

# ICMS US Meeting

Proposal from The DeSoto

15 East Liberty Street, Savannah, Georgia, 31401, USA

## Proposal Details

<b>RFP Name</b>	ICMS US Meeting	<b>Proposal Status</b>	Declined
<b>RFP Code</b>	K6NPJD7X2MH	<b>Supplier Type</b>	Hotel
<b>Event Name</b>	ICMS US Meeting	<b>Metro Area</b>	GA - Savannah
<b>Response Date</b>	Thu, 16-Mar-2017 5:04 PM		
<b>Supplier Name</b>	The DeSoto		
<b>Chain</b>	Hilton		
<b>Brand</b>	Hilton Hotels		
<b>Commission?</b>	Yes - 10.00%		

### Proposal Introduction

Greetings from the Historical District in Savannah, GA!

Thank you so much for your interest in Savannah. On behalf of myself and our entire dedicated team of professionals at the Hilton Savannah DeSoto, we truly appreciate and look forward to the opportunity of hosting your event. Please allow me a moment to familiarize you with our area and property.

#### LOCATION:

The Hilton Savannah DeSoto is centrally located in the heart of the Historic District. Standing fifteen stories tall, regally overlooking Madison Square, stately mansions, and towering oaks draped in Spanish moss – the Hilton Savannah DeSoto is a timeless sparkle in Georgia’s “coastal crown jewel.” Allow us to valet your car for the remainder of your stay because you are only footsteps away from Savannah’s most treasured landmarks, museums, theatres, parks, and award-winning dining and shopping. Your stay will be filled with history and the 21st century comforts and the light and warmth of southern hospitality.

#### HISTORY:

Built in 1890 on the site of Oglethorpe’s Barracks, the original DeSoto was the town’s unremitted purveyor of hospitality. Celebrities, dignitaries, and presidents were among guests, setting the bar for Savannah’s tourism. Today, the Hilton Savannah DeSoto continues to stand as one of the Historic District’s leading full-service hotels, providing an unmatched setting for leisure and business travelers. A sitting room dedicated to the history of the DeSoto affords guests a glimpse of the hotel’s past. The original 1890 crystal chandeliers, which were once described as “sparkling clusters of jewels,” still shine brilliantly in the hotel’s lobby.

Date Type	Event Dates	Check-In Date	Availability	Rates (USD)
Preferred	Mon, 22-May-2017 to Thu, 25-May-2017	Mon, 22-May-2017	1st Option - Not Holding Space	159.00

**Additional Information** Please note that we are not currently holding space for your program, if you would like for us to place a soft hold please let us know.

**Concessions or Contractual Requirements** The Hilton Savannah DeSoto is pleased to offer the following special concessions based on 80% contracted group pickup:

- One (1) complimentary run of house group room night per fifty (50) actualized rooms at the group rate or higher within the block, based on cumulative pickup over contracted nights
- 10% Discount on published 2017 Audio Visual Equipment Rental Prices secured 72 hours prior to the event
- Complimentary business center kiosk services with Wi-Fi and printing
- Complimentary standard Wi-Fi in guestrooms
- Complimentary Wi-Fi in meeting space
- 20% allowable slippage on guestroom block
- 30 day cut off on guestroom block
- no charge for receiving and storage of up to 5 boxes (not to exceed 50 lbs each). Additional boxes \$5 per box
- Complimentary use of Fitness Center
- Hilton Honor Meeting Planner Bonus Points- 1 Hilton Honor point for each dollar of guestroom revenue

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### Key Contact Information

<b>Contact Name</b>	Beth Martin	<b>Email Address</b>	bmartin@desotohilton.com
<b>Organization</b>	Hilton Savannah DeSoto	<b>Phone</b>	678 503 2682
<b>Title</b>	Sales Manager	<b>Fax</b>	9126601105
<b>Website</b>	<a href="http://www.desotohilton.com">www.desotohilton.com</a>	<b>Mobile</b>	678 503 2682

**Additional Information** Once in Savannah's Historic District, guests do not need cars. The District is only one square mile, flat and very easy to walk everywhere. Being a foodie city, we are surrounded by incredible dining experiences as well as museums, tours, theaters, fine historic homes and sites, shopping and more!

### Sleeping Room Availabilities

**Sleeping Room Needs Met?** Yes

**Additional Information** GUESTROOMS AND AMENITIES:  
Awaiting your attendees are 246 newly appointed deluxe guestrooms fully equipped with 32" LG HD Flat Screen Televisions, Hair Dryers, Irons and Ironing Boards, Complimentary Coffee, Complimentary Daily Newspapers, Complimentary Wireless Internet Access in Guestrooms, Complimentary Business Kiosk in Lobby, Fitness Center, Rooftop Pool Deck with seasonal Cabana Bar and views of Historic Savannah.  
Savannah is an incredible "foodie" & "bucket list" destination. We're surrounded by fabulous dining experiences and options. We also have an open container law where it is legal to walk throughout the Historic District with your favorite alcoholic beverage in hand.

**Preferred (Mon, 22-May-2017 to Thu, 25-May-2017)**

**Availability** 1st Option - Not Holding Space **Check-in Date** Mon, 22-May-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)
Mon, 22-May-2017	14	159.00								
Tue, 23-May-2017	14	159.00								
Wed, 24-May-2017	14	159.00								

#### Additional Fees

**City** 6.000%

**Occupancy** USD \$1.00

**Other** USD \$5.00

**State** 7.000%

**Additional Information** Guestroom rate includes complimentary standard Wireless internet in guest rooms and access to fitness center. Hotel offers convenient location to shopping, restaurants and so much more. Hotel is located in the heart of the Savannah Historic District. Cars are not necessary as everything is within easy walking distance!

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## Meeting Room Availabilities

**Meeting Room Needs Met?** Yes

**Additional Information** Should you wish to have a meeting package, may we suggest the Pulaski Meeting Package for \$68++ which includes a Continental Breakfast, AM/PM Beverage Breaks, and Your Selection of a Lunch Buffet. We offer several other Menu Packages and/or will create Menus to meet your budget/taste. Please ask!

**Start Date** Mon, 22-May-2017

Day	Time	Agenda Item	Room Request	Room Assignment
Mon, 22-May-2017	12:00 PM-1:00 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: Meal rooms should be adjacent to/or same floor as Meeting Room. Will consider private/semi-private area in Restaurant</i>	Rounds 14 people	<b>Chippewa</b> • 416 Sq. Ft., 8 Ft. ceilings
Mon, 22-May-2017	12:30 PM-5:30 PM	<b>Meeting</b> Meeting	U-Shaped 550 Sq. Ft. / 14 people	<b>Lafayette</b> • 416 Sq. Ft., 8 Ft. ceilings
Tue, 23-May-2017	7:30 AM-8:30 AM	<b>Breakfast</b> Breakfast <i>Notes or Exceptions: Meal rooms should be adjacent to/or same floor as Meeting Room. Will consider private/semi-private area in Restaurant</i>	Rounds	<b>Chippewa</b> • 416 Sq. Ft., 8 Ft. ceilings
Tue, 23-May-2017	8:30 AM-5:30 PM	<b>Meeting</b> Meeting	U-Shaped 550 Sq. Ft. / 14 people	<b>Lafayette</b> • 416 Sq. Ft., 8 Ft. ceilings
Tue, 23-May-2017	12:00 PM-1:00 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: Meal rooms should be adjacent to/or same floor as Meeting Room. Will consider private/semi-private area in Restaurant</i>	Rounds 14 people	<b>Chippewa</b> • 416 Sq. Ft., 8 Ft. ceilings
Wed, 24-May-2017	7:30 AM-8:30 AM	<b>Breakfast</b> Breakfast <i>Notes or Exceptions: Meal rooms should be adjacent to/or same floor as Meeting Room. Will consider private/semi-private area in Restaurant</i>	Rounds	<b>Chippewa</b> • 416 Sq. Ft., 8 Ft. ceilings
Wed, 24-May-2017	8:30 AM-4:00 PM	<b>Meeting</b> Meeting	U-Shaped 550 Sq. Ft. / 14 people	<b>Lafayette</b> • 416 Sq. Ft., 8 Ft. ceilings
Wed, 24-May-2017	12:00 PM-1:00 PM	<b>Lunch</b> Lunch <i>Notes or Exceptions: Meal rooms should be adjacent to/or same floor as Meeting Room. Will consider private/semi-private area in Restaurant</i>	Rounds 14 people	<b>Chippewa</b> • 416 Sq. Ft., 8 Ft. ceilings

**AV Needs** Audio Visual Services

All On-Site Audio Visual Rental Services must be provided by J&S AV, Inc. J&S AV has extensive on-site inventory of the latest production equipment and has seasoned professional technicians to assist you with the set-up and operation of your program. Please see attached brochure for pricing. Should you receive alternate pricing from another AV Company, we ask that you give J&S AV the opportunity to counterbid, as they are committed to providing you with the best services, at the best price.

\*The Hilton Savannah DeSoto and J&S AV will not be held liable for any lost, stolen, or damaged Audio Visual equipment brought in by a third party company.\*

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## Estimated Costs

**Total F&B Minimum** USD \$1,800.00

**Applicable Tax** 7%

**Service Charge** 24%

Item	Cost Type	Amount	Quantity	Tax(%)	Tax/Service	Note
Average F&B Costs - Break - AM	Per Person	USD \$12.00			+Tax and Service	
Average F&B Costs - Break - PM	Per Person	USD \$12.00			+Tax and Service	
Average F&B Costs - Breakfast - Buffet	Per Person	USD \$26.00			+Tax and Service	
Average F&B Costs - Breakfast - Continental	Per Person	USD \$22.00			+Tax and Service	
Average F&B Costs - Lunch - Buffet	Per Person	USD \$36.00			+Tax and Service	
Average F&B Costs - Lunch - Plated	Per Person	USD \$32.00			+Tax and Service	
Miscellaneous Costs - Facility Fee	N/A					
Miscellaneous Costs - Housekeeping	N/A					
Miscellaneous Costs - Internet - Guest Room	Complimentary					
Miscellaneous Costs - Internet - Meeting Room	Per Day	USD \$250.00			+Tax and Service	
Miscellaneous Costs - Parking Fee - Self	N/A					
Miscellaneous Costs - Parking Fee - Valet	Per Day	USD \$25.00			Tax and Service Inclusive	
Miscellaneous Costs - Resort Fee	N/A					
Rental Costs - General Session	Complimentary					<i>With F&amp;B minimum of \$1800</i>
Rental Costs - Meeting Rooms - Total	Minimum				+Tax and Service	
Transportation Costs - Airport Transportation	N/A					
Transportation Costs - Local Transportation	N/A					

**Additional Information** Group must meet a Catered Food and Beverage Minimum in order to receive complimentary function space. Otherwise, the remainder will be made up as a one-time rental fee. ++ Denotes 24% Service Charge and 7% State Tax, subject to change.

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### Additional Questions

**1. Rates quoted are applicable \_\_\_\_ days pre-meeting. (Comment) (Required)**

One day based on availability of standard group rooms

**2. Rates quoted are applicable \_\_\_\_ days post-meeting. (Comment) (Required)**

One Day based on availability of Standard Group Rooms

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

<http://www.desotohilton.com/events/floor-plan.aspx>

**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)**

Yes, based on a catering food and beverage minimum. Otherwise, the remainder will be made up as a one-time rental fee.

**6. Do you have internet access available in the rooms? Is it wireless? What is the cost? What is the type and cost of internet access in meeting rooms? Will any internet costs be waived for this group? (Comment) (Required)**

Yes - complimentary in guestroom

Yes - complimentary in meeting suite

**7. What meeting space is available? List meeting room names with square footage, ceiling height, and rental charges (if applicable) (Comment) (Required)**

Meeting - Lafayette Suite: 416 square feet; windows/natural lighting; 16' x 26'; 8' ceilings

Meals - Chippewa Suite: 416 square feet; windows/natural lighting; 16' x 26'; 8' ceilings

Meeting suites are located next to each other. Rental fees are waived with a Catering Food & Beverage minimum of \$1,800++.

**8. 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)**

Optional Maid Fees, Optional \$8 Roundtrip Portorage Fees, and No Resort Fees.

**9. Is there a charge for self and/or valet parking per day? Please indicate amounts. (Comment) (Required)**

We are a center city hotel located in a residential, historic district. Most of the homes are over 200 years old and do not have garages, therefore most residential and business parking is on the street. Parking is limited, our valet parking is \$25/day.

**10. 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)**

Savannah International Airport (SAV) is 13 miles (15-20 minutes) from the Hilton Savannah DeSoto.

K-Shuttle provides roundtrip transportation for \$30 per person. One way Taxi service is approximately \$25.

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

There are over 100+ Restaurants, Shops, Pubs, Clubs, Day Spas, Boutiques, Coffee Houses, Sidewalk Bistros, Theaters and Historic Sites within walking distance of the Hilton. Two blocks from the Hilton is Forsyth Park, a 21 acre green space with walking/jogging paths, playground, tennis courts. Historic/Ghost Trolley Tours are very popular.

On-site we offer a full-service Restaurant, Starbucks coffee bar, Cocktail lounge serving food, workout facility, pool with cabana bar, 24 hour business center, and much more!

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

An \$8 million luxury renovation is currently underway, and we should have a brand new product in Spring 2017! This renovation is a full renovation encompassing guestrooms, meeting space, public areas, lobby, lounge, restaurant, pool/pool deck, and elevators.

### 13. 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)

I agree that HelmsBriscoe will be paid a placement fee

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

Beth Martin

Association /Corporate Sales Manager

3/13/2017

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

Henrietta Moore

### 16. Accounts Payable Phone Number: (Comment) (Required)

9124432013

### 17. Accounts Payable Email Address: (Comment) (Required)

hmoore@desotohilton.com

### 18. Accounts Payable Fax: (Comment) (Required)

912-232-7025

### 19. 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)

### 20. What is the budgeted group rate during this time period? (Comment) (Required)

Offering \$159 for this group. Budgeted group rate is \$169-189 over this time frame.

### 21. Please list the value (\$) of EACH concessions you are providing for this meeting. (Comment) (Required)

Comp Wi-Fi in meeting room (\$250 value per day)

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10% discount on AV - TBD

\$10-\$30 discount on group rooms, per room, per day

Comp Wi-Fi in guestrooms

Comp fitness center

### 22. Are there any citywide events occurring over this groups proposed dates? (Comment) (Required)

No

### 23. Are there any planned construction/renovation/refreshes occurring over this groups dates? (Comment) (Required)

Yes - hotel is currently under renovation. Our coffee/snack kiosk and lounge/bar will be finishing renovations during this time (one, both, or none may be back for this meeting - last update I have is that it will be finished in May but no specific date). All of our guestrooms are completed and the meeting space that this group will use is finished.

If the bar and kiosk are not finished, there are dozens of such establishments immediately surrounding the hotel with less than a 5 minute walk.

### 24. If selected, you will be required to sign the Lonza Standard Hotel Addendum.

#### Will you accept and sign the attached if you are the selected hotel? (Comment) (Required)

Yes, however there may be a few minor changes

### 25. Will you provide Meeting Planner Points to the corporate planner & HB? (Comment) (Required)

Yes for the corporate planner. HB is awarded points through Hilton

## Additional Files

File Name	Type	Size	Upload Date
<a href="#">2017 Banquet Menus.pdf</a>	Portable Document Format (.pdf)	1.49 MB	Mon, 13-Mar-2017
<a href="#">Beth Martin fact sheet for renovations 2016.pdf</a>	Portable Document Format (.pdf)	622 KB	Mon, 13-Mar-2017
<a href="#">Hilton Savannah DeSoto Fact Sheet 2016.pdf</a>	Portable Document Format (.pdf)	625 KB	Mon, 13-Mar-2017
<a href="#">JSAV Hilton Savannah.pdf</a>	Portable Document Format (.pdf)	613 KB	Mon, 13-Mar-2017