

SIA Leadership Meeting 2017

Proposal from Crowne Plaza Los Angeles International Airport
5985 West Century Boulevard, Los Angeles, California, 90045-5477, USA

Proposal Details

RFP Name	SIA Leadership Meeting 2017	Proposal Status	Declined
RFP Code	VVN4PWG49RF	Supplier Type	Hotel
Event Name	SIA Leadership	Metro Area	CA - Los Angeles
Response Date	Fri, 08-Apr-2016 1:50 PM		
Supplier Name	Crowne Plaza Los Angeles International Airport		
Chain	IHG		
Brand	Crowne Plaza Hotels		
Commission?	Yes - 10.00%		

Proposal Introduction Thank you for your interest in the beautiful Crowne Plaza Los Angeles International Airport hotel for the SIA Soroptimist International meeting currently scheduled for June 20-26, 2017. I am pleased to report availability and look forward to a positive outcome.

May I put the space on hold for you?

This offer is valid until EOBD 5/18/16

We look forward to working with you.

Date Type	Event Dates	Check-In Date	Availability	Rates (USD)
Preferred	Wed, 21-Jun-2017 to Mon, 26-Jun-2017	Tue, 20-Jun-2017	1st Option	159.00 - 199.00

Additional Information Please note we are not holding space. Proposal valid thru close of business May 18, 2016.

Concessions or Contractual Requirements *Group must sign hotel contract and guarantee 85% of guest rooms. The contract will include a cancellation policy.

Complimentary internet in ALL guest rooms.

*Concessions:

*1 per 50 (reserved and paid for)

*IHG Reward Points for client

* (8) Complimentary upgrades to Executive Floor at the group rate over event dates.

* (8) Complimentary welcome amenities

* Complimentary internet in guest rooms and meeting space

* Discounted self parking at \$10 for self and \$25 for valet

* (8) Discounted guest rooms for staff at \$129 plus tax over contracted dates.

* Complimentary fitness center

* Complimentary Shuttle to Airport

* Trolley Service (small fee) available to Manhattan Beach.

Key Contact Information

Contact Name	Janice Funes	Email Address	janice.funes@ihg.com
Organization	Crowne Plaza Los Angeles International Airport	Phone	310-258-1377
Title	Sales Manager		
Website	www.crowneplazalax.com		
Additional Information	May I put the space on hold/start drafting a contract for you?		

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Sleeping Room Availabilities

Sleeping Room Needs Met? Yes

Additional Information The rate does not include tax 15.89%

Guest room rate includes complimentary standard wireless internet in the guest rooms.

Preferred (Wed, 21-Jun-2017 to Mon, 26-Jun-2017)

Availability 1st Option

Check-in Date Tue, 20-Jun-2017

Do all guest room rates include breakfast? No

Do all guest room rates include tax? No

Applicable Taxes No taxes have been selected

Day	Any (Run of House)		Single (1 Bed)		Double (2 Beds)		Suite		Staff	
	Qty	Rate (USD)	Qty	Rate (USD)	Qty	Rate (USD)	Qty	Rate (USD)	Qty	Rate (USD)
Tue, 20-Jun-2017			8	159.00	2	159.00	2	199.00		
Wed, 21-Jun-2017			24	159.00	2	159.00	2	199.00	8	129.00
Thu, 22-Jun-2017			24	159.00	2	159.00	2	199.00	8	129.00
Fri, 23-Jun-2017			24	159.00	20	159.00	2	199.00	8	129.00
Sat, 24-Jun-2017			50	159.00	50	159.00	2	199.00	8	129.00
Sun, 25-Jun-2017			18	159.00	30	159.00	2	199.00	8	129.00
Mon, 26-Jun-2017			18	159.00	28	159.00	2	199.00	8	129.00

Additional Fees

Occupancy 14.000%

Other 1.890%

State 9.000%

Additional Information Other is a Tourism Surcharge Fee and is charged on the guest room rate.

Taxes and fees are subject to change without notice.

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Meeting Room Availabilities

Meeting Room Needs Met? Yes

Additional Information The meeting room rental will be discounted at \$2,000 total plus tax with food and beverage minimum of \$20,000 (excludes service charge and sales tax. The dinner that you mentioned over the phone will be in a designated area in our hotel restaurant.

Start Date Wed, 21-Jun-2017

Day	Time	Agenda Item	Room Request	Room Assignment
Wed, 21-Jun-2017	7:00 AM-7:00 PM	Staff office Office	1,000 Sq. Ft. • 24-hour hold	Monterey & Mendocino • 1,008 Sq. Ft., 9 Ft. ceilings
Wed, 21-Jun-2017	6:00 PM-8:00 PM	Board of Directors Welcome Reception Reception <i>Notes or Exceptions: Cocktail rounds mixed with banquet rounds</i>	23 people	Burgundy & Bordeaux • 1,408 Sq. Ft., 10.5 Ft. ceilings
Thu, 22-Jun-2017	7:00 AM-7:00 PM	Staff Office Office <i>Notes or Exceptions: Tables, chairs</i>	1,000 Sq. Ft. • 24-hour hold	Monterey & Mendocino • 1,008 Sq. Ft., 9 Ft. ceilings
Thu, 22-Jun-2017	8:00 AM-5:00 PM	Board of Directors Orientation Meeting <i>Notes or Exceptions: Head table for 5, crescent rounds of 4 for 16 ppl, perimeter classroom (2 per 6') for 16, screen; projector cart, 1 lav mike, 2 wireless handheld mikes, am/pm coffee/tea/soda breaks</i>	Crescent Rounds (Room Required) 36 people • 24-hour hold	Colombard & Moselle • 1,408 Sq. Ft., 10.5 Ft. ceilings
Thu, 22-Jun-2017	12:30 PM-2:00 PM	Board of Directors Lunch Lunch <i>Notes or Exceptions: Banquet rounds for 36 - close to meeting room</i>	Rounds of 8 (Room Required) 36 people	Burgundy & Bordeaux • 1,408 Sq. Ft., 10.5 Ft. ceilings
Fri, 23-Jun-2017	7:00 AM-7:00 PM	Staff Office Office	1,000 Sq. Ft. • 24-hour hold	Monterey & Mendocino • 1,008 Sq. Ft., 9 Ft. ceilings
Fri, 23-Jun-2017	8:00 AM-5:00 PM	Board of Directors Meeting Meeting <i>Notes or Exceptions: Head table for 5, crescent rounds of 4 for 16 ppl, perimeter classroom (2 per 6') for 16, screen; projector cart, 1 lav mike, 2 wireless handheld mikes, am/pm coffee/tea/soda breaks</i>	Crescent Rounds (Room Required) 36 people • 24-hour hold	Salon A • 1,482 Sq. Ft., 10.5 Ft. ceilings
Fri, 23-Jun-2017	12:30 PM-2:00 PM	Board of Directors Lunch Lunch <i>Notes or Exceptions: Banquet rounds for 36 - near meeting room</i>	Rounds of 8 (Room Required) 36 people	Salon B • 1,482 Sq. Ft., 10.5 Ft. ceilings
Sat, 24-Jun-2017	7:00 AM-7:00 PM	Staff office Office	1,000 Sq. Ft. • 24-hour hold	Monterey & Mendocino • 1,008 Sq. Ft., 9 Ft. ceilings

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Sat, 24-Jun-2017	8:00 AM-4:30 PM	Board of Directors Meeting Meeting <i>Notes or Exceptions: Head table for 5, crescent rounds of 4 for 16 ppl, perimeter classroom (2 per 6') for 16, screen; projector cart, 1 lav mike, 2 wireless handheld mikes, am/pm coffee/tea/soda breaks</i>	Crescent Rounds (Room Required) 36 people • 24-hour hold	Burgundy & Bordeaux • 1,408 Sq. Ft., 10.5 Ft. ceilings
Sat, 24-Jun-2017	12:30 PM-2:00 PM	Board of Directors Lunch Lunch <i>Notes or Exceptions: Banquet rounds for 36 - near meeting room</i>	Rounds of 8 (Room Required) 36 people	Colombard & Moselle • 1,408 Sq. Ft., 10.5 Ft. ceilings
Sat, 24-Jun-2017	2:00 PM-3:00 PM	Recognition Banquet Set Up Setup <i>Notes or Exceptions: 25'x12'stage; lectern/microphone; banquet rounds for 100. Ballroom or portion of ballroom. No pillars if possible.</i>	Rounds of 10 (Room Required) 125 people • 24-hour hold	Continental Ballroom • 5,876 Sq. Ft., 10.5 Ft. ceilings
Sat, 24-Jun-2017	2:00 PM-10:30 PM	Dressing room for entertainment Speaker Room <i>Notes or Exceptions: Water station, chairs, full length mirror - near meeting space.</i>	Other (Room Required) 10 people	Napa & Sonoma • 1,008 Sq. Ft., 9 Ft. ceilings
Sat, 24-Jun-2017	6:00 PM-7:00 PM	Recognition Banquet Cash Bar <i>Notes or Exceptions: Scattered cocktail rounds. Ballroom foyer if possible.</i>	Cabaret (Room Required) 160 people	Continental Ballroom • 5,876 Sq. Ft., 10.5 Ft. ceilings
Sat, 24-Jun-2017	7:00 PM-10:00 PM	Recognition Banquet Dinner <i>Notes or Exceptions: 25'x12'stage; lectern/microphone; banquet rounds for 100</i>	Rounds of 10 (Room Required) 160 people	Continental Ballroom • 5,876 Sq. Ft., 10.5 Ft. ceilings
Sun, 25-Jun-2017	7:00 AM-7:00 PM	Staff office Office	1,000 Sq. Ft. • 24-hour hold	Monterey & Mendocino • 1,008 Sq. Ft., 9 Ft. ceilings
Sun, 25-Jun-2017	8:00 AM-9:00 AM	Governors Round Table Registration Registration <i>Notes or Exceptions: 4 skirted tables w/ 4 chairs</i>	Flow (Room Required)	Colombard & Moselle • 1,408 Sq. Ft., 10.5 Ft. ceilings
Sun, 25-Jun-2017	9:00 AM-5:00 PM	Governors Round Table Meeting Meeting <i>Notes or Exceptions: Crescent rounds for 80, podium</i>	Crescent Rounds (Room Required) 80 people • 24-hour hold	Salon A • 1,482 Sq. Ft., 10.5 Ft. ceilings
Sun, 25-Jun-2017	12:00 PM-2:00 PM	Governors Round Table lunch Lunch	Rounds (Room Required) 80 people	Colombard & Moselle • 1,408 Sq. Ft., 10.5 Ft. ceilings
Sun, 25-Jun-2017	6:00 PM-9:00 PM	Governors Round Table Dinner Dinner	Rounds (Room Required) 60 people	Colombard & Moselle • 1,408 Sq. Ft., 10.5 Ft. ceilings
Mon, 26-Jun-2017	7:00 AM-7:00 PM	Staff office Office	1,000 Sq. Ft.	Monterey & Mendocino • 1,008 Sq. Ft., 9 Ft. ceilings

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Mon, 26-Jun-2017	9:00 AM-5:00 PM	Governors Round Table Meeting <i>Notes or Exceptions: Crescent rounds for 80, podium</i>	Crescent Rounds (Room Required) 80 people	Salon A <ul style="list-style-type: none">1,482 Sq. Ft., 10.5 Ft. ceilings
Mon, 26-Jun-2017	12:00 PM-2:00 PM	Governors Round Table lunch Lunch	Rounds (Room Required) 80 people	Colombard & Moselle <ul style="list-style-type: none">1,408 Sq. Ft., 10.5 Ft. ceilings

A/V Needs We do allow you to bring in your own audio visual equipment at no charge. However, should a technician be needed at any time, a hourly fee will apply (4 hour minimum).

We do NOT allow an outside audio visual company to be brought in.

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Estimated Costs

Total F&B Minimum USD \$20,000.00

Applicable Tax 9%

Service Charge 22%

Item	Cost Type	Amount	Quantity	Tax(%)	Tax/Service	Note
Average F&B Costs - Break - AM	Per Person	USD \$10.00			+Tax and Service	
Average F&B Costs - Break - PM	Per Person	USD \$10.00			+Tax and Service	
Average F&B Costs - Dinner - Buffet	Per Person	USD \$55.00			+Tax and Service	
Average F&B Costs - Dinner - Plated	Per Person	USD \$45.00			+Tax and Service	
Average F&B Costs - Lunch - Buffet	Per Person	USD \$40.00			+Tax and Service	
Average F&B Costs - Lunch - Plated	Per Person	USD \$38.00			+Tax and Service	
Average F&B Costs - Reception - Beverage	Per Person	USD \$20.00			+Tax and Service	
Average F&B Costs - Reception - Food	Per Person	USD \$25.00			+Tax and Service	
Miscellaneous Costs - Internet - Guest Room	Complimentary					
Miscellaneous Costs - Internet - Meeting Room	Complimentary					
Miscellaneous Costs - Parking Fee - Self	Per Day	USD \$23.00			+Tax	
Miscellaneous Costs - Parking Fee - Valet	Per Day	USD \$28.00			+Tax	
Rental Costs - General Session	N/A					
Rental Costs - Meeting Rooms - Total	Total	USD \$2,000.00			+Tax	
Transportation Costs - Airport Transportation	Complimentary					
Transportation Costs - Local Transportation	Per Person	USD \$5.00			Tax and Service Inclusive	<i>Trolley service to the beach and local mall.</i>

Additional Information Currently, our package handling and storage fees (both in and out) are \$7.00 per box (up to 5 pounds), \$14.00 per box (up to 20 pounds), \$25.00 per box (over 20 pounds) and \$125.00 per wrapped palette. Subject to change without notice.

Taxes and service charge are subject to change without notice.

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Additional Questions

1. Rates quoted are applicable ____ days pre-meeting. (Comment) (Required)

3, based on rate and space availability

2. Rates quoted are applicable ____ days post-meeting. (Comment) (Required)

3, based on rate and space availability

3. Web address for meeting space detail? (Comment) (Required)

www.crowneplazalax.com

4. Please select your current Forbes and/or AAA Rating? (Multiple choice) (Required)

3 Star, 3 Diamond

5. Will the meeting room rentals be waived? If not, what rates will apply? (Comment) (Required)

No, please see the rental fee above.

6. What are your additional charges (ie Maid, portorage, resort fees, etc.)? Please include with amounts and inclusions and note which charges are mandatory. (Comment) (Required)

None - however we suggest \$1/per room, per person housekeeping and \$6-8 RT portorage per person.

7. What is your nearest major airport and what is the distance (both miles and time)? What are the round trip shuttle and/or taxi costs? (Comment) (Required)

We are located less then half a mile from Los Angeles International Airport and offer 24-hour complimentary shuttle service.

8. What amenities and activities does your hotel have on or near the property? (Comment) (Required)

Newly expanded fitness center (complimentary and available 24-hours per day); outdoor pool. Guests can start their day right with a nutritious breakfast in the casual elegance of our NEW the Landing Restaurant. For lunch and/or dinner, they can savor delicious regional cuisine in our NEW modern Century Taproom which also serves over 30 draft and bottled beers, a fine selection of wines or exotic cocktails. Another option for dining is our NEWEST addition, Yokoso Sushi Bar which is open nightly. In addition we also have our NEW grab-n-go area, the Boulevard Market Café which offers items to help stay energized or to grab when on the go. It is open daily until 12am. We also offer 24-hour room service. Ocean express shuttle available for \$5/person round-trip with stops at Manhattan Beach Pier, Manhattan Village Mall and Plaza El Segundo. All offer numerous restaurants, shopping and entertainment.

9. Concession needs - please state what hotel will offer.

-Complimentary suites for President and President-elect

-Sponsorship or discounted costs for a meal during Governors Round Table (lunch for 80 or dinner for 60)

-Upgrades for Board (16)

-Discount on staff rooms (Comment) (Required)

Please see below list of concessions.

10. What renovations have your property either recently completed or has on schedule? (Comment) (Required)

Recently completed \$25+ million renovation - guest rooms, meeting space, front desk, lobby, porte cochere, expanded the fitness center, club lounge, exterior of the building was painted and new signage installed. Also included a NEW restaurant and lounge, a NEW full service sushi bar and a NEW grab-n-go area (open from 6am-12am,daily).

11. HelmsBriscoe will be paid a placement fee which is non-cancelable and non transferable to any other party for the booking of this meeting. HelmsBriscoe is acting with full consent and the client is aware of the placement fee payable to HelmsBriscoe by your organization. (Multiple choice) (Required)

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I agree that HelmsBriscoe will be paid a placement fee

12. Indicate your agreement to the placement fee by providing your name, title and the date of your response in the area below. (Comment) (Required)

Janice Funes

Sales Manager

4/8/2016

13. Accounts Payable Contact First & Last Name: (Comment) (Required)

Christine Rodriguez

14. Accounts Payable Phone Number: (Comment) (Required)

310-642-7500, x1816

15. Accounts Payable Email Address: (Comment) (Required)

christine.rodriguez1@ihg.com

16. Accounts Payable Fax: (Comment) (Required)

310-645-3246

17. Please indicate in the space below your contact name, hotel address, phone number, and email address - if it differs from the contact information on the response sheet provided in this RFP. (Comment)

Janice Funes

Sales Manager

5985 W. Century Blvd.

Los Angeles, CA 90045

310-258-1377

janice.funes@ihg.com

Additional Files

File Name	Type	Size	Upload Date
Hotel Fact Sheet and Meeting Space.pdf	Portable Document Format (.pdf)	965 KB	Fri, 08-Apr-2016