\$4,815.00	\$4,525.00	\$4,016.96
10.597.05	Hawaii Travel Support (to Dist. Conv.)	\$2,000.00	\$2,000.00	\$210.79
10.598.0	Key Leader Scholarships (10 per camp x's \$35.00)	\$1,050.00	\$3,000.00	\$1,155.00
10.599	Board Gift to Governor	\$150.00	\$150.00	\$125.25
	Travel & Expense Div. 2-47	\$38,850.00	\$38,400.00	\$20,811.12
10.650.0	Lt. Governor's Reserve	\$1,500.00	\$1,500.00	\$294.05
10.651.0	Board Meeting Expenses	\$0.00	\$200.00	\$0.00
Total Officer & Board		<u>\$63,010.00</u>	<u>\$63,010.00</u>	<u>\$33,759.46</u>
<i>Committee Expense</i>				
10.685.0	Prada Scholarship	\$500.00	\$500.00	\$500.00
10.695.01	Comm. & Marketing	\$125.00	\$150.00	\$99.13
10.696.0	Convention Chair	\$125.00	\$350.00	\$0.00
10.693.0	Kiwanis Family & Foundation	\$125.00	\$150.00	\$35.00
10.691.0	MD&E Chair	\$125.00	\$150.00	\$90.94
10.694.0	Membership Recognition	\$125.00	\$350.00	\$300.00
10.697	News Editor	\$125.00	\$150.00	\$0.00
10.692.0	P.I.E. Chair	\$125.00	\$150.00	\$87.44
10.697.03	District Visual Media Editor	\$125.00	\$150.00	\$35.00
10.690.0	Service Projects	\$125.00	\$150.00	\$150.00
10.697.01	Tech. Editor	\$125.00	\$150.00	\$150.00
10.698	Miscellaneous Expense	\$0.00	\$0.00	\$0.00
10.697.08	SAA Coordinator	\$0.00	\$0.00	\$150.00
10.698.03	Graphics Department Coordinator	\$0.00	\$150.00	\$95.88
10.698.05	Key Leader Coordinator	\$0.00	\$150.00	\$150.00
10.699.01	Kiwanis Committee Reimbursement	\$10,000.00	\$10,000.00	\$5,906.05
10.699.05	Foundation Training Funds Reimb.	\$7,000.00	\$9,500.00	\$3,082.00
New	2018-19 SLP Transition Expense	\$6,000.00	\$0.00	\$0.00
Total Committee Expense		<u>\$24,750.00</u>	<u>\$22,200.00</u>	<u>\$10,831.44</u>
Total Disbursements		<u>\$196,910.00</u>	<u>\$197,160.00</u>	<u>\$149,033.13</u>
Net Budgeted Revenue over (Expense)		<u>(\$2,410.00)</u>	<u>\$340.00</u>	<u>\$33,620.34</u>
<i>Other Revenue & (Expense)</i>				
10.846.10	District Project Income [Fall Rally North]	\$0.00	\$0.00	\$26,337.00
10.856.10	District Project (Expense) [Fall Rally North]	\$0.00	\$0.00	\$0.00
10.846.20	District Project Income [Fall Rally South]	\$0.00	\$0.00	\$49,592.79
10.856.20	District Project (Expense) [Fall Rally South]	\$0.00	\$0.00	(\$2,001.20)
10.857.00	Eliminate Contribution	\$0.00	\$0.00	\$0.00
10.849	PTP Income [Contributions to CNH Foundation]	\$0.00	\$0.00	\$144,490.66
10.850.00	Eliminate Income	\$0.00	\$0.00	\$0.00
10.858.0	Contribution to CNH Foundation for PTP	\$0.00	\$0.00	(\$222,685.67)
10.861	Fundraising Income (Polo's)	\$0.00	\$0.00	\$3,142.00
10.862	PTP Fundraising Income (ribbons, buttons & wristbands)	\$0.00	\$0.00	\$5,922.00
10.864	Fundraising Expense (Polo's)	\$0.00	\$0.00	(\$3,298.09)
10.864.01	Fundraising Expense (ribbons, buttons & wristbands)	\$0.00	\$0.00	(\$1,655.58)
10.885.00	CNH Kiwanis DCON Expenses	\$0.00	\$0.00	(\$90.89)
Total Other Revenue (Expense)		<u>\$0.00</u>	<u>\$0.00</u>	<u>(\$246.98)</u>
Net Budgeted Revenue over (Expense) + Other Revenue & (Expense)		<u>(\$2,410.00)</u>	<u>\$340.00</u>	<u>\$33,373.36</u>
<i>Interfund Transfer</i>				
20.921	District Convention Profit	\$2,500.00	\$0.00	\$12,108.12
Net Revenue over (Expense)		<u>\$90.00</u>	<u>\$340.00</u>	<u>\$45,481.48</u>
		2018-19	2017-18	2017-18

2018-19 Key Club General Fund Budget

<i>Lt. Governor's Travel & Office</i>		Budget	Budget	YTD
10.602.0	Division 2 North	\$450.00	\$750.00	\$750.00
10.602.01	Division 2 South	\$400.00	\$0.00	\$0.00
10.603.0	Division 3 North	\$250.00	\$250.00	\$246.57
10.603.01	Division 3 South	\$350.00	\$350.00	\$0.00
10.604.03	Division 4 Central (old 41 North)	\$400.00	\$400.00	\$274.29
10.604.0	Division 4 East	\$650.00	\$600.00	\$600.00
10.604.02	Division 4 North	\$500.00	\$500.00	\$463.96
10.604.04	Division 4 South (old 41 South)	\$450.00	\$500.00	\$500.00
10.604.01	Division 4 West	\$500.00	\$500.00	\$500.00
10.605.0	Division 5 North	\$350.00	\$500.00	\$0.00
10.605.01	Division 5 South	\$400.00	\$400.00	\$0.00
10.607.0	Division 7 North	\$700.00	\$600.00	\$177.76
10.607.01	Division 7 South	\$500.00	\$500.00	\$253.02
10.608.0	Division 8	\$550.00	\$550.00	\$205.88
10.610.0	Division 10 North	\$250.00	\$300.00	\$0.00
10.610.01	Division 10 South	\$450.00	\$550.00	\$0.00
10.611.0	Division 11	\$650.00	\$650.00	\$392.13
10.612.01	Division 12 East	\$550.00	\$500.00	\$500.00
10.612.02	Division 12 South	\$600.00	\$650.00	\$0.00
10.612.0	Division 12 West	\$550.00	\$550.00	\$542.65
10.613.0	Division 13 North	\$500.00	\$550.00	\$335.86
10.613.01	Division 13 South	\$750.00	\$750.00	\$0.00
10.613.02	Division 13 West	\$350.00	\$350.00	\$347.02
10.614.0	Division 14	\$400.00	\$300.00	\$267.75
10.615.01	Division 15 East	\$650.00	\$650.00	\$613.15
10.615.02	Division 15 North	\$450.00	\$450.00	\$450.00
10.615.03	Division 15 South	\$400.00	\$400.00	\$400.00
10.616.03	Division 16 East	\$500.00	\$400.00	\$400.00
10.616.0	Division 16 North	\$550.00	\$500.00	\$500.00
10.616.01	Division 16 South	\$400.00	\$450.00	\$356.08
10.616.04	Division 16 West	\$450.00	\$450.00	\$0.00
10.618.0	Division 18 East	\$500.00	\$550.00	\$165.11
10.618.01	Division 18 West	\$250.00	\$250.00	\$0.00
10.619.01	Division 19 North	\$450.00	\$450.00	\$400.00
10.619.0	Division 19 South	\$650.00	\$550.00	\$527.37
10.620.0	Division 20	\$150.00	\$100.00	\$0.00
10.621.0	Division 21	\$650.00	\$600.00	\$0.00
10.622.0	Division 22 H	\$450.00	\$450.00	\$0.00
10.622.01	Division 22 K	\$450.00	\$400.00	\$65.31
10.622.02	Division 22 M	\$1,150.00	\$1,150.00	\$1,150.00
10.623.0	Division 23	\$650.00	\$700.00	\$217.87
10.624.0	Division 24/29	\$500.00	\$500.00	\$0.00
10.626.0	Division 26 North	\$600.00	\$600.00	\$517.28
10.626	Division 26 South	\$500.00	\$500.00	\$499.13
10.627.0	Division 27 North	\$550.00	\$400.00	\$161.42
10.627.01	Division 27 South	\$450.00	\$650.00	\$401.22
10.628.04	Division 28 East	\$500.00	\$500.00	\$50.96
10.628.02	Division 28 North	\$500.00	\$500.00	\$285.33
10.628.01	Division 28 South	\$500.00	\$450.00	\$216.37
10.628.03	Division 28 West	\$500.00	\$500.00	\$0.00
10.630.0	Division 30 North	\$700.00	\$650.00	\$564.70
10.630.01	Division 30 South	\$650.00	\$700.00	\$660.29
10.631.0	Division 31	\$550.00	\$500.00	\$0.00
10.632.0	Division 32	\$650.00	\$650.00	\$628.19
10.633.0	Division 33	\$400.00	\$450.00	\$0.00
10.634.0	Division 34 North	\$650.00	\$600.00	\$170.89
10.634.1	Division 34 South	\$500.00	\$500.00	\$396.89
10.635.0	Division 35 East	\$600.00	\$600.00	\$600.00
10.635.01	Division 35 West	\$650.00	\$600.00	\$600.00
10.636.0	Division 36 East	\$350.00	\$350.00	\$74.76
10.636.01	Division 36 West	\$500.00	\$600.00	\$553.30
10.637.03	Division 37 East	\$450.00	\$450.00	\$0.00
10.637.02	Division 37 North	\$600.00	\$450.00	\$322.75
10.637.01	Division 37 South	\$450.00	\$400.00	\$400.00
10.637.04	Division 37 West	\$550.00	\$600.00	\$0.00
10.638.0	Division 38 East	\$400.00	\$400.00	\$152.67
10.638.01	Division 38 West	\$550.00	\$600.00	\$65.52
10.639.0	Division 39	\$550.00	\$600.00	\$0.00
10.642.0	Division 42 East	\$450.00	\$450.00	\$450.00
10.642.01	Division 42 West	\$350.00	\$300.00	\$0.00
10.643.0	Division 43	\$350.00	\$350.00	\$348.67
10.644.01	Division 44 North	\$700.00	\$700.00	\$318.36
10.644.02	Division 44 South	\$700.00	\$650.00	\$140.05
10.645.0	Division 45	\$250.00	\$250.00	\$0.00
10.646.0	Division 46 North	\$600.00	\$500.00	\$398.72
10.646.01	Division 46 South	\$400.00	\$400.00	\$0.00
10.647.0	Division 47	\$450.00	\$450.00	\$231.87
	Total Lt. Gov. Travel & Office	\$38,850.00	\$38,400.00	\$20,811.12

2018-19
KIWIN'S General Fund Budget

		2018-19 Budget	2017-18 Actual	2017-18 Budget
CASH RECEIPTS				
10.401.0	District Per Capita (2500 x \$6.50)	\$16,250.00	\$15,835.50	\$16,250.00
10.423	Sid Smith Award	\$500.00	\$0.00	\$500.00
10.440.0	Interest Income	\$100.00	\$85.61	\$100.00
New	2018-19 SLP Transition Reimbursement (Foundation)	\$3,000.00	\$0.00	\$0.00
	Total General Fund Receipts	\$19,850.00	\$15,921.11	\$16,850.00
DISBURSEMENTS				
<i>Administrative</i>				
10.541.00	Computer Software/Equip/email	\$250.00	\$271.66	\$250.00
10.542.0	Telephone	\$300.00	\$402.85	\$500.00
10.542.01	Conference Calls	\$150.00	\$150.00	\$150.00
10.544.0	Office Supplies	\$100.00	\$119.40	\$190.00
10.546.0	Postage & Shipping	\$75.00	\$104.22	\$50.00
10.548.0	Printing	\$250.00	\$350.40	\$500.00
10.566.0	Annual Audit	\$125.00	\$119.99	\$835.00
10.699.03	Service Leadership Department Expense	\$5,200.00	\$5,103.13	\$5,500.00
	Bank Charges	\$0.00	\$0.00	\$0.00
	Total Administrative	\$6,450.00	\$6,621.65	\$7,975.00
<i>Officer & Board</i>				
10.582.0	Governor Travel & Administrative	\$2,200.00	\$868.58	\$1,500.00
10.591.0	Secretary Travel & Administrative	\$215.00	\$168.08	\$215.00
10.592.0	Treasurer Travel & Administrative	\$215.00	\$0.00	\$215.00
10.594.0	Publication Editor's Expense	\$180.00	\$0.00	\$180.00
10.596.0	Executive Board Expense	\$100.00	\$0.00	\$100.00
	Travel & Expense Divisions	\$2,025.00	\$682.22	\$2,025.00
10.650.0	Board Reserve	\$0.00	\$8.86	\$0.00
	Total Officer & Board	\$4,935.00	\$1,727.74	\$4,235.00
<i>Committee Expense</i>				
10.682.0	MD&E Chair	\$40.50	\$40.50	\$40.50
10.685	Sid Smith Award	\$500.00	\$500.00	\$450.00
10.687	ICON Travel (IP Governor, & DA) ICON Only	\$1,875.00	\$3,688.88	\$2,500.00
10.694.0	Awards Chair	\$40.50	\$40.50	\$40.50
10.696.0	Convention Chair	\$40.50	\$0.00	\$40.50
10.695	Tech Chair	\$40.50	\$0.00	\$40.50
10.690.00	Kiwanis Family & Foundation Chair	\$40.50	\$0.00	\$40.50
10.697	Web-Site Maintenance	\$180.00	\$168.00	\$180.00
10.698.0	Miscellaneous Expense	\$0.00	\$80.00	\$0.00
New	2018-19 SLP Transition Expense	\$3,000.00	\$0.00	\$0.00
10.699	Kiwanis KIWIN'S Committee Reimbursement	\$0.00	\$0.00	\$800.00
10.699.05	Foundation Training Funds Reimbursement	\$2,500.00	\$2,320.69	\$0.00
	Total Committee Expense	\$8,257.50	\$6,838.57	\$4,132.50
	Total Disbursements	\$19,642.50	\$15,187.96	\$16,342.50
	Net Budgeted Revenue over (Expense)	\$207.50	\$733.15	\$507.50
<i>Interfund Transfer</i>				
20.921	District Convention Profit	\$0.00	\$447.75	\$0.00
	Net Revenue over (Expense)	\$207.50	\$1,180.90	\$507.50

2018-19
KIWIN'S General Fund Budget

	2018-19 Budget	2017-18 Actual	2017-18 Budget
<i>Lt. Governors Travel & Office</i>			
10.602.0 Goldstone	\$283.50	\$0.00	\$202.50
10.603.0 Ruby	\$81.00	\$0.00	\$81.00
10.604.0 Diamond	\$445.50	\$0.00	\$567.00
10.605.0 Jet	\$324.00	\$324.00	\$324.00
10.607.0 Jade	\$162.00	\$156.05	\$162.00
10.608.0 Emerald	\$121.50	\$0.00	\$121.50
10.611.0 Crystal	\$202.50	\$0.00	\$202.50
10.612.0 Turquoise	\$202.50	\$202.17	\$202.50
10.614.0 Sapphire	\$202.50	\$0.00	\$162.00
 Total Lt. Gov. Travel & Per Office	 <u>\$2,025.00</u>	 <u>\$682.22</u>	 <u>\$2,025.00</u>
 <i>Other Revenue & (Expense)</i>			
10.846 Fall Rally South Income	\$0.00	\$35,186.47	\$0.00
10.847 Fall Rally North Income	\$0.00	\$1,401.24	\$0.00
10.863 Other Income (Polos)	\$0.00	\$695.00	\$0.00
10.864.05 PTP Donations	\$0.00	\$1,123.50	\$0.00
10.865 Stop Hunger Now	\$0.00	\$1,415.40	\$0.00
NEW Governor's Project (Make a Wish)	\$0.00	\$3,478.06	\$0.00
10.856 Fall Rally South Expense	\$0.00	\$15,307.16	\$0.00
10.857 Fall Rally North Expense	\$0.00	\$0.00	\$0.00
10.858 Contribution to CNH Foundation for PTP	\$0.00	\$22,404.05	\$0.00
10.859 Fund Raising Expense (Make A Wish)	\$0.00	\$3,478.06	\$0.00
10.862 Fund Raising Expense (Stop Hunger Now)	\$0.00	\$1,415.40	\$0.00
10.876 Fund Raising Expense (Fundraising Ribbons)	\$0.00	\$250.00	\$0.00
10.880 Other Expenses (Polos)	\$0.00	\$700.78	\$0.00
10.885 CNH District Convention Expense (Kiwanis DCO)	\$0.00	\$45.45	\$0.00
10.890 CNH Foundation KIWIN'S Scholarship Fund	\$0.00	\$0.00	\$0.00
Total Other Revenue (Expense)	<u>\$0.00</u>	<u>-\$301.23</u>	
 Net Revenue over (Expense)	 <u>\$207.50</u>	 <u>\$879.67</u>	 <u>\$507.50</u>

KIWIN'S Board Approval: May 27, 2018

2018-19 Circle K General Fund Budget

		2018-19 Budget	2017-18 YTD	2017-18 Budget
CASH RECEIPTS				
10.401.0	District Per Capita 3000 x \$9.00	\$27,000.00	\$25,697.00	\$27,000.00
10.417.0	International Convention (2018 Chicago)	\$600.00	\$463.00	\$600.00
10.418.0	President's Retreat	\$2,800.00	\$2,340.00	\$2,100.00
10.419.0	Spring Training Conference	\$3,000.00	\$3,461.00	\$3,000.00
10.440.20	Investment Income	\$250.00	\$236.93	\$250.00
New	2018-19 SLP Transition Reimbursement (Foundation)	\$3,000.00	\$0.00	\$0.00
	Total General Fund Receipts	\$36,650.00	\$32,197.93	\$32,950.00
DISBURSEMENTS				
<i>Administrative</i>				
10.541.0	Computer Software, Small Equipment & Webinars	\$300.00	\$271.67	\$300.00
10.542.0	Telephone	\$500.00	\$371.44	\$500.00
10.542.05	Web Site	\$200.00	\$31.18	\$75.00
10.544.0	Office Supplies	\$120.00	\$119.40	\$120.00
10.546.0	Postage & Shipping	\$150.00	\$148.46	\$150.00
10.548.0	Printing	\$500.00	\$476.54	\$700.00
10.566.0	Annual Audit	\$500.00	\$234.95	\$600.00
10.579	Bank Charges	\$25.00	-\$15.00	\$25.00
10.699.03	Service Leadership Dept. Expense (KDO Expenses)	\$5,500.00	\$5,103.13	\$5,500.00
	Total Administrative	\$7,795.00	\$6,741.77	\$7,970.00
<i>Officer & Board</i>				
10.582.0	Governor Travel & Administrative	\$2,300.00	\$2,046.31	\$2,750.00
10.588.0	Exec Board Travel (April-June 2018) (Travel to STC's)	\$400.00	\$401.68	\$750.00
10.591.0	Secretary Travel & Administrative	\$750.00	\$0.00	\$850.00
10.592.0	Treasurer Travel & Administrative	\$750.00	\$340.00	\$850.00
10.595.0	Spring Training Conference	\$2,500.00	\$1,743.28	\$2,500.00
10.597.01	Board Travel to Hawaii	\$2,500.00	\$3,502.25	\$2,800.00
10.597.03	Incentive Program (Pins)	\$500.00	\$507.29	\$500.00
10.598	President's Retreat Expense	\$2,400.00	\$2,796.28	\$2,000.00
NEW	Hawaii Students Travel to DCON	\$2,350.00	\$1,017.84	\$1,000.00
10.650.0	Board Reserve	\$1,000.00	\$0.00	\$2,500.00
	Total Officer & Board	\$15,450.00	\$12,354.93	\$16,500.00
<i>Committee Expense</i>				
10.681.0	Board Meeting Expense	\$50.00	\$0.00	\$50.00
10.682.0	MD&E Chair	\$150.00	\$0.00	\$200.00
10.684	Foundation Training Funds Reimb.	\$500.00	\$0.00	\$2,000.00
10.685	Kiwanis Committee Expense	\$2,250.00	\$1,499.48	\$500.00
New	2018-19 SLP Transition Expense	\$3,000.00	\$0.00	\$0.00
10.690.0	Kiwanis Family Relations Chair	\$400.00	\$380.71	\$450.00
10.692.0	International Convention (2017 San Antonio)	\$1,400.00	\$1,160.73	\$1,400.00
10.693.0	Service Chair	\$250.00	\$299.48	\$300.00
10.693.05	Service Project Expenses	\$150.00	\$0.00	\$150.00
10.695.0	Tech Editor	\$150.00	\$0.00	\$200.00
10.697	Communications and Marketing Chair Expense	\$150.00	\$85.47	\$200.00
10.694.0	Membership Recognition Chair	\$150.00	\$157.69	\$200.00
10.698.0	Miscellaneous Expense	\$0.00	\$0.00	\$0.00
	Lt. Governor's Budgets	\$4,500.00	\$3,141.30	\$4,950.00
	Total Committee Expense	\$13,100.00	\$6,724.86	\$10,600.00
	Total Budgeted Disbursements	\$36,345.00	\$25,821.56	\$35,070.00
	Net Budgeted Revenue Over <Expense>	\$305.00	\$6,376.37	-\$2,120.00
<i>Interfund Transfers</i>				
10.910.00	District Convention Profits	\$0.00	\$1,202.12	\$1,000.00
10.911.00	F.T.C. Profits	\$0.00	\$1,474.04	\$1,500.00
	Net Revenue Over <Expense>	\$305.00	\$9,052.53	\$380.00

2018-19 Circle K General Fund Budget

	2018-19 Budget	2017-18 YTD	2017-18 Budget
<i>Lt. Governor's Travel & Office</i>			
10.601.0 Capital	\$500.00	\$550.00	\$550.00
10.602.0 Central Coast	\$500.00	\$543.00	\$550.00
10.606.0 Desert Oasis	\$500.00	\$550.00	\$550.00
10.607.0 Foothill	\$500.00	\$0.00	\$550.00
10.609.0 Golden Gate	\$500.00	\$550.00	\$550.00
10.604.0 Magic Kingdom	\$500.00	\$0.00	\$550.00
10.603.0 Metro	\$500.00	\$424.31	\$550.00
10.605.0 Paradise	\$500.00	\$0.00	\$550.00
10.608.0 Sunset	\$500.00	\$523.99	\$550.00
	\$4,500.00	\$3,141.30	\$4,950.00
Total Lt. Gov. Travel & Office			

Approved by Circle K District Board

<i>Other Revenue & Expense</i>			
10.843 District Project Income (District Prof. Development Con	\$0.00	\$7,323.68	\$0.00
10.843.05 District Project Income (DLSSP)	\$0.00	\$5,406.54	\$0.00
10.844 District Project Income (Kiwanis Family House)	\$0.00	\$30,425.86	\$0.00
10.846 District Project Income (PTP Fundraising Income)	\$0.00	\$26,197.41	\$0.00
10.846.01 District Project Income (Crazy Komp Income for PTP)	\$0.00	\$5,134.00	\$0.00
10.847 District Project Income Suicide Prevention	\$0.00	\$29,957.75	\$0.00
10.848 District Project Income (UNICEF) Eliminate	\$0.00	\$0.00	\$0.00
10.851.01 District Project Expense (Crazy Komp Expenses)	\$0.00	\$601.00	\$0.00
10.852 District Project Expense (District Prof. Development Co	\$0.00	\$5,912.33	\$0.00
10.852.05 District Project Expense (DLSSP)	\$0.00	\$4,607.55	\$0.00
10.853 District Project Contribution (Kiwanis Family House)	\$0.00	\$30,425.86	\$0.00
10.854 District Project Contribution (Suicide Prevention)	\$0.00	\$29,957.75	\$0.00
10.856 District Project Contribution (CNH Foundation for PTP)	\$0.00	\$30,730.41	\$0.00
10.858 District Project Contribution (UNICEF) Eliminate	\$0.00	\$0.00	\$0.00
10.887.00 CNH Kiwanis DCON Expense	\$0.00	\$45.45	\$0.00
Total Other Income <Expense>	\$0.00	\$2,164.89	\$0.00
	\$305.00	\$11,217.42	\$380.00
<i>Net Revenue Over <Expense></i>			

Circle K Board Approval: April 22, 2018

2018-19 DCON Budget

	2018-19 Budget (Ontario)	2017-18 Actual (Reno)	2017-18 Budget (Reno)	Notes to DCON Budget:
Income				2019 Budget Information
21.401.01 On Time Registration (2018 Actual 1747) 1856 @ \$184.00	\$341,504.00	\$304,145.00	\$261,000.00	Number of Budgeted Paid Registrations 2056
21.401.03 Late Registration (2018 Actual 157) 200 @ \$224.00	\$44,800.00	\$33,619.80	\$54,356.00	Number of Complimentary Registrations 135
21.410.00 Hotel and City Rebates (1400 rooms x's \$10.00) (2018 actual was 1369 rooms attendance 2044)	\$14,000.00	\$13,690.00	\$14,000.00	(135 Comps include: 92 Old Board, 15 VIP's & 28 Kiwanis Committee)
21.404.05 Old Board Dinner	\$3,000.00	\$3,060.00	\$2,500.00	SDEvent Pros Staff & Hilding Larson 9
Total Income	\$403,304.00	\$354,514.80	\$331,856.00	Total Registrations 2200
				2018 Actuals: 1,904 Paid, 129 Comps, 11 Matrix Mobile Total 2,044
				2018 (Reno) Registration Rates: \$174.00
				\$214.00
Disbursements				Important Dates
21.506.00 Adult Attendee Background Checks	\$3,500.00	\$3,153.05	\$4,500.00	On Time Convention Registration (Received By) 2/28/2019
21.508.00 Audio Visual (General Sessions) Includes Housing/Meals for AV Crew	\$50,000.00	\$33,939.75	\$34,500.00	Housing Deadline (Received by) 2/28/2019
21.509.00 Audio Visual (Seminar Rooms) (Includes \$2,000.00 for rigging in Exhibit Hall)	\$16,000.00	\$10,660.00	\$7,000.00	Member Recognition (Contests) Deadline (Received By) 2/28/2019
21.510.00 Audit Fees	\$3,500.00	\$3,243.25	\$1,000.00	Late Convention Registration Deadline (Received By) 3/14/2019
21.512.00 Awards	\$5,000.00	\$4,866.34	\$5,000.00	(No registrations will be accepted after March 14, 2019)
21.520.00 Band or D.J. (Includes ASCAP Fees)	\$2,500.00	\$2,127.98	\$1,750.00	Meal prices in 2018 (Reno) \$106.42 Registration was: \$174/214
21.522.12 Board Training (Meals) (74 LTG-Elects + 2 Trainers)	\$1,350.00	\$1,288.59	\$3,000.00	Meal prices in 2017 (Anaheim) \$115.93 Registration was: \$196/236
21.522.20 Board Officer Pins, etc. (From Key Club International)	\$575.00	\$555.41	\$400.00	Meal prices in 2016 (Sacramento) \$134.83 Registration was: \$209/249
21.530.02 Comp Meals, Old Board (92) New Board pays registration	\$8,375.00	\$8,241.82	\$9,791.00	Meal prices in 2015 (Anaheim) \$121.06 Registration was: \$179/219
21.530.04 Comp. Meals, Kiwanis Committee (30)	\$2,730.00	\$3,484.82	\$2,980.00	Meals
21.530.06 Comp. Meals, VIP's (14)	\$1,275.00	\$1,403.42	\$1,597.00	Saturday Breakfast \$18.00
21.530.07 Comp. Housing (Board Old & New)	\$15,073.00	\$17,726.26	\$19,490.00	Saturday Lunch \$25.00
21.530.08 Comp. Housing (Kiwanis Committee)	\$5,692.00	\$4,821.88	\$4,176.00	Saturday Dinner \$30.00
21.530.09 Comp. Housing (VIP's)	\$1,010.00	\$1,034.28	\$2,316.00	Sunday Breakfast \$18.00
21.533.00 Convention Center Rental (Base Rent \$32,325.00 + \$9,382.00 other fees)	\$41,707.00	\$328.84	\$0.00	(This reflects a net decrease of \$15.42 over 2018) Total \$91.00
21.554.00 Convention T-Shirts 2200 x's \$6.00 Plus Freight	\$14,000.00	\$13,986.50	\$12,500.00	Signed Room Block: 1760 rooms: Attrition 80% (1408 rooms)
NEW Ground Transportation (Bus Shuttles) Did not use in Reno 2018	\$0.00	\$0.00	\$1,000.00	Housing for Key Club Old & New Boards
21.565.00 Hospitality Programs (Ice Cream Social)	\$6,000.00	\$1,455.49	\$4,000.00	DoubleTree Rate (including tax) \$147.33 (Old Board)
21.576.02 Meals, (Saturday Breakfast) 2056 x's \$18.00	\$37,008.00	\$32,511.67	\$30,643.00	23 rooms x 3 nights = 69 room nights
21.576.03 Meals, (Saturday Dinner) 2056 x's \$30.00	\$61,680.00	\$81,865.39	\$77,160.00	<Minus -10 1/50 Comps = 59 room nights> \$8,693.00
21.576.06 Meals, (Saturday Lunch) 2056 x's \$25.00	\$51,400.00	\$58,027.65	\$54,462.00	Radisson Rate (including tax) \$130.20 (New Board)
21.576.05 Meals, (Sunday Brunch) 2056 x's \$18.00	\$37,008.00	\$25,534.82	\$24,400.00	19 rooms x 3 nights = 57 room nights
21.576.08 Board Lunch	\$6,000.00	\$4,906.61	\$4,834.00	<Minus 8 1/50 Comps = 49 room nights> \$6,380.00
21.576.09 Meals (Water Service)	\$3,000.00	\$679.23	\$0.00	Total Comp Board Housing \$15,073.00
21.671.00 Name Badge Processor	\$2,100.00	\$2,100.00	\$2,100.00	Kiwanis Committee Housing
21.575.00 Board Dinner	\$3,000.00	\$3,568.21	\$2,400.00	Key Club Administrator (Comp Parlor Suite)-Doubletree \$0.00
21.660.00 Postage	\$0.00	\$0.00	\$0.00	8 Staff Rooms (Doubletree) @ \$113.07 x's 3 nights = \$2,714.00
21.662.00 Pre-Convention Planning	\$1,500.00	\$954.21	\$1,000.00	11 Staff Rooms (Various Properties) @ \$90.22 x's 3 nights = \$2,978.00
21.666.00 Printing	\$4,000.00	\$3,759.47	\$3,000.00	Total Comp Kiwanis Committee Housing \$5,692.00
21.670.00 Registration Supplies (2019 we will NOT use Hilding's registration counters)	\$1,200.00	\$1,788.64	\$2,000.00	Comp. Housing for VIP'S to Include: Cost
21.670.05 Registration Software	\$75.00	\$0.00	\$75.00	Kiwanis Governor & Spouse (Presidential Suite)-Doubletree \$295.00
21.672.00 Rental (Truck + Fuel) No Rental Truck in 2018	\$450.00	\$0.00	\$0.00	Kiwanis Governor-Elect & Spouse (Presidential Suite)-Radisson \$261.00
21.676.00 Ribbons	\$750.00	\$782.03	\$0.00	Kiwanis Executive Director (Comped Executive Suite)-Radisson \$0.00
21.686.00 Souvenir Item (Lanyard & Pin)	\$8,500.00	\$8,519.25	\$8,500.00	Kiwanis Foundation President (Comped Executive Suite)-Radisson \$0.00
21.690.01 Speakers	\$0.00	\$0.00	\$0.00	Kiwanis Foundation Executive Director (Comped Executive Suite)-Radisson \$0.00
21.690.02 Speakers (Other)-Music/Entertainment	\$2,500.00	\$2,258.57	\$3,000.00	Circle K DA (Doubletree Staff Room) \$227.00
21.706.00 Staff Housing & Travel (BH & Trina)	\$1,450.00	\$1,487.00	\$1,100.00	Circle K Governor (Doubletree Staff Room) \$227.00
21.707.00 Staff Salary (Trina)	\$800.00	\$759.58	\$0.00	KIWIN'S Governor (House with KC Board Members) \$0.00
21.700.00 Staging Expense (Backdrop for Stage) (Did not use in 2018)	\$0.00	\$0.00	\$1,000.00	Exec's Parents (Comp Reg.; No Comp. Housing) \$0.00
21.730.00 Telephone Expense	\$750.00	\$586.67	\$300.00	14 Total VIP's (for VIP meal budget)
21.740.00 Workshop Expenses	\$0.00	\$0.00	\$200.00	Total VIP Comp. Housing Expense \$1,010.00
21.745.00 Hotel Performance Fee (Attrition)	\$0.00	\$0.00	\$0.00	
Total Disbursements	\$401,458.00	\$342,406.68	\$331,174.00	
Net Excess of Income over Disbursements	\$1,846.00	\$12,108.12	\$682.00	

2018 Reno (On-Time Registration plus Quad Housing (Least Expensive GSR Room) \$260.00 per person
 2019 Ontario (Those staying in 1467 of the available 1760 hotel rooms will pay \$258.00 OR LESS per person)
 2019 Ontario (Those staying in 293 of the available 1760 hotel rooms will pay \$270.00 OR LESS per person)

Key Club Board Approval: August 4, 2018

2018-19 KIWIN'S Convention Budget

	2018-19 Budget Warner Center	2017-18 Actual Warner Center	2017-18 Budget Warner Center
Income			
21.401.01 Registration (374 x \$195.00)	\$72,930.00	\$70,450.00	\$71,060.00
21.401.03 Late Registration (30 x \$235.00)	\$7,050.00	\$3,220.00	\$6,900.00
20.404.05 Old Board Dinner	\$0.00	\$0.00	\$0.00
21.420.01 Fund Raising Ads	\$100.00	\$0.00	\$100.00
Hotel Rebate	\$3,000.00	\$2,700.00	\$3,000.00
Total Receipts	\$83,080.00	\$76,370.00	\$81,060.00
Disbursements			
21.506.00 Adult Background Checks	\$500.00	\$395.95	\$1,000.00
21.508.00 Audio Visual Expense	\$5,000.00	\$4,756.13	\$4,600.00
21.510.00 Audit Fees	\$750.00	\$604.61	\$350.00
21.512.00 Awards	\$3,400.00	\$3,695.77	\$3,800.00
21.520.00 Band or D.J.	\$300.00	\$300.00	\$250.00
21.522.20 Board Officer Pins	\$100.00	\$91.80	\$130.00
21.530.02 Comp. Meals (Board) (19)	\$2,033.00	\$2,033.00	\$2,033.00
21.530.04 Comp. Meals (Kiwanis Committee) (14)	\$1,498.00	\$1,391.00	\$1,605.00
21.530.06 Comp. Meals (V.I.P.'s) (13)	\$1,391.00	\$1,284.00	\$1,284.00
21.530.07 Comp. Housing (Board) (19 room nights)	\$3,220.00	\$2,983.80	\$2,540.00
21.530.08 Comp. Housing (Kiwanis Committee)	\$3,183.00	\$3,135.36	\$3,127.00
21.530.09 Comp. Housing (V.I.P.'s)	\$1,936.00	\$1,785.74	\$1,797.00
21.533.00 Convention Center Rental	\$0.00	\$0.00	\$0.00
21.550.00 Flowers & Decorations	\$400.00	\$0.00	\$400.00
21.563.00 Travel Assistance	\$1,000.00	\$500.00	\$1,000.00
21.565.00 Hospitality Programs (Ice Cream Social)	\$800.00	\$748.00	\$2,500.00
21.576.03 Meals (Saturday Dinner) (404) x's \$43.00	\$17,372.00	\$16,168.00	\$17,372.00
21.576.05 Meals (Sunday Brunch) (404) x's \$28.00	\$11,312.00	\$10,528.00	\$11,312.00
21.576.06 Meals (Saturday Lunch) (404) x's \$36.00	\$14,544.00	\$13,536.00	\$14,544.00
21.576.07 Old Board Dinner	\$0.00	\$0.00	\$0.00
21.662.00 Pre-Convention Planning	\$100.00	\$86.25	\$100.00
21.666.00 Printing (General & Convention Programs)	\$2,300.00	\$1,916.54	\$2,300.00
21.670.00 Registration Supplies (Wristbands, Badge Holders, etc)	\$200.00	\$123.75	\$350.00
21.670.05 Formstack Software Expense	\$75.00	\$0.00	\$75.00
21.672.00 Rental (Truck + Fuel) Expense	\$400.00	\$318.93	\$650.00
21.676.00 Ribbons	\$200.00	\$162.50	\$450.00
21.686.00 Souvenir Item (T-Shirt) & DCON Pin	\$5,500.00	\$5,234.81	\$5,300.00
21.690.00 Speaker Fees	\$700.00	\$624.19	\$500.00
21.706.00 Staff Housing & Travel (BH & TK)	\$2,066.00	\$1,098.42	\$1,000.00
21.707.00 Staff Salary (Trina)	\$850.00	\$0.00	\$0.00
21.730.00 Telephone	\$250.00	\$191.30	\$250.00
21.740.00 Workshops	\$0.00	\$0.00	\$0.00
21.745.00 Hotel Performance Fee (Attrition)	\$0.00	\$2,228.40	\$0.00
Total Disbursements	\$81,380.00	\$75,922.25	\$80,619.00
Net Income	\$1,700.00	\$447.75	\$441.00

Additional Information (2019 Warner Center)	
Number of Budgeted Paid Registrations	404
Number of Complimentary Registrations	46
(Comps include: 19 Board Memb., 12 VIP's & 15 Kiwanis Committee)	
Total Registrations	450
2018 (Warner Center) Convention Information	
Early Registrations (2018 budget 374)	370
Late Registrations (2018 budget 30)	14
Total Paid Registrations (2018 budget 404)	384
Complimentary Registrations	42
Total Convention Attendance	426
On-Time Registration Fees	\$195.00
Late Registration Fees	\$235.00
Recent (Total) Convention Attendance	
2018 Warner Center Marriott	426
2017 San Ramon	475
2016 LAX Marriott	530
2015 Warner Center Marriott	491
2014 San Ramon	475
2013 San Diego	472
2012 Warner Center Marriott	515
Seven (7) year average attendance	483
2019 (Warner Center) Signed Room Block = 317	
2018 (Warner Center) actual was 275 TOTAL	
Housing for KIWIN'S Board (Old & New)	
9 x 3 = 27 room nights <minus> 7 comps =	
20 nights @ \$160.98	\$3,220.00
Housing for Kiwanis Committee	
KIWIN'S Administrator (Group Rate)	\$483.00
12 committee members x's \$75.00 x's (3 nights)	\$2,700.00
	\$3,183.00
On-Time Registration Fees (Received by February 22, 2019)	\$190.00
Late Registration Fees (Received by March 8, 2019)	\$230.00
Complimentary/Staff Rooms	
(1-40 Comps) = 6 Room Nights (Board Housing)	
5 Junior Suites Upgraded @ Group Rate	
5 staff rooms @ \$96.12 per night	
Meals	
Saturday Lunch	\$36.00
Saturday Dinner	\$43.00
Sunday Brunch	\$28.00
Total	\$107.00
Meal prices in 2018 (Warner Center) \$107.00	
Meal prices in 2017 (San Ramon) \$105.50	
Meal prices in 2016 (LAX) \$92.00	
Meal prices in 2015 (Warner Center) \$87.00	
Comp. Housing for VIP'S to Include:	
	Cost
Kiwanis Governor & Spouse Upgraded Jr. Suite	\$322.00
Kiwanis Governor-Elect & Spouse Upgraded Jr. Suite	\$322.00
Kiwanis Foundation President (Staff Room)	\$194.00
Kiwanis Foundation Executive Director (Staff Room)	\$194.00
Kiwanis District Executive Director (Staff Room)	\$194.00
Circle K Administrator (Staff Room)	\$194.00
Circle K Governor or Representative (Staff Room)	\$194.00
Key Club Administrator (Regular Room)	\$322.00
Key Club Governor (House with KIWIN'S Board Members)	\$0.00
(Total of 11 VIP's + BH & TK)	
Total	\$1,936.00

2018-19 Circle K Convention Budget

	2018-19 Budget Riverside	2017-18 Actual LAX	2017-18 Budget LAX
Cash Receipts			
21.401.01 Pre-Registration 650 @ \$155.00	\$100,750.00	\$87,636.30	\$120,000.00
21.401.03 Registration 40 @ \$205.00	\$8,200.00	\$17,070.00	\$6,000.00
21.401.02 Kiwanis Committee 10 @ \$155.00	\$1,550.00	\$1,350.00	\$1,500.00
21.412.00 Housing Rebate 400 Room Nights x's \$10.00	\$4,000.00	\$3,650.00	\$4,000.00
21.420.01 Ads	\$150.00	\$160.00	\$300.00
21.401.06 Day Passes (Alumni) Lunch & Dinner 5 @ \$100.00	\$500.00	\$510.00	\$500.00
	\$115,150.00	\$110,376.30	\$132,300.00
Disbursements			
21.508.00 Audio Visual (Staging)	\$4,600.00	\$5,307.78	\$5,500.00
21.510.00 Audit	\$750.00	\$701.96	\$300.00
21.512.00 Awards (Convention)	\$4,000.00	\$3,456.65	\$4,000.00
21.520.00 Band or D.J. (Entertainment)	\$450.00	\$453.20	\$500.00
21.522.20 Board Officer Pins	\$175.00	\$173.05	\$150.00
21.530.06 Complimentary Meals, (V.I.P.'s) (16)	\$1,725.00	\$1,856.10	\$1,824.00
21.530.07 Complimentary Housing (Board) 2 rooms Thu-Sun, 5 rooms Thu or	\$2,165.15	\$306.90	\$1,070.00
21.530.09 Complimentary Housing (V.I.P.'s) (20 room nights)	\$3,050.00	\$2,233.12	\$3,200.00
21.531 VIP Gifts	\$300.00	\$227.65	\$100.00
21.533.00 Convention Center Expense	\$650.00	\$0.00	\$0.00
21.540.00 Credit Card Service Charges	\$0.00	\$0.00	\$40.00
21.550.00 Decorations	\$500.00	\$318.05	\$600.00
21.562.00 Hawaii Convention Assistance	\$1,000.00	\$875.00	\$1,000.00
21.565.00 Honor's Reception (Honor Stoles & gifts) 2016 used 197. 52 in stoc	\$2,000.00	\$1,866.48	\$1,800.00
21.576.03 Meals (Sat. Dinner) 706 x's \$46.13	\$32,567.78	\$32,928.00	\$40,560.00
21.576.05 Meals (Sunday Brunch) 701 x's \$28.00	\$19,628.00	\$19,452.00	\$24,360.00
21.576.06 Meals (Saturday Lunch) 706 x's \$33.50	\$23,651.00	\$25,382.00	\$31,265.00
21.576.07 Meals (Sunday Board Lunch)	\$850.00	\$700.00	\$400.00
21.578.00 Professional Expo	\$600.00	\$230.80	\$1,200.00
21.660.00 Postage	\$0.00	\$0.00	\$0.00
21.662.00 Pre-Convention Planning (BH Expenses)	\$450.00	\$356.68	\$450.00
21.662.05 Pre-Convention Planning (DCON Chair Expenses)	\$200.00	\$68.98	\$250.00
21.666.00 Printing (General & Convention Program)	\$2,500.00	\$2,230.34	\$2,000.00
21.670.00 Registration Supplies (Wristbands, Badge Holders, etc.)	\$600.00	\$572.21	\$1,250.00
21.670.05 Registration Software Expense	\$75.00	\$0.00	\$75.00
21.672.00 Rental of Van	\$450.00	\$814.62	\$450.00
21.676.00 Ribbons	\$450.00	\$431.22	\$400.00
21.686.00 Souvenir Item & T-Shirts	\$7,000.00	\$6,334.68	\$8,000.00
21.690.00 Speaker Fees	\$1,000.00	\$0.00	\$0.00
21.706.00 Staff (Bruce & Trina) Housing, Meals & Travel to Conventio	\$1,700.00	\$1,620.88	\$900.00
21.730.00 Telephone	\$225.00	\$232.83	\$225.00
21.740.00 Workshops	\$75.00	\$43.00	\$150.00
21.745.00 Donation to Project Eliminate	\$0.00	\$0.00	\$0.00
21.875.00 Transfers	\$0.00	\$0.00	\$0.00
Total Expenses	\$113,386.93	\$109,174.18	\$132,019.00
Net Income	\$1,763.07	\$1,202.12	\$281.00

Circle K Board Approval: July 22, 2018

Created/Revised: 9/24/2018

2019 Budget Information	
Number of Paid Registrations	700
Number of Comp Registrations	6
Total Budgeted Attendance	706
2018 Registration Fees: \$150.00 - \$200.00	
2018 Actual Attendance was 699 Budget Number was 861	
Hotel Information	
Single-Quad Rate \$166.55	
1/50 Comps (For Board Housing)	
5 Suites at group rate	
20 staff rooms at \$143.89	
Parking reduced to \$12.00 per night	
Signed Room Block (410) 2018 Actual (384)	
Guestroom Attrition 80%	
Meal Pricing	
Saturday Lunch	\$33.50
Saturday Dinner	\$46.13
Sunday Brunch	\$28.00
Total	\$107.63
Comp Housing for VIP's to Include:	
Kiwanis Governor & Spouse	\$333.10
Kiwanis Governor-Elect & Spouse	\$333.10
Kiwanis Executive Director (Staff Room)	\$287.78
Kiwanis Foundation President (Staff Room)	\$287.78
Kiwanis Foundation Exec. (Staff Room)	\$287.78
Key Club Administrator (Staff Room)	\$287.78
KIWIN'S Administrator (Staff Room)	\$287.78
KIWIN'S Governor (House with Board)	\$0.00
Key Club Governor (House with Board)	\$0.00
Circle K Administrator	\$499.65
Convention Counselor (Staff Room)	\$431.67
Total (20 Room Nights)	\$3,036.42
Comp Registrations to Include:	
11 VIP's + Mondo, Don, Bruce, Manuel & Andy	
Total of 16 for the VIP meal count	
Recent Total Convention Attendance	
2018 (LAX)	699
2017 (Riverside)	617
2016 (LAX)	810
2015 (Woodland Hills)	838
2014 (Burbank)	790
2013 (San Diego)	740
2012 (Woodland Hills)	760
2011 (Burbank)	610
2010 (Torrance)	565
2009 (Woodland Hills)	547
2008 (Santa Clara)	404
2007 (Irvine)	411
2006 (Woodland Hills)	369
2005 (San Mateo)	288
2004 (Irvine)	375

2018-19 FTC Budget

	2018	2017	2017
	Budget	Actual	Budget
Cash Receipts	Old Oak Ranch	Old Oak Ranch	Old Oak Ranch
22.401.01 Early Registration 650 x's \$150.00	\$97,500.00	\$89,085.31	\$92,075.00
22.401.03 Registration 30 x's \$175.00	\$5,250.00	\$12,395.00	\$2,550.00
22.401.02 Kiwanis Committee Registration 4 x's \$150.00	\$600.00	\$500.00	\$580.00
22.420.01 Ad Sales	\$200.00	\$215.00	\$200.00
22.435.00 Misc. Income	\$0.00	\$0.00	\$0.00
Total Revenue	\$103,550.00	\$102,195.31	\$95,405.00
Disbursements			
22.510.00 Audit	\$750.00	\$709.71	\$100.00
22.512.00 Awards (New Member Certificates)	\$150.00	\$163.61	\$125.00
22.520.00 Entertainment (DJ & Prizes for Games)	\$400.00	\$48.02	\$400.00
22.530.02 Friday Board Meals (\$24.00 each) x's 40 meals	\$960.00	\$960.00	\$960.00
22.530.09 Complimentary Registration (7) & VIP Linens	\$1,065.00	\$1,065.00	\$875.00
22.540.00 Credit Card Service Charges	\$0.00	\$0.00	\$0.00
22.550.00 Decorations	\$350.00	\$422.61	\$275.00
22.563.00 Hospitality (Water & Snacks)	\$300.00	\$325.84	\$225.00
22.570.00 Camp Fees Registration (Meals & Housing) 677 x's \$125.00	\$84,625.00	\$85,510.00	\$81,750.00
22.570.05 Camp Fees (Grounds PA System, Amphtheater Sound System-Wi-Fi)	\$400.00	\$0.00	\$400.00
22.687.00 New Member Pins (74 in stock, used 310 last year) Cost \$0.95 + freight Order 275 for 2018	\$300.00	\$378.68	\$350.00
22.571.00 Incentive Program Prizes	\$285.00	\$238.35	\$250.00
22.660.00 Postage	\$0.00	\$0.00	\$0.00
22.662.00 FTC Chair Expenses	\$150.00	\$0.00	\$120.00
22.666.60 Printing (Program)	\$2,500.00	\$2,246.89	\$2,000.00
22.670.00 Registration Supplies	\$375.00	\$411.31	\$375.00
22.670.05 Registration Software	\$75.00	\$0.00	\$75.00
22.672.00 Rental of Van	\$425.00	\$369.53	\$380.00
22.686.00 Souvenirs & T-Shirts	\$7,250.00	\$7,046.52	\$6,000.00
22.730.00 Phone	\$100.00	\$100.20	\$50.00
22.740.02 Workshop Expenses	\$0.00	\$35.00	\$0.00
22.745.00 Donation to DFI's (677 x's \$1.00)	\$677.00	\$690.00	\$654.00
22.876.00 General Fund Transfer	\$0.00	\$0.00	\$0.00
Total Expenditures	\$101,137.00	\$100,721.27	\$95,364.00
Net Income	\$2,413.00	\$1,474.04	\$41.00

Circle K Board Approval: July 22, 2018



Tuesday, July 31, 2018

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, Thursday, March 12, 2020-Monday , March 16, 2020

Dear Mr. 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	A Hotel	Total
Thursday 3/12/2020	30	40	70
Friday 3/13/2020	350	400	750
Saturday 3/14/2020	350	400	750
Sunday 3/15/2020	10	10	20

****No Saturday Arrivals****

Total Room Nights: **1590**

ROOM RATES

Summit Hotel Rate: Thursday/Sunday- \$69.00 and Friday/Saturday \$144.00

A Room Rate: Thursday/Sunday- \$89.00 and Friday/Saturday \$164.00

"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 \$30 resort fee plus tax, and a daily \$2.00 tourism surcharge fee (all items subject to change).

The group rate does not include the Daily Resort Fee. All rates quoted herein are net, non-commissionable unless specified in this document. Attendees will not be allowed in pool area and will be controlled by Kiwanis.

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 a 90% cumulative room block pick-up. Should room block pick up fall below 90% 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 12-15, 2020
- Three (3) complimentary Studio Suite for March 12-15, 2020
- Twenty five (25) Standard Summit Rooms for Staff Members at \$75.00 for March 12-15, 2020
- 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.

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.

Client Initials: _____

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“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 **Tuesday, February 11, 2020 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.

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 3/12/2020.

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.

Client Initials: _____

GSR Initials: _____

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.

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

Client Initials: _____

GSR Initials: _____

the above contracted room block commitment from the signing of agreement to **Tuesday, February 11, 2020**. "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 contracted 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 Tuesday, March 12, 2019: 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 Contract from Wednesday, March 13, 2019 to ARRIVAL of the Convention Date Thursday, March 12th, 2020: Eighty percent (80%) of anticipated gross revenue derived from sleeping rooms and scheduled food and beverage functions if the meeting were held as scheduled.

FORCE MAJEURE

- A. The parties' performance under this contract is subject to acts of God, war, government regulations, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency beyond the parties' control, making it inadvisable, illegal or impossible which materially affects a party's ability to perform its obligations under this Contract. Either party may terminate this Contract for any one or more of such reasons upon written notice of any of the above occurrences
- B. SNOW Guarantee- If and when an attendee of the show is delayed arrival to the Grand Sierra Resort Reno due to adverse weather conditions on Highway 80E from Sacramento to Reno (Highway 80 East closure or Chain requirement on I-80) the Grand Sierra resort will issue a \$50.00 Room Service Voucher per Kiwanis booked inside the Kiwanis room block for use the day/night of their late arrival. Participants must have a room reservation under your name made through the WFFA room block and it is \$50.00 per room not attendee and is for use during their stay.

If attendee experiences one or both of the following events on scheduled day of arrival:

- Highway 80E road closure of two (2) hours or more due to adverse weather during the 8-hour period prior to check in time of 3:00PM on the scheduled day of arrival at Grand Sierra Resort
- Attendee shows a receipt of chain installment and/or purchase of chains in the 8-hour period prior the scheduled arrival at the Grand Sierra Resort, Reno

Should adverse weather conditions prevail on the scheduled arrival dates of Kiwanis 2020, Grand Sierra Resort will pre-plan and staff to meet the guest needs in regards to staffing of check-in and room service personnel.

FAILURE OF PERFORMANCE BY EITHER PARTY

In addition to any other provisions of the subject contract that set forth an exculpatory clause for failure of performance, it shall be deemed that said clause includes a provision that neither party shall be

Client Initials: _____

GSR Initials: _____

responsible for any failure of performance due to acts of war of any foreign power, acts of terrorism, or other similar acts.

AMERICANS WITH DISABILITIES ACT

“HOTEL” represents, and “GROUP” acknowledges that, beginning on January 1, 1992, and continuing thereafter in accordance with the compliance dates established or required under Title III of the Americans With Disabilities Act, and the regulations promulgated hereunder (‘ADA’), “HOTEL” facilities being rented to “GROUP” under this agreement, its guest rooms, common areas and its transportation services will be in compliance with the public accommodation requirements of the ADA.

“GROUP” agrees that by thirty (30) days in advance of the meeting, it will furnish to “HOTEL” a list of any auxiliary aids needed in any meeting room or function space by its attendees. Should such auxiliary aids be required, the “GROUP” shall pay all charges association with the acquisition, rental or provision of such aids.

“HOTEL” shall be responsible for complying with the public accommodations requirements of the Americans with Disabilities Act (ADA), including the readily achievable removal of physical barriers to 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.

Client Initials: _____

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- 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

"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 **June 12, 2018**. 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: _____

By: _____

Lexi Miech

Authorized Signer of GROUP

Regional Director of National Accounts

Client Initials: _____

GSR Initials: _____

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
Kiwanis International Cal-Nev-HI District 2020 event

Date	Start Time	End Time	Room
Thursday 3/12/2020	4:30 AM	11:30 PM	CRD 1 & 2
	4:30 AM	11:30 PM	Nevada Room
	9:00 AM	6:00 PM	Grand Salon
	12:00 PM	11:30 PM	CRD 3
	6:00 PM	12:00 AM	TBA
	6:00 PM	11:30 PM	Carson 1
	6:00 PM	11:30 PM	Carson 2
Friday 3/13/2020	4:30 AM	11:30 PM	McKinley
	4:30 AM	11:30 PM	CRD 3
	4:30 AM	11:30 PM	CRD 1 & 2
	4:30 AM	11:30 PM	Tahoe Room
	4:30 AM	11:30 PM	Reno Ballroom
	4:30 AM	11:30 PM	Carson Room
	4:30 AM	11:30 PM	Crystal Ballroom
	4:30 AM	11:30 PM	Nevada 1-2-3-4-5
	4:30 AM	11:30 PM	Nevada Room
	4:30 AM	11:30 PM	SSPALL

Client Initials: _____

GSR Initials: _____

	4:30 AM	11:30 PM	Silver State 2-3
	4:30 AM	11:30 PM	Silver State 1
	4:30 AM	11:30 PM	Grand Salon
	4:30 AM	11:30 PM	Summit
	11:15 AM	2:00 PM	Sierra
	5:30 PM	6:15 PM	Sierra
Saturday 3/14/2020	4:30 AM	11:30 PM	Nevada 1-2-3-4-5
	4:30 AM	11:30 PM	Crystal Ballroom
	4:30 AM	11:30 PM	Carson Room
	4:30 AM	11:30 PM	Reno Ballroom
	4:30 AM	11:30 PM	Tahoe Room
	4:30 AM	11:30 PM	CRD 1 & 2
	4:30 AM	11:30 PM	CRD 3
	4:30 AM	11:30 PM	McKinley
	4:30 AM	11:30 PM	Grand Salon
	4:30 AM	11:30 PM	SSPALL
	4:30 AM	11:30 PM	Nevada Room
	7:00 AM	8:00 AM	Summit Pavilion
	7:00 AM	11:30 PM	Summit Office
	8:00 AM	10:20 AM	Sierra
	12:30 PM	1:15 PM	Summit Pavilion
	6:15 PM	7:15 PM	Summit Pavilion
	10:00 PM	11:30 PM	Summit Pavilion
Sunday 3/15/2020	4:30 AM	6:00 PM	CRD 3
	4:30 AM	6:00 PM	CRD 1 & 2
	4:30 AM	11:30 PM	Nevada Room
	4:30 AM	11:30 PM	SSPALL
	4:30 AM	11:30 PM	Tahoe Room
	4:30 AM	11:30 PM	Grand Salon
	7:00 AM	3:00 PM	Summit Office
	8:00 AM	10:00 AM	Summit Pavilion

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: _____

GSR Initials: _____

ATTACHMENT B
REQUEST FOR BILLING INFORMATION

Tuesday, July 31, 2018

Group Name: Kiwanis International Cal-Nev-HI District

Group Res:

Group Dates: Thursday, March 12, 2020-Sunday, March 15, 2020

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). What charges are being billed to your master account?
- *Specified Guests' Room/Tax/Resort Fee/Tourism Fee Only _____
 - *Specified Guests' All Charges _____
 - *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.**
- | | | | | | |
|--|-------|---------------------|-------|-----------------|-------|
| Audio Visual | _____ | Room Service | _____ | Business Center | _____ |
| Catering | _____ | Meeting Room | _____ | Restaurant | _____ |
| Telephone Equipment | _____ | Internet Connection | _____ | | |
| Bowling/Grand Adventure Land/Other _____ | | | | | |

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

Client Initials: _____

GSR Initials: _____

- _____
- 3). 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, expiration date and security code for clarification. Please also sign on the line below. Your signature serves as an authorization for card use by GSR.

Card # _____ Expiration _____ Security Code _____

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**

- 4). 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: _____



Presented by
RAINCROSS HOSPITALITY CORPORATION
a California Corporation as agent for the City of Riverside

3637 Fifth Street, Riverside, California 92501
Phone (951) 346-4700 Fax (951) 346-4706

REVISED CONTRACT

Monday, September 17, 2018

Bruce Hennings
CA-NV-HI District Kiwanis International
8360 Red Oak St. Ste. 201
Rancho Cucamonga, CA 91730

Dear Bruce Hennings,

Thank you for choosing Riverside and the Riverside Convention Center (the "Center") for your important event. Our entire team is looking forward to serving you to ensure that your event is an extraordinary success and exceeds even your highest expectations.

It is my pleasure to offer you the following contract ("Contract") regarding CA-NV-HI District Kiwanis International ("Client") for your approval and signature.

SECTION I: EVENT DETAIL

- A. GROUP/CLIENT:** CA-NV-HI District Kiwanis International
- B. EVENT:** Circle K Convention 2021
- C. CONTACT:**
- | | |
|--------|----------------------|
| Name: | Bruce Hennings |
| Phone: | 805-206-5021 |
| Fax: | 510-562-0688 |
| Email: | bruce@cnhkiwanis.org |
- D. EVENT DATES:** Thursday, March 18, 2021 through Sunday, March 21, 2021
- E. ATTENDEES:** 800

F. CLIENT'S PRIMARY CONTACT AT THE CENTER:

Sales Manager's Name: **Pamela Sturrock**
 Phone: **951-346-4708**
 Fax: **951-346-4706**
 Email: **psturrock@riv-cc.com**

Please see Complete Client's Contacts Summary on the "QUICK LOOK SUMMARY" in Addendum "A" for this and other important contact information.

G. TENTATIVE CONTRACT, DEPOSIT, and DEFINITE CONTRACT: The Center is holding the above dates for Client on a tentative basis until **Thursday, November 1, 2018**. If the Center has not received a signed contract and the deposit by **Thursday, November 1, 2018**, the held dates shall be released and this Contract shall be terminated and of no further force and effect. This Contract shall become binding on the parties once the Center has confirmed receipt of the following: 1) A fully executed contract including all pages initialed and/or signed (by scan, fax or other form of delivery), 2) the specified deposit, and 3) the Riverside Convention & Visitors Bureau (RCVB) signed hotel(s) contract(s), if applicable.

H. TENTATIVE ROOM BLOCK, SET-UP REQUIREMENTS and CATERING ARRANGEMENTS: The Center has tentatively blocked the space listed below according to the information provided by Client. Please note: Unless otherwise stated, the Center reserves the right to reset rooms to their standard state or for other events after hours listed below. PLEASE READ AND REVIEW CAREFULLY. ***Please refer to "ADDENDUM B" for Stipulations & Modifications to Agreement.**

Day/ Date	Time	Function	Location	Set-up	
Thursday / Mar 18 2021	9:00AM - 24 Hour hold	Office	MR 6	TBD	
Friday / Mar 19 2021	24 Hour Hold	Office	MR 6	TBD	
	9:00AM - 12:00PM	District Board Meeting	MR 7	U-Shape for 25pp. w/ Theater for 10pp.	
	1:00PM - 5:00PM	Convention Registration/ Delegate Registration	Upper Concourse	Registration for 800pp.	
	2:00PM - 5:00PM	Stage Decorating/Opening Session/General Session	Exhibit Halls A&B	Theater for 800pp.	
	5:00PM - 7:00PM	Fundraising Table	Upper Concourse	Existing	
	5:00PM - 6:00PM	S.A.A Committee Meeting	MR 8	Theater for max 84pp.	
	7:00PM - 12:00AM	Contest Judging	MR 9	Banquet for 30pp.	
	9:15PM - 10:00PM		Candidates Meeting	MR 7	Theater for max 84pp.
			Caucus Leaders Meeting	MR 8	
			S.A.A Committee	MR 10	
10:00PM - 12:00AM		Caucus Session 1	Ballroom A	Theater for 150pp.	
			Ballroom B		
			Exhibit Hall C		
			MR 2 & 3		
			Meeting Room 4 & 5		
Saturday / Mar 20 2021	24 Hour Hold	Office	MR 6	TBD	
	8:00AM - 5:00PM	Convention Registration/ Delegate Registration	Upper Concourse	Registration for 800pp.	
	8:00AM - 4:30PM	Caucus Session 2/ Workshops	Ballroom A	Theater for 150pp.	
			Ballroom B		
			Exhibit Hall C		
			MR 2 & 3		
			Meeting Room 4 & 5		
	9:00AM - 12:00PM	McElwain Scholarship Judging	MR 7	Conference for 10pp.	
	10:00AM - 11:30AM	Awards Dinner Rehearsal	Exhibit Halls A&B	Banquet for 800pp.	
	10:00AM - 4:00PM	Fundraising Table	Upper Concourse	Existing	
12:00PM - 1:00PM	Luncheon	Exhibit Halls A&B	Banquet for 800pp.		
2:00PM - 4:30PM	House of Delegates	MR 8/9/10	Classroom for 80pp. w/ Theater for 30pp.		

Saturday / Mar 20 2021 (cont'd.)	5:30PM - 6:30PM	Honors Reception	Ballroom B	Reception for 100pp.
	7:00PM - 1:00AM	Awards Night/Dance	Exhibit Halls A&B	Banquet for 800pp.
	10:00PM - 1:00AM	Karaoke/Casino	Ballroom	Banquet for max 250pp.
Sunday / Mar 21 2021	24 Hour Hold - 5:00PM	Office	MR 6	TBD
	8:30AM - 5:00PM	Rehearsal/ Farewell Session	Exhibit Halls A&B	Theater for 800pp.
	1:30PM - 5:00PM	District Board Meeting/ D.O.T.C #1	MR 7/8/9	U-Shape for 40pp. w/ Theater for 20pp.

I. MOVE-IN/MOVE-OUT DAYS: If Client requires additional time to move-in (set-up) or move-out (breakdown) for Event, or if the details above do not reflect Client's requirements, Client must immediately contact its sales manager. Changes to the above arrangements may result in additional costs for room rental, labor and/or other charges.

J. ESTIMATED COSTS:

ESTIMATED COSTS			
ROOM RENTAL:	\$23,599.34 ++	Room Rental does NOT include service charge and sales tax (++) Currently service charge is 20% and sales tax is 8.75%). Note: Service charge and sales tax is subject to change prior to Event.	
ESTIMATED FOOD & NON-ALCOHOLIC BEVERAGE CREDIT:	(\$37,981.13)	".65 Cents-for-Dollar" Food & Non-Alcoholic Beverage Credit *applied towards your Room Rental. (Specifically excluding concessions, bar revenue, tax, and service charge.) Note: Credit may change based upon final guarantees. (Anticipated Food & Non-Alcoholic Beverage Revenue of \$58,432.50 x .65 Cents-for-Dollar Food & Beverage Credit = \$37,981.13)	
REMAINING ROOM RENTAL RESPONSIBILITY:	\$0.00++	Client Room Rental responsibility is the difference between Room Rental less Food & Non-Alcoholic Beverage Credit. Note: Room Rental may change based on final food & beverage guarantee.	
ESTIMATED CONTRACTED COST:	\$58,432.50++	Estimated Contracted Cost is Remaining Room Rental Responsibility plus Anticipated Food & Non-Alcoholic Beverage Revenue. *Amounts listed in Estimated Costs do not include applicable Miscellaneous Fees, Alcoholic Beverages, Audio Visual, Internet, etc.	
MEAL MINIMUMS		Breakfast \$20.50++	Lunch \$24.25++ Dinner \$32.50++

SECTION II. GENERAL CONTRACT INFORMATION, STANDARDS, AND REQUIREMENTS

A. HOTEL CONTRACTS: This Contract with the Center will not be considered definite until the Center has confirmed receipt from the Riverside Convention & Visitors Bureau of fully executed hotel(s) contract(s), if applicable, between Client and hotel(s).

B. CONTRACT PRICING: All pricing included in Contract reflects current pricing and may not be applicable if Event takes place in a future year. Client should anticipate an increase of no more than 5% per year from date of execution of Contract to Event date.

C. DEPOSITS AND PAYMENTS:

- 1.) A deposit of **\$1,525.00** is required to reserve space. This payment, which is non-transferable and non-refundable, will be deducted from the Client's overall balance due.
- 2.) The **deposit is due** with signed contract by **Thursday, November 1, 2018**.
- 3.) **One (1) year prior (03/18/20)** to the date of Event, **an additional 10% of the estimated Center charges shall be due, which equates to \$7,625.00**. Any event contracted within a twelve (12) month period shall be required to pay a non-transferable and non-refundable deposit in the amount of 15% of the estimated Center charges.
- 4.) **Ninety (90) days prior (12/18/20)** to the date of Event, **an additional 35% of the estimated Center charges shall be due, which equates to \$26,700.00**. Any event contracted within a ninety (90) day period shall be required to pay a non-transferable and non-refundable deposit in the amount of 50% of the estimated Center charges.
- 5.) **Complete pre-payment of estimated Center charges** is required **four (4) business days (03/12/21)** prior to Event by cash, company printed check, cashier's check, money order or credit card.
- 6.) Events which have established credit terms in accordance with the Center's credit policy shall be bound by terms of the stated credit policy.

7.) For all other events, prior to start of Event, Client must submit a valid credit card for any additional charges incurred during Event.

A Summary of Important Dates is included in the "**QUICK LOOK SUMMARY**" in Addendum "A".

***Please refer to "ADDENDUM B" for Stipulations & Modifications to Agreement.**

- D. TAX EXEMPT ACTIVITIES:** If Client, company or organization requests a tax exemption, proof of tax exempt status must be provided in the form of a letter from the California State Board of Equalization. Such proof must be presented to the Center Executive Offices **on or before** the date Client submits its deposit.
- E. EXTRA SERVICES/RENTAL ITEMS/MISCELLANEOUS FEES:** Facility fees are based upon rates as applicable and as indicated in "QUICK LOOK SUMMARY" Addendum "A", Extra Services/Rental Items/Miscellaneous Fees. Rates listed do not include sales tax and service charge.
- F. TIME ALLOCATION/ROOM SET CHANGE FEE:** The Center can be reserved for event times beginning as early as 5:00 a.m. and ending as late as 12:00 a.m.-Midnight Should you wish to stay beyond 12:00 a.m.-Midnight or need additional time for setup or tear down, this can be arranged for an additional charge. A minimum charge of \$200.00 per room will be incurred if there is less than a three (3) hour turn-time for any function room being used. Charges will be based on the labor requirements necessary to accommodate the change. Please make special arrangements with your catering manager if you anticipate that your event will continue past 12:00 a.m. - midnight. Additional labor charges for overtime may apply.
- G. LINEN:** Ivory tablecloths and ivory, black or burgundy napkins for meals are included at no charge. If Client desires additional linen or special colors, an additional charge will apply.
- H. GUARANTEES FOR MEAL FUNCTIONS:** The Center requires guarantee of the number of persons attending your function **no less than 96 hours (4 working days) prior to the function date**. This guarantee is not subject to reduction. If no guarantee is received, the expected number of guests will be considered the guarantee. The Center will be prepared to serve 3% over the guarantee. Client will be charged for the guaranteed number of guests or the number of guests in attendance, whichever is greater.
- I. MEAL MINIMUM:** Breakfast prices begin at \$20.50++ per person, lunch pricing starts at \$24.25++ per person, dinner is available for as little as \$32.50++ per person. Please refer to current menu selections for current pricing. No outside food and beverage is permitted. ***Please refer to "ADDENDUM B" for Stipulations & Modifications to Agreement.**
- J. ALCOHOLIC BEVERAGES:** The Center is the exclusive provider of alcoholic beverages. The Center reserves the right to: 1) Request proper identification (photo ID) of any person of questionable age and refuse serving alcoholic beverages to any person who is either underage or cannot produce proper identification, and 2) Refuse to serve alcoholic beverage to any person who, in the judgment of event staff, appears intoxicated. Notwithstanding the foregoing, the Center may refuse to serve any patron at its discretion. Client shall not, and shall cause any attendees at Client's function to not, bring any alcohol on to the Center's premises.
- K. CONCESSIONS:** If concessions are requested, the Center shall determine the hours of operation and may change at our discretion. The Center requires a minimum of 500 people to open concessions, plus a guarantee of \$1,000.00 in sales during a 4-hour period. Client shall be responsible for no less than the guarantee of \$1,000.00 in sales.
- L. LABOR CHARGES:** The Center endeavors to provide only the highest quality staffing in order to ensure your event's success. Most labor charges are included in the estimated costs based upon previous discussions with the Client. Should you require extraordinary services, additional charges may apply.
- M. AUDIO VISUAL (AV):** All audio/visual charges are per-day and subject to service charge and sales tax. Client shall contract such services directly through Pro Audio Visual. See the **Complete Client's Contact Summary, Quick Look Summary in Addendum A** for Pro AV's contact information. ***Please refer to "ADDENDUM B" for Stipulations & Modifications to Agreement.**

N. INFORMATION TECHNOLOGY (IT), AND TELECOMMUNICATIONS: Vistem Solutions provides Information Technology (IT) and Telecommunications services. Client shall contract such services directly through Vistem Solutions. See the **Complete Client's Contact Summary, Quick Look Summary in Addendum A** for Vistem Solutions contact information. **Complimentary Wi-Fi with shared 3 / 3 MBPS bandwidth is available throughout the Convention Center. Upgrades to bandwidth or other special IT requests must be requested a minimum of 5 business days prior to event start date.**

O. ELECTRICAL: Special electrical needs, exceeding existing 120-volt/20-amp wall plug service, must be provided by the Center's exclusive in-house electrical services company. Client must arrange for these services in advance and will require additional charges. See the **Complete Client's Contact Summary, Quick Look Summary in Addendum A** for the Center's electrical provider's contact information.

P. DECORATIONS: The Center recognizes that decorations can have a dramatic impact on an event's atmosphere. Sets and certain decorations must meet with the approval of the Riverside Fire Department. Your catering manager will provide you with guidance in this regard. Extraordinary decorations and sets may be subject to additional agreements and charges. Affixing anything to the floors, walls or ceiling of the facility requires the written approval of the catering manager. The use of materials such as Silly String or similar aerosol-delivered products are not permitted. **Open flame candles are expressly prohibited. Please see general terms and conditions for additional restrictions.**

Q. RIGHT OF INSPECTION: In order to help ensure the safety of all clients and guests, event staff reserves the right to enter and inspect all function rooms. If Event staff observes any illegal activity or activity that staff reasonably believes could result in harm to persons or objects, event staff has the authority to immediately cancel the event, in which case all of the Client's guests and Event guests/invitees will be required to immediately vacate the premises. In such an event, Client will remain liable for all fees and charges related to the function pursuant to the terms of this Contract.

R. PARKING: The Center offers limited parking at a cost of \$10.00 per vehicle/space/day. If Client requires additional parking, vehicles may use street parking or alternate City parking lots/structures. The Center's sales manager will provide Client with a map and pricing for overflow parking.
Please note: If recreational vehicles, trailers, buses, or other commercial or commercial-like vehicles will be used during the Event, special arrangements must be made and additional costs may be incurred by the client. Please see your sales manager for details.

S. SECURITY: Security patrols the premises and monitors the property 24 hours per day. If your group or organization requires additional Security personnel, an additional charge of \$50.00 per hour, per agent, will apply and must be contracted through the Center.

T. DAMAGE CLAUSE: Client is responsible for any damages or destruction to the Center premises resulting from any acts or omissions of the Client and/or their staff, personnel, agents, contractors, invitees or guests of Client. Prior to event, a walkthrough will be conducted with Client and either the Director of Security or the Banquets Operations Manager to note any prior damage. A post event walkthrough will be conducted to determine if any damage occurred during Client event. Client will be responsible for repair and/or compensate the Center for all damage(s) or destruction.

U. REQUIRED PERMITS:

1.) Health Permits: Prior to any temporary, occasional event involving the buying, selling, or giving away of any food items, Client must obtain Riverside County Health permits. Client must secure these permits and confirm as received by the Center at least ten (10) working days prior to the event.

To obtain a health permit, contact:

Riverside County Environmental Health Department
4065 County Circle Drive, Riverside, CA 92503
Telephone: (951) 358-5172

Office hours are typically Monday through Friday, 8:00 a.m. – 5:00 p.m.

2.) Vendor Seller's Permits: Prior to any temporary, occasional event involving the buying or selling of any item, a Seller's Permit is required by the State Board of Equalization.

To arrange for permits, contact:

State of California Board of Equalization
3737 Main Street, Suite 1000, Riverside, CA 92501
Telephone: (951) 680-6400
Website: <http://www.boe.ca.gov/info/reg.htm>

The Client is required to obtain written evidence from each seller that the seller is the holder of a valid California Seller's Permit, or secure a written statement from the seller that he or she is not offering for sale anything which is subject to sales tax.

3.) Fire Permits: All events that have (but are limited to) the following activities must obtain a special event fire permit:

- ❖ Exhibit booths
- ❖ Containers of flammable liquids
- ❖ Equipment for competition, demonstration or display
- ❖ Vehicles inside an assembly area

This may be obtained through:

City of Riverside Fire Department Prevention Division,
City Hall, 3900 Main Street - 5th floor, Riverside, CA 92501
Telephone: 951-826-5737
Email: prev@riversideca.gov

Office hours are Monday through Friday, 8:00 am – 5:00 pm. An event site plan is required. Please note for the duration of the event, a copy of the permit is to be on site with the conference coordinator. Fees related to diagram approval or site inspection are the responsibility of the client and/or signee. The Center requires approved diagrams thirty (30) days prior to the execution of the function.

4.) Signs/Flyers: In adherence to the City of Riverside's Municipal Code 10.16.040 and 19.76.010, no unauthorized sign(s) may be posted within the city limits. Failure to comply with the above codes may result in an additional \$50.00 fine per sign, and/or a \$500.00 fine per incident imposed by the City of Riverside. Copies of these codes are on file with the Center and City of Riverside, City Hall.

V. PACKAGE/MATERIAL DELIVERY: In the event you will be shipping material to the Center prior to the function please mail all packages to:

Attn: Pamela Sturrock, Sales Manager
Riverside Convention Center
3637 Fifth Street
Riverside, CA 92501

Please label the packages as follows:

- ❖ **Name of your event including date range of function**
- ❖ **When applicable, your organization's intended recipient name**

Please ensure that notification of the shipper's name and the arrival date is provided to your Sales Manager. Also please note that any materials shipped and received prior to 48 hours or left behind 48 hours after your event has concluded, will incur storage charges of \$50.00 per day. Please provide your Sales Manager with all information relating to the pick-up of your materials after your event. You are responsible for all packaging and shipping arrangements.

W. ADVERTISING AND PROMOTIONS: In all advertising and promotions, the facility must be referred to as, "The Riverside Convention Center". Such use of the facility name shall be for purposes describing the location of the Event. Client shall not use the name for any other purposes without the prior written consent of the Center.

X. INSURANCE: Client shall provide the Center with proof of insurance no later than thirty (30) days prior to event. Client shall procure and maintain insurance that fully covers the risk and indemnity obligations. Such insurance shall be on a comprehensive general liability form with a broad form general liability endorsement attached and must have minimum coverage of \$1,000,000.00 combined single limit per occurrence. **The insurance policy shall specifically name: Raincross Hospitality Corporation dba Riverside Convention Center and the City of Riverside, The Riverside Civic Authority and their respective members, officers, directors, managers, agents and employees as additional insured, and shall state that the policy will not be canceled or materially changed for any reason without thirty (30) days prior written notice to the Center.** The policy will not be accepted if it contains a "best effort" modifier or relieves the insurer from any cause what-so-ever prior to, during, or subsequent to, the function date range covered by this Contract.

Y. INDEMNIFICATION: To the fullest extent permitted by law, you agree to protect, indemnify, defend and hold harmless **Raincross Hospitality Corporation, Riverside Convention Center and the City of Riverside and its Affiliates, and their respective agents, employees, officers, directors and shareholders (collectively, the "Riverside Convention Center Indemnified Parties")**, from and against any and all claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively, "Claim(s)"), in any way arising out of or relating to the Event that is the subject of this Agreement to the extent any such Claim(s) arise out of (i) the negligence, gross negligence or intentional misconduct of Group's employees, agents, contractors, or and attendees, or (ii) a violation or breach of any of the terms and conditions of this Agreement by you or any related act or failure to act by you including but not limited to the obligation of compliance with applicable laws or regulations. Nothing in this indemnification shall require you to indemnify the Riverside Convention Center Indemnified Parties for that portion of any Claim arising out of the negligence, gross negligence or intentional misconduct of the Riverside Convention Center Indemnified Parties.

To the fullest extent permitted by law, Riverside Convention Center agrees to protect, indemnify and hold harmless you, your owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents (collectively, the "Group Indemnified Parties"), from and against any and all Claims (as such term is defined above) arising out of or relating to the Event that is the subject of this Agreement to the extent any such Claim(s) arise out of (i) the negligence, gross negligence or intentional misconduct of Riverside Convention Center's employees, agents, or contractors, or (ii) a violation or breach of any of the terms and conditions of this Agreement by Riverside Convention Center or any related act or failure to act by Riverside Convention Center including but not limited to the obligation of compliance with applicable laws or regulations. Nothing in this indemnification shall require Riverside Convention Center to indemnify any of the Group Indemnified Parties for that portion of any Claim arising out of the negligence, gross negligence or intentional misconduct of the Group Indemnified Parties.

The party found to be at fault or responsible for any Claim will be required to indemnify the other party as provided in this section. To the fullest extent permitted by law, the parties agree that a comparative negligence standard will apply to any Claims and each party will be responsible for paying for the portion of the total Claims attributable to its fault. In the event of a settlement of any Claim, expenses will be allocated proportionately based upon the amount paid by each party.

This section shall not waive any statutory limitations of liability available to either party, including innkeeper's limitation of liability laws, nor shall it waive any defenses a party may have with respect to any Claim. This section shall survive any termination or expiration of this Agreement.

Z. CANCELLATION: By entering into this Contract, the Center has reserved the aforementioned function rooms to the exclusion of other business opportunities and has relied upon the stipulated reservation as disclosed in this Contract. Therefore, it is understood and agreed upon by Client that cancellation of the event will result in the loss of substantial revenues in the form of Food & Beverage and other miscellaneous costs of which the Center will not be able to recover. Accordingly, cancellation of the event and/or function space is subject to the penalties noted on **"QUICK LOOK SUMMARY" in Addendum "A"**.

AA. FORCE MAJEURE: Neither Party shall be responsible for any failure of performance due to acts of God, shortage of commodities or supplies to be furnished by the Center, or governmental authority, that make it illegal or impossible for the Center to hold the Event. If events beyond the reasonable control of the Parties, including but not limited to acts of God, war, strikes, terrorist attacks, or curtailment of transportation either in the City of Riverside or in the countries/states of origin of the attendees, which prevents at least 40% of the attendees from arriving for the first scheduled day of the Event, make it impractical, illegal or impossible to perform as originally contracted under this Contract, the affected party may terminate this Contract, without liability, upon written notice.

BB. LIMITATION OF LIABILITY: Neither Raincross Hospitality Corporation dba Riverside Convention Center nor the Center will be responsible for any loss, damage or injury (bodily or property) that may occur at any event held on the property prior to, during, or subsequent to the function date range covered by this Contract. Notwithstanding anything in this Contract to the contrary, in no event will the Center's aggregate liability to Client or any third party, from all causes of action and theories of liability, exceed the actual amount paid by Client to the Center under this Contract.

CC. CONFIDENTIAL INFORMATION: The Parties agree to maintain this Contract, and all of the pricing, services, and other terms of this Contract, as "**Confidential Information**," and each Party agrees not to disclose or discuss such Confidential Information without the prior written approval of the other Party, in its sole discretion, except that each Party may disclose such Confidential Information (i) to its directors, officers, employees, and contractors whose duties justify their need to know such information, and who have been clearly informed of their obligation to maintain the confidential, proprietary, and/or trade secret status of such Confidential Information, or (ii) to the extent necessary pursuant to applicable federal, state, or local law, regulation, court order, or other legal process, provided the Party has given the other Party prior written notice of such required disclosure and, to the extent reasonably practicable, has given the other Party an opportunity to contest such required disclosure at that other Party's expense.

SECTION III. SIGNATURES

I have read and understood the above contract and agree to be bound by its terms and conditions. I further understand that any portion of this Contract between both parties may not be changed or altered in any way except in writing by either party. A signed copy of this original must be returned to the Sales and Catering Office by **Thursday, November 1, 2018** along with the deposit of **\$1,525.00** in order to hold the allocated space on a definite basis.

Checks should be made payable to: Riverside Convention Center.

**RIVERSIDE CONVENTION CENTER
Raincross Hospitality Corporation
3637 Fifth Street
Riverside, CA 92501**

If you have any questions or concerns, contact the Sales and Catering Office at (951) 346-4700.

RIVERSIDE CONVENTION CENTER

Pamela Sturrock

Date Signed: _____

Bruce Hennings

Date Signed: _____

Print Name

8360 Red Oak St. Ste. 201
Rancho Cucamonga, CA 91730
909-989-1500 x105
bruce@cnhkiwanis.org

CC: Tuyen Nguyen-Valenzuela

"QUICK LOOK SUMMARY"

ADDENDUM "A"

CONTACT SUMMARY

Service provider	Contact
Telecommunications-Vistem Solutions	(949) 478-5726 jblythe@vistem.com
Electrical Services	Contact Sales Manager for approved providers
Event Permits-City of Riverside Fire Dept.	(951) 826-5737
Health Permits-Environmental Health Dept.	(951) 358-5172
Vendor Seller Permits-State Board of Equalization	(951) 680-6497
Audio-Visual-Pro A.V.	(951) 346-4709

IMPORTANT DATES TO BE NOTED	
One (1) Year prior to Event (03/18/20)	10% of all estimated charges are due (\$7,625.00)
90 Calendar Days prior to Event (12/18/20)	35% of all estimated charges are due (\$26,700.00)
30 Calendar Days prior to Event (02/16/21)	Menu Selections must be in place and ALL Event Details must be submitted to the Riverside Convention Center Sales Manager
4 Business Days prior to Event (03/12/21)	Full Pre-payment of Estimated Total Cost

CANCELLATION PENALTIES	
Number of Days Prior to Event Date	(%) Percent Due
Over 180 Calendar Days	25% of all estimated charges (\$14,608.13)
140-179 Calendar Days	50% of all estimated charges (\$29,216.25)
90-139 Calendar Days	75% of all estimated charges (\$43,824.38)
Less than 90 Calendar Days	100% of all estimated charges (\$58,432.50)

EXTRA SERVICES/RENTAL ITEMS/MISCELLANEOUS FEES	
Banners – Hanging fee (per banner)* requires Scissor Lift Operator	\$15.00
Scissor Lift Rental (per hour, 2 hour minimum) *requires a Scissor Lift operator	\$75.00
Building Clean Up (one-time fee) *Waived per Pamela Sturrock	\$475.00
Business Tax Fee (per day if merchandise and/or materials are to be sold)	\$70.00
Cake Cutting Fee (per person)	\$2.00
Carving Fee (per chef)	\$125.00
Corkage Fee (per standard 750 ml bottle)	\$12.00
Damage Deposit (deducted from final invoice should no damage occur)	\$300.00
Dance Floor (40x40)	\$150.00
Electrical Services (to be contracted directly)	TBD
Exhibit Tables (Per table, per day. Cost does not include service charge and sales tax, which will apply to each table. Each exhibit table consists of one (1) 8' table, one (1) tablecloth, and two (2) chairs. If additional linens are required, costs will be determined prior to your event date.)	\$27.00 \$25.00 (per day) \$32.13 Inclusive reduced per Pamela Sturrock
Forklift Rental (per hour, 2 hour minimum) *operator certification required	\$50.00
Janitorial Services (per day)*Waived per Pamela Sturrock	\$285.00
Kitchen Usage (\$125.00/per hour, 4 hour minimum)	\$125.00
Linen for Exhibit Tables (each table, 2 linens per table)	\$4.00
Piano	\$750.00
Room Re-Key Charge	\$75.00
Refuse Disposal (one-time charge) *Waived per Pamela Sturrock	\$210.00
Telecommunications (to be contracted directly)	

ADDENDUM "B" Stipulations & Modifications to Agreement

SECTION I. GENERAL CONTRACT INFORMATION, STANDARDS, AND REQUIREMENTS

H. TENTATIVE ROOM BLOCK, SET-UP REQUIREMENTS and CATERING ARRANGEMENTS

The Center agrees to host a Pre-Planning Meeting & Working Luncheon for up to (20) guests for the Client. Date and time for meeting TBD and subject to availability.

C. DEPOSITS AND PAYMENTS:

The Center agrees to waive the 10% payment due 1 year prior to event date and the Ninety (90) days prior to the date of Event payment. In the event of cancellations, the cancellation penalties will still apply.

I. MEAL MINIMUM: *As listed with menu selections below

Breakfast Buffet	\$30.82 per person (\$38.30 inclusive)
Mexican Buffet	\$37.00 per person (\$48.29 inclusive)
Plated Dinner	\$37.00 per person (\$48.29 inclusive)
Pizza Buffet	\$18.85 per person (\$24.60 inclusive)

Saturday Mexican Lunch Buffet:

- Southwest Salad with Southwest Ranch Dressing
- Chicken & Beef Fajitas with Tortillas
- Shredded Cheese, Sour Cream, Pico de Gallo
- Spanish Rice
- Refried Beans
- Churros
- Coffee and Iced Tea

Saturday's Plated Dinner:

- Salad and Dressing
- Rolls and Butter
- Choice of either Chicken or Tri-tip (*split entrée *not combination plate*)
- Fresh Vegetables
- Potatoes
- Chef's Choice of Dessert
- Coffee and Iced Tea

Saturday Hospitality Event:

- Cheese and Crackers
- Soda

Sunday's Buffet Breakfast:

- Assorted Breads and Butter
- Fresh Fruit
- Scrambled Eggs
- Bacon or Sausage
- Breakfast Potatoes
- Chilled Juices (Orange, Apple, Cranberry)
- Coffee and Tea

Sunday District Board Meeting:

- Pizza, Salad & Sodas

M. AUDIO VISUAL (AV), INFORMATION TECHNOLOGY (IT), AND TELECOMMUNICATIONS:

Client will be allowed to bring in their "owned" Audio Visual Equipment at No Charge, Client staff to setup. Any additional equipment or audio visual technical service that they will need will be rented through in-house AV Company, Pro AV.



GROUP SALES AGREEMENT

September 7, 2018

Hotel Contact: Denise Bray
 Title: Sales Manager
 Street Address: 3400 Market Street
 City, State, Postal Code: Riverside, CA 92501
 Phone Number: (951) 786-7155
 Fax Number: (951) 781-3722
 E-mail Address: dbray@pinnaclehotelsusa.com

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between Marriott Riverside at the Convention Center, 3400 Market Street, Riverside, CA, 92501, (951) 784-8000 and Kiwanis International - Cal-Nev-Ha District.

ORGANIZATION: Kiwanis International - Cal-Nev-Ha District
 CONTACT:

Name: Bruce Hennings
 Job Title: Director of Service Leadership Programs
 Street Address: 8360 Red Oak Street Ste 201
 City, State, Postal Code: Rancho Cucamonga, CA 91730-0608
 Country/Region: USA
 Phone Number: (909) 989-1500 x105
 Fax Number: (510) 550-2811
 E-mail Address: bruce@cnhkiwanis.org

NAME OF EVENT: Circle K Convention 2021
 REFERENCE #: M-AV2M8UN
 OFFICIAL PROGRAM DATES: Thursday, 03/18/2021 - Sunday, 03/21/2021

GUEST ROOM COMMITMENT / GROUP ROOM RATES

The Hotel agrees that it will provide, and Kiwanis International - Cal-Nev-Ha District agrees that it will be responsible for utilizing, 410 room nights in the pattern set forth below (such number and such pattern, the “Room Night Commitment”):

GROUP ROOM BLOCK

Date	Day	Double	Run of House	Total Rooms
03/18/2021	Thu	10	10	20
03/19/2021	Fri	50	145	195
03/20/2021	Sat	50	145	195

GROUP ROOM RATE

Start Date	End Date	Room Type	Single
03/18/2021	03/20/2021	Double	\$180.00
03/18/2021	03/20/2021	Run of House	\$180.00

Hotel’s room rates are subject to applicable state and local taxes (currently 13.25%) in effect at the time of check-out.

COMPLIMENTARY ROOM POLICY: Hotel will provide the following concessions if at least 80% of the Minimum Guest Room Revenue is received.

The hotel will provide one (1) complimentary room night on a cumulative basis, for each forty (40) paid and actualized night occupied by attendees of group at the contracted rate. Marriott Riverside at the Convention Center will credit the Group's Master Account for the total number of rooms earned by group at the conclusion of event. Complimentary rooms have no monetary value.

CONTRACTUAL CONCESSIONS: Hotel will provide the following concessions if at least 80% of the Minimum Guest Room Revenue is received, and at least 80% of the Minimum Food and Beverage is received.

- Twenty (20) staff rooms at \$170.00 rate (Non-commissionable, no rebate)
- Five (5) upgrade to a Junior Suite at Group Rate checking in 3-18-21 checking out 3-21-21
- Discounted overnight and event parking at \$12.00 per car \$20.00 per bus, per day, with in and out privileges
- 5 Complimentary parking for staff 3-18-21 to 3-21-21
- Complimentary, basic wireless internet in guest rooms (*standard daily fee of \$12.95*) – Upgrade to enhanced high-speed guest room internet is an additional \$3.00 per day (*standard daily fee of \$15.95*)
- 80% attrition
- **\$10.00 rebate to Kiwanis International** - Cal-Nev-Ha District (rebates have no monetary value, excludes staff rooms)
- Group rate will be available three (3) days prior to group arrival date and three (3) days after group departure date upon hotel availability
- The hotel will provide one (1) complimentary room night on a cumulative basis, for each forty (40) paid and actualized night occupied by attendees of group at the contracted rate.

PARKING

We offer discounted overnight and event self-parking in our secured indoor parking garage at \$12.00 per day with in and out privileges for the group. Parking charges are subject to change for future years. Prices listed are for the current year of 2018.

COMMISSION

The group room rates listed above are net non-commissionable. Kiwanis International - Cal-Nev-Ha District will advise its designated agency of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

REBATE

The Group guestroom rate \$180 quoted by the Hotel is contracted as a rebate to the group at \$10.00. Rebates will not be credited on complimentary, staff rooms or other special rated rooms. Group shall disclose to its attendees that the rate contains a rebate credited to the group.

The hotel assumes no responsibility if disclosure of the rebate is not provided to guest and attendees of group.

Rebates have no monetary value. All credits will be applied to the in-house master account only.

ROOMS ATTRITION

Kiwanis International - Cal-Nev-Ha District agrees that it will pay Hotel \$180.00 for each room night not utilized below 80% (328 room nights), plus applicable taxes, as a reasonable estimate of the harm the attrition will cause the Hotel. Hotel agrees that after receiving this payment, it will not seek additional damages.

METHOD OF RESERVATIONS

Reservations for the Event will be made by rooming list directly with Marriott Riverside at the Convention Center at the time of contract signing.

GUEST PAYMENT ARRANGEMENTS

It is our understanding that all individuals who attend your Event will be responsible for their own room, tax and incidental charges upon check-out. Incidental charges must be paid in full prior to the guest's departure, with individual credit being established upon check-in. Please instruct your guests to check with the Hotel to make certain all incidental charges are paid prior to departure.

INDIVIDUAL CANCELLATION POLICY

Please be advised that the hotel expects a minimum of 72 hours' notice of any individual reservation which may need to be cancelled, or the hotel will consider these as "no shows" and will bill the individual's credit card for the first night room and tax charges. This cancellation procedure only applies to individual cancellations of reservations and has no connection to the overall group cancellation policy so noted in this Agreement.

RELOCATION

If any guest room reservation cannot be accommodated by Hotel, Hotel will provide: (1) accommodations at a comparable Hotel reasonably nearby at no charge for the first night; (2) one complimentary round trip ground transportation between Hotel and the alternate hotel for each day the guest is displaced; (3) one 5 minute phone call and necessary arrangements for forwarding of the displaced guest's telephone messages and mail; (4) an offer to relocate the displaced guest back to the first available guest room; (5) upgraded accommodations at Hotel upon return (if available) and a welcome expression from the General Manager; and (6) credit to Room Block for any nights that guests are displaced.

CUT-OFF DATE

Reservations by attendees must be received on or before Wednesday, February 26 2021, (the "Cut-Off Date"). At the Cut-Off Date, Hotel will review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on a space- and rate-availability at Kiwanis International - Cal-Nev-Ha District group rate.

BILLING ARRANGEMENTS

The following billing arrangements apply to guest rooms: Room and Tax to Master

Kiwanis International - Cal-Nev-Ha District has indicated that it has elected to use the following form of payment:

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

Kiwanis International - Cal-Nev-Ha District may not change this form of payment.

In the event that a deposit is required for guest rooms or functions charged to the master account, Kiwanis International - Cal-Nev-Ha District 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.

Pre-payment of estimated charges by check (personal or company) must be received 14 business days prior to event. If pre-payment of estimated charges are by credit card, cashier's check, or cash, payment must be received ten (10) business days prior to the event.

A credit card is required on file to guarantee payment of any additional charges incurred during the Event.

CANCELLATION

Hotel estimates that the Minimum Revenue it will receive from this event if it is held as agreed pursuant to this Contract is as follows:

Minimum Guest Room Revenue: \$73,800.00
Total: \$73,800.00

If Kiwanis International - Cal-Nev-Ha District elects to cancel this Contract for any reason other than a termination for cause or pursuant to the FORCE MAJEURE clause of this contract, Kiwanis International - Cal-Nev-Ha District agrees to provide written notice to Hotel accompanied by the payment indicated in the following scale:

- From the date of Contract signing to 181 days prior to arrival date: 30%
- From 180 days to 121 days prior to arrival date: 40%
- From 120 days to 61 days prior to arrival date: 60%
- From 60 days or less prior to arrival date: 80%

If such payment does not accompany the Kiwanis International - Cal-Nev-Ha District’s cancellation notice, the amount owed by the Group shall be determined in accordance with the scale above by using the date the payment is actually made by Group to Hotel, rather than the date Group provided notice of cancellation to Hotel. The option to cancel is agreed by the parties to constitute the exercise of a contractual option and not a default. The parties further agree that the amounts set forth above are reasonable estimates of the losses that would be incurred by Hotel, plus any applicable state and/or local taxes as required by law, and include consideration of the possibility of Hotel’s ability to mitigate its losses through resale, therefore the reductions applicable in the ROOMS ATTRITION clause will not apply in the event of a cancellation.

NO ROOM TRANSFER BY GUEST

Kiwanis International - Cal-Nev-Ha District agrees that neither Kiwanis International - Cal-Nev-Ha District 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 Kiwanis International - Cal-Nev-Ha District reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

INSURANCE

Kiwanis International - Cal-Nev-Ha District agrees to carry and maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the obligations which may arise or be incurred pursuant to or associated with this contract, and not less than the amounts set forth in the preceding section. Kiwanis International - Cal-Nev-Ha District’s insurance policy shall name the Hotel as an additional insured.

Damage to the Hotel premises by the Group or appointed contractors will be the Kiwanis International - Cal-Nev-Ha District’s responsibility. Kiwanis International - Cal-Nev-Ha District will accept full responsibility for any damages resulting from any action or omission of their individual attendees in conjunction with organized group activities. The Hotel is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the Hotel, and/or for the loss of equipment, exhibits or other materials left in meeting rooms.

The Hotel reserves the right to approve all outside contractors hired for use by Kiwanis International - Cal-Nev-Ha District in the Hotel, and may have a list of approved contractors and vendors. The Hotel must be notified in advance of any proposed vendor. The Hotel reserves the right to advance approval of all specifications, including electrical requirements, form all outside contractors, and to charge a fee for outside services brought into the Hotel. Kiwanis International - Cal-Nev-Ha District and/or outside contractors must provide proof of worker’s compensation insurance for employees who will work on Hotel premises and proof of adequate general liability coverage for Kiwanis International - Cal-Nev-Ha District and/or outside contractors’ activities while on Hotel’s premises, and must comply with all other similar requirements the Hotel deems appropriate, in its sole discretion, regarding use of function space, facilities and use of Hotel services.

OUTSIDE CONTRACTORS

The Hotel offers all services necessary for a successful event. However, if Group finds it necessary to use outside services, any companies, firms, agencies, individuals and groups hired by or on behalf of Kiwanis International - Cal-Nev-Ha District shall be subject to prior written approval of the Hotel. The Hotel reserves the right to advance approval of all specifications, including electrical requirements, form all outside contractors, and to charge a fee for outside services brought into the Hotel. Upon prior reasonable notice to the Hotel from Kiwanis International - Cal-Nev-Ha District, Hotel shall cooperate with such contractors and provide them with facilities at the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the Hotel premises by other guests and members of the Hotel. Kiwanis International - Cal-Nev-Ha District's contracts with its contractors will all specify that contractor and the group will indemnify and hold the Hotel harmless from any and all damages or liabilities which may arise by such Contractors or through their use. Any contracted company working at Hotel is required to carry and maintain workers' compensation insurance in statutory amounts; comprehensive general public liability insurance covering automobile, personal injury and property damage with single limits of not less than one million dollars per person per occurrence. All such policies (except workers' compensation) shall specifically state "Hotel is named as an additional insured under the above policy. Such insurance shall be primary and not contributory with Hotel."

Kiwanis International - Cal-Nev-Ha District bears all responsibility for the payment of any charges incurred at the Hotel by its contractors.

SECURITY

Hotel does not provide security in the meeting and function space and all personal property left in the meeting or function space is at the sole risk of the owner. Group agrees to advise its attendees that they are responsible for safekeeping of their personal property.

FORCE MAJEURE

The performance of this Agreement by either party is subject to acts of God, government authority, disaster or other emergencies, any of which make it illegal or impossible for either party to perform its obligations. It is provided that this Agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

INDEMNIFICATION

To the extent allowed by applicable law and subject to sovereign immunities afforded to Kiwanis International - Cal-Nev-Ha District, each party hereby agrees to indemnify, defend and hold the other harmless from any loss, liability, costs or damages arising from actual or threatened claims or causes of action resulting from breach of any of its representations, warranties or covenants herein or the negligence, gross negligence or intentional misconduct of the party indemnifying or its respective officers, directors, employees agents contractors, members of participants (as applicable), provided that with respect to officers, directors, employees, and agents, such individuals are acting within the scope of their employment or agency, as applicable.

ARBITRATION

The parties will resolve any claim or dispute arising out of or relating to this agreement through binding arbitration before one arbitrator conducted under the rules of the American arbitration association or jams in the state and city in which hotel is located. The law of the state in which hotel is located will be the governing law. The arbitration award will be enforceable in any state or federal court. In any arbitration or litigation arising out of or relating to this agreement or the enforcement of any arbitration award, the prevailing party will recover attorneys' fees and costs including expert witness and arbitration fees and pre- and post-judgment interest. Each party will be responsible for attorneys' fees and interest associated with the other party's efforts to collect monies owed under this agreement.

SHIPPING AND STORAGE OF MATERIALS

To ensure prompt delivery of packages, materials being shipped should read:

MARRIOTT RIVERSIDE AT CONVENTION CENTER
Group: Kiwanis International - Cal-Nev-Ha District
Contact Name: Bruce Hennings
Date of Event: Thursday, 03/18/2021 - Sunday, 03/21/2021

Attention: Denise Bray, Sales Manager
3400 Market Street
Riverside, CA 92501

Kiwanis International - Cal-Nev-Ha District will be responsible for the packing, labeling, shipping and handling costs of outgoing materials.

Packages Charges will be charged to each registered hotel guest or master account as follows:

Handling Fees

Packages/Boxes	Each	\$5.00
Pallet	Each	\$65.00
Display Cases	Each	\$25.00

Storage Fees

A fee will apply for items shipped more than 24 hours in advance of group’s arrival.

If you need packages shipped out at the conclusion of your meeting, please advise your onsite Banquet Captain. The same charges outlined above will be charged for the shipping of these packages. The charges will be billed to each registered hotel guest or your master account.

REWARDS PROGRAM - REWARDING EVENTS

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Kiwanis International - Cal-Nev-Ha District has otherwise complied with the material terms and conditions of this Agreement), the Hotel will either award Points or submit an award for airline miles to the Member(s) identified below:

GROUP MUST CHECK ONE OPTION BELOW:

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) **is eligible** to receive Rewarding Events Points or airline miles

Member Name _____
Marriott Rewards Program Member Number _____

*If airline miles are desired instead of Rewarding Events Points, please also provide:

Frequent flier airline miles account number _____
Airline Name _____

OR

The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) **declines or is not eligible** to receive Rewarding Events Points or airline miles and hereby waives the right to receive an award of Points or airline miles in connection with the Event.

The number of Points or airline miles 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 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 either Points or airline miles may not be changed without such individual(s)' prior written consent. By inserting the airline mileage account information, the recipient elects to receive airline miles rather than Points. All Rewards Program Terms and Conditions apply.

ACCEPTANCE

When presented by the Hotel to Kiwanis International - Cal-Nev-Ha District, this document is an invitation by the Hotel to Kiwanis International - Cal-Nev-Ha District to make an offer. Upon signature by Kiwanis International - Cal-Nev-Ha District, this document will be an offer by Kiwanis International - Cal-Nev-Ha District. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies Kiwanis International - Cal-Nev-Ha District at any time prior to Kiwanis International - Cal-Nev-Ha District's execution of this document, the outlined format and dates will be held by the Hotel for Kiwanis International - Cal-Nev-Ha District on a first-option basis **until October 10, 2018**. If Kiwanis International - Cal-Nev-Ha District 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, Kiwanis International - Cal-Nev-Ha District 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: (Print) _____ Signature: _____

Title: (Print) _____ Date: _____

Approved and authorized by Hotel:

Name: (Print) Denise Bray Signature: _____

Title: (Print) Sales Manager Date: _____

Approved and authorized by Hotel:

Name: (Print) Donna Esparza Signature: _____

Title: (Print) Director of Sales & Marketing Date: _____

Approved and authorized by Hotel:

Name: (Print) Per Nilsson Signature: _____

Title: (Print) General Manager Date: _____