

**MILITARY REUNIONS TO REMEMBER
USS WILLIAM V. PRATT ASSOCIATION**

Military Reunions to Remember
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Karen,

Following is a list of items that can either be included in the contract, added as an addendum to the contract or simply initialed and returned via fax for the USS William V. Pratt 2006 Reunion. For ease of paperwork, I am highlighting the bullets from the Stoddert Contract with some minor changes.

CONTRACT ITEMS

Fixed group rate, \$85.00 plus tax, single, double, triple quad, commissionable at ten percent to Military Reunions to Remember. OK
CB

Provide comp guest rooms at a ratio of 1:40 for the William V. Pratt, plus Comp Room for Mr. Rodger Hall and MRTR Site Representative from check-in Tuesday, August 22 through check-out Monday, August 28, 2006 (to be limited to room charge only), preferably on Club or Concierge level. If available, a two room suite is preferred, particularly for MRTR Site Representative. If not available, as discussed, the board room or suitable alternative for storage and computer set up. As discussed, I prefer to arrange registration in the hospitality room versus the hotel lobby. OK
CB

Banquet options, preselected chicken at \$23.50 inclusive, 10 oz prime rib or steak under entree under \$27.00 inclusive (I dropped the price by \$1.00 from the Stoddert), vegetarian or vegan option available at \$23.50 inclusive. OK
CB

One room upgrade to King Corner, concierge or club level based on prior reservation, to be awarded for early reservations at the standard room rate. MRTR will do a drawing from those who have registered with the hotel and with MRTR. OK, KP

Hospitality Room available from noon Wednesday (set up Wednesday 8:00 AM, open at Noon) until Noon Sunday, complimentary.

I need one complimentary microphone per group function. For the buffet dinner on Friday night, a comp mike and podium is sufficient. For the business meeting, a table

like on a small head table, no riser is required. For the banquet, a table top podium with microphones will be required at the head table. The head table will be situated on a riser with seating for 6 or 8 depending on the turnout. I also need a complimentary dance floor and facilities for a DJ or band.

OK

Hotel will provide complimentary water station during business meeting.

Inclusive price for Coffee and tea service \$28.00. Corkboards, message boards, easels provided (as available) complimentary.

Storage of packages complimentary, for 1 week prior to reunion. Return shipment of Association materials to be provided by Hotel. All items will be packaged, sealed, and prepaid UPS Shipping labels attached, ready for UPS Pickup.

The group will be purchasing domestic draft beer from the hotel. Association will provide soft drinks and dry snacks without corkage charge. What is the current price for a 32 Gallon keg of domestic draft beer? \$150.00 ++ Hotel to provide cups, napkins, plates, serving bowls and ice for hospitality room complimentary.

OK
CB

Children's price (under 12) for buffet and banquet dinner not to exceed \$15.00 inclusive. One cash bar for banquet dinner, bartender fees waived with \$750.00 minimum.

Color coded meal tickets will be used for the Buffet Dinner and the Banquet Dinner. In the event of discrepancies, all group meal charges will be determined by ticket count. Wednesday night Wine and Cheese reception for up to 40 persons, complimentary. Charge per person for more than 40 persons not to exceed \$9.00 inclusive of tax and gratuity.

OK,
CB

Hotel to provide a copy of all Banquet Event Orders (BEO) to Reunion Chairman, with a copy to MTRR approximately three weeks before event. Arrangements to be made for a Pre-Convention meeting with all departments on Tuesday afternoon prior any events. Hotel to provide a list of all Department Heads, by Name and Title along with contact numbers. Post event critique (if desired) Monday morning.

OK
CB

Do you have an option for registered guests to have breakfast included in the room rate? \$2 off full breakfast buffet if wearing hat, T shirt, name tag - with a log of your group.