

## Lesl Leadership Summit - LA

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

### Proposal Details

<b>RFP Name</b>	Lesl Leadership Summit - LA		
<b>RFP Code</b>	GFN6Q8KBLFC		
<b>Event Name</b>	2016 Leadership Summit		
<b>Response Date</b>	Mon, 11-Jan-2016 12:34 PM	<b>Proposal Status</b>	Cancelled
<b>Supplier Name</b>	Crowne Plaza Los Angeles International Airport		
<b>Chain</b>	IHG	<b>Metro Area</b>	CA - Los Angeles
<b>Brand</b>	Crowne Plaza Hotels		
<b>Commission?</b>	Yes		
<b>Proposal Introduction</b>	Thank you for your interest in the beautiful Crowne Plaza Los Angeles International Airport hotel for the Leslie's Leadership Summit on Feb. 24-25, 2016.		
<b>Date Type</b>	<b>Event Dates</b>	<b>Check-In Date</b>	<b>Availability</b>
Preferred	Wed, 24-Feb-2016 to Thu, 25-Feb-2016	Wed, 24-Feb-2016	1st Option
			169.00

**Additional Information** Please note we are not holding space. Proposal valid thru close of business January 29, 2016.

**Concessions or Contractual Requirements** \*Group must sign hotel contract and guarantee 90% of guest rooms. The contract will include a cancellation policy.

Complimentary internet in ALL guest rooms.

\*Concessions:

\*IHG Reward Points

\*Complimentary Shuttle to Airport

\*Complimentary HIGH SPEED internet in all guest rooms

\*Group rate available 3 days before/after based on rate and space availability

\*Cut off date (3) weeks prior to arrival

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

### Key Contact Information

<b>Contact Name</b>	Janice Funes	<b>Email Address</b>	janice.funes@ihg.com
<b>Organization</b>	Crowne Plaza Los Angeles International Airport	<b>Phone</b>	310-258-1377
<b>Title</b>	Sales Manager		
<b>Website</b>	<a href="http://www.crowneplazalax.com">www.crowneplazalax.com</a>		
<b>Additional Information</b>	Rate is commissionable at 10%.		

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### Sleeping Room Availabilities

**Sleeping Room Needs Met?** Yes

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

(1) Complimentary upgrade to the Executive Floor with Welcome amenity.

**Preferred (Wed, 24-Feb-2016 to Thu, 25-Feb-2016)**

**Availability** 1st Option

**Check-in Date** Wed, 24-Feb-2016

**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)
Wed, 24-Feb-2016			12	169.00	36	169.00				

**Alternate 1 (Tue, 23-Feb-2016 to Wed, 24-Feb-2016)**

**Alternate 2 (Thu, 25-Feb-2016 to Fri, 26-Feb-2016)**

**Additional Fees**

**Occupancy** 14.100%

**Other** 1.600%

**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 \$3,000 with food and beverage minimum of \$8,000 (excludes service charge and sales tax. The reception will be in a designated area in our hotel restaurant.		
Start Date		Wed, 24-Feb-2016		
Day	Time	Agenda Item	Room Request	Room Assignment
Wed, 24-Feb-2016	10:00 AM-8:00 PM	<b>Registration</b> Registration <i>Notes or Exceptions: Registration can either be in lobby or same room as registration on day of meeting.</i>	Flow	
Wed, 24-Feb-2016	5:00 PM-8:00 PM	<b>Executive Dinner Meeting</b> Dinner <i>Notes or Exceptions: This dinner meeting could be held in a private room in a on-site restaurant.</i>	Rounds of 6 12 people	
Thu, 25-Feb-2016	6:00 AM-6:00 PM	<b>General Session</b> General Session <i>Notes or Exceptions: General Session room will also be used for lunch.</i>	Crescent Rounds 3,000 Sq. Ft. / 124 people	
Thu, 25-Feb-2016	6:00 AM-6:00 PM	<b>Breakout # 1</b> Breakout	Classroom 800 Sq. Ft. / 41 people	
Thu, 25-Feb-2016	6:00 AM-6:00 PM	<b>Breakout # 2</b> Breakout	Classroom 800 Sq. Ft. / 41 people	
Thu, 25-Feb-2016	6:00 AM-6:00 PM	<b>Breakout # 3</b> Breakout	Classroom 800 Sq. Ft. / 41 people	
Thu, 25-Feb-2016	6:00 AM-6:00 PM	<b>Breakout # 4</b> Breakout	Classroom 300 Sq. Ft. / 15 people	
Thu, 25-Feb-2016	8:00 AM-10:00 AM	<b>Registration</b> Registration <i>Notes or Exceptions: Registration Room - Office</i>	Flow 150 Sq. Ft. / 10 people	
Thu, 25-Feb-2016	12:00 PM-1:15 PM	<b>Lunch - Buffet</b> Lunch <i>Notes or Exceptions: They will use the General Session room for lunch.</i>	Rounds	
<b>A/V Needs</b>		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 \$8,000.00

**Applicable Tax** 9%

**Service Charge** 22%

Item	Cost Type	Amount	Quantity	Tax(%)	Tax/Service	Note
Average F&B Costs - Breakfast - Continental	Per Person	USD \$28.00			+Tax and Service	
Average F&B Costs - Lunch - Buffet	Per Person	USD \$38.00			+Tax and Service	
Rental Costs - Breakout - Total	N/A					
Rental Costs - General Session	Per Day	USD \$1,500.00			+Tax and Service	
Rental Costs - Meeting Rooms - Total	N/A					

**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- and \_\_\_\_ days post-event. (Comment)**

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

www.crowneplazalax.com

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

3 Star, 3 Diamond

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

No, please see the rental fee above.

**5. What is the cost for wireless Internet in the Meeting rooms? (Comment) (Required)**

\$125 for the initial connection and \$10 for additional connections/per connection.

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

None

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

Day Use: \$15 self and Valet is \$20 (12 hours maximum for both and they do not include in/out privileges)

Self: \$23 (overnight with in/out privileges)

Valet: \$28 (overnight with in/out privileges)

All rates are inclusive of tax and are subject to change without notice

**8. Please explain your attrition policy. (Comment) (Required)**

Group must contract/guarantee 90% of guest rooms.

**9. 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 than half a mile from Los Angeles International Airport and offer 24-hour complimentary shuttle service.

**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)**

I agree that HelmsBriscoe will be paid a placement fee

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**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

1/11/2016

**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
<a href="#">Hotel Fact Sheet and Meeting Space.pdf</a>	Portable Document Format (.pdf)	965 KB	Mon, 11-Jan-2016
<a href="#">A/V Listing as of 1.1.16.pdf</a>	Portable Document Format (.pdf)	321 KB	Mon, 11-Jan-2016