

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

Military Reunions to Remember
1673 Kilt Street
Virginia Beach VA 23464
EIN: 54-1794500

Voice (757) 479-0849
E-Mail: McMenuels@mrtr.com
Fax: On Demand (757) 646-1371

**CONTRACT BULLETS FOR 2007 WILLIAM V. PRATT ASSOCIATION
REUNION, CONCORD, CA**

The following is a list of items I would like have addressed with regard to the 2007 USS William V. Pratt Association Reunion in Concord, CA. These items would be in addition to those items normally included in your standard contract.

Meeting Dates, August 15 - August 18, 2007
Room Block, 08/14: 4, 08/15: 40, 08/16: 40, 08/17: 40, 08/18: 40, 08/19: 4
Friday Buffet Dinner: 100, Saturday Plated Banquet: 100

CONTRACT BULLETS

1. Rates are commissionable, this contract will be with my company, Military Reunions to Remember as contract agent for USS William V. Pratt Association. Per the RFP, all rates are stated as single, double, triple quad, commissionable at ten percent to MRTR. I normally have only two or three members bringing children and to my knowledge we have not had any members doubling up with other members. Primary reunion dates are for arrival August 14, 2007 through check out, August 19, 2007. (Initial) JP

2. Association President to receive complimentary room from Tuesday August 14, 2007 through check out Monday, August 20, 2007 (not counted against the comp ratio). (Initial) JP
MRTR Services Representative to receive complimentary room from Tuesday August 14, 2007 through check out Monday, August 20, 2007. Hotel to provide additional complimentary rooms based on agreed upon ratio of 1 comp night for each 20 paid in excess of 160 paid room nights. This would result in a total of 8 comp nights, 2 more than your proposed 1:20 comp ratio. Additional comp nights based on accumulated nights in excess of the room block at a 1:20 ratio. (Initial) JP

3. Price per gallon \$42.00 (inclusive) of coffee for the business meeting. (Initial) JP

①* 1 Comp Room Night per every paid 20 Room Nights.
Anticipation based on 160 paid Room Nights is 8
total Comp Room Nights.

Sep 18 06 06:32p

Eric Anderson

310-842-3707

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4. While I don't normally get into menu's at this point, we need to agree on a price cap for both the buffet dinner and the plated banquet. Friday Buffet Dinner, three entree buffet dinner, inclusive price not to exceed \$29.00 inclusive of tax, gratuities and service charges. Children's price (under 12) for buffet dinner not to exceed \$15.00 inclusive, under 3 free. (Initial) SP Complimentary podium and microphone provided. (Initial) SP One cash bar, bartender fees waived with \$ 450⁰⁰ minimum. Saturday Night Banquet Dinner (Plated Dinner), inclusive price for the following, based on a split menu, pre-selected choice A or B, price not to exceed \$27.00 inclusive of tax, gratuities and service charges. One cash bar, bartender fees waived with \$ 450⁰⁰ minimum. Children's menu, not to exceed \$14.00 inclusive of tax and gratuity. (Initial) SP Banquet Facilities to include complimentary dance floor with space and accommodation for live band with access for set up.

(Initial) SP Complimentary table top podium and microphone on head table.

(Initial) SP Second microphone provided at a charge of \$ 125⁰⁰. Color coded meal tickets will be used for the Buffet Dinner and the Banquet Dinner. In the event of discrepancies, group dinner charges will be determined by ticket count. ok

5. Billing information; conference charges go to the master account. All other charges to the master account must be approved by Terry W. McManuels. ok

6. I need one complimentary microphone per group function. (Initial) SP

7. Group rate extended 3 days prior to and 3 days after event. (Initial) SP

8. One room upgrade to concierge or club level based on prior reservation (or alternative award) to be awarded for early reservations at the standard room rate. I use this as an incentive to promote early registrations. If the winner has already reserved an upgraded room, then that room will be provided at the standard rate.

(Initial) SP Complimentary SUNDAY morning breakfast for max. of 2 adults per room. Kids eat + stay free.

9. Hospitality Room available from noon Wednesday (set up Wednesday 8:00 AM, open at Noon) until Noon Sunday, complimentary (no microphone required). (Initial) SP

10. Corkboards, message boards, easels provided (as available) complimentary.

(Initial) EA

11. Storage of packages complimentary, for 10 days prior to reunion. Return shipment of Association materials to be provided by Hotel. All items will be packaged, sealed, and UPS Shipping labels attached, ready for UPS Pickup. (Initial) EA

12. Hospitality room setup, plastic or paper plates, cups, napkins and serving bowls complimentary. (Initial) EA Association will provide soft drinks and dry snacks without corkage charge. (Initial) EA Hotel will provide draft beer at \$ 135.00 per 32 gallon half barrel, 2 or 3 required. Association to guarantee 2 in advance, hotel to provide third on reserve. Hotel to provide cups for beer. Hotel to provide ice for Beer and Soft Drinks at no charge as needed. (Initial) EA Hotel will provide water station at Hospitality Room Registration Desk at no charge, refreshed as required. (Initial) EA

14. Wednesday night Wine and Cheese reception for up to 30 persons, complimentary. Charge per person for more than 30 persons not to exceed \$ 9.99 inclusive of tax and gratuity. (Initial) EA 6pm-8pm

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

16. Complimentary parking for all registered guests with In/Out privileges. (Initial) EA

17. Guests shall be responsible for their own guest room, tax and incidental charges upon check-out. All guestroom rates quoted by the Hotel shall be commissionable at 10 percent to MRE Services INC, T/A Military Reunions to Remember. (Initial) EA