

# Portland

DOWNTOWNMARRIOTT

1401SOUTHWESTNAITOPARKWAYPORTLAND, OREGON97201  
PHONE:(503)226-7600FAX:(503)226-1209

TO: [REDACTED] Date: February  
8, 1999  
WACYPAASteeringCommittee  
Fax#: [REDACTED]  
From: [REDACTED]  
EventManager  
(503)499-6397  
Subject: 1998-99ContractandaLittleFeedback

Greetings [REDACTED]

Attachedyouwillfindacopyofthe98-99WACYPAAcontractaswellasthe  
GroupRoomBlockreflectingtheactualroomnightsused.Pleaseletmeknow  
ifyourequirefurtherinformation.

Asforthefeedbackyou'verequested,Icanstartitupwithstatingtheconferencewasahugesuccessforallpartiesinv

Asyoucansee,yourgroup'soriginalblocktotaledof180roomnightsandyou  
picked-tipnearly450.Nearly25roomspernightwerewalk-inandfortunately  
withthetimeframebeingoverNewYearsWeekend,wewereableto  
accommodateeveryoneatthegrouprate.

Knowingyourgroup hadnocateredfunctions;wedecidedtoconvertoneof  
oursmallmeetingroomsintoastoreinanefforttokeeptheattendeesfrom  
leavingthehotel.Weofferedanassortmentoffoodandbeverageitemsas  
wellasnicotine *products* atpricescompetitivewithlocalconvenientstores  
anditpaidoff,generatingmorethan\$7000incashsales.Thestorewas  
creativelygiventhenameWACY-Martandaswordspread,theattendees  
pouredin.Iwoulddefinitelysuggestthisapproachtoanyfuturehost  
committees.

Asforsecurity,thehotelstaffedadditional *Toss Prevention Officers*  
*throughout the* conferenceandasitturnedout,theyreallywereunnecessary.  
Yourgroupdidafantasticjobofpolicingthemselvesinfact,wehadfewer  
securitycallsthanusualoverthedatesofyourconference.

Priortoyourarrivaldate,wedecidedtogiveyourHostCommitteethe  
discretiontoallowsmokingwherevertheychose.They proceededtoselect

various meeting rooms to designate as smoking and non-smoking areas. We posted signs indicating this and everyone complied.

In the main smoking "lounge", we rented 25 couches and set up one of four video projectors to broadcast football games, soap operas, etc. A local vending company brought in 12 machines containing candy snacks and soda. We set up microwaves, trash cans and multiple water dispensers. This room turned out to be very popular (24 hours a day). If more space had been available, I would have brought in some video games, perhaps pool tables, etc.

WACYPAA was contracted with a 1 per 50 complimentary room night clause and the committee hoped to simply apply the value to their Master Account. We discouraged this and instead supplied the group with "Free Room Certificates" to be given away as prizes during the conference.

The Committee held a meeting the week following your conference at which time they paid the Master Account Charges in full.

In closing, your group was a perfect fit for the hotel and we would love to have you back.

Thank you,

  
Event Manager

**Portland Marriott**  
**1401 Southwest Naito Parkway**  
**Portland, Oregon 97201**  
**REVISED GROUP SALES AGREEMENT**  
**May 21, 1998**

The following represents an agreement between the Portland Marriott downtown and Western Area Conference of Young People in Alcoholics Anonymous ("WACYPAA") and outlines specific conditions and services to be provided.

DESCRIPTION OF **GROUP** AIDE EVENT

ORGANIZATION: WACYPAA

.CONTACT:

.  
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.  
NAME OF EVENT:

OFFICIAL PROGRAM DATES: December 31, 1998-January 3, 1999

ANTICIPATED ATTENDANCE: 800  
HEADQUARTERS HOTEL: The Portland Marriott Downtown

SLEEPING-ROOM

COMMITMENT The Hotel will provide 180 "Total Room Nights" as follows:

Day	THU	FRI	SAT	SUN
Date	Dec 31, 1998	Jan 1, 1999	Jan 2, 1999	Jan 3, 1999
Rooms	20	70	90	0
Total Number of Rooms	20	70	90	0

SLEEPING ROOM RATES

Hotel's corporate rates for 1998 are as follows:

Single: \$179.00  
Double: \$179.40  
Additional Person: \$20.00  
Suites: Presidential: \$600.04  
Executive: \$450.00  
Hospitality: \$400.00

Based upon WACY PAA's total program requirements as outlined in this agreement, Hotel confirms the following group rates (net of all taxes):

Single: \$79.00  
Double: \$79.00  
Triple/Quad: \$79.00  
Additional Person: \$20.00  
Suites: Presidential: \$00.00  
Executive: 350.00  
Hospitality: \$30.00

Hotel room rates are subject to applicable state and local taxes (currently 9%) in effect at the time of check-in.

The conference rate will be available 5 days before and 5 days after the conference.

#### COMMISSION

The sleeping room rates listed above are net non-commissionable. WACYPAA will advise its designated agency(ies) of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency,

#### COMPLIMENTARY

WACYPAA will be entitled to one (1) complimentary room night for every fifty (50) revenue generating room nights occupied on an accumulative basis.

Complimentary rooms must be utilized during the Event.

#### METHOD OF RESERVATIONS

Reservations for the Event will be made by individual attendees directly with the Hotel's reservation department.

#### GUARANTEED RESERVATIONS

Reservation requests for arrival after 6:00 p.m. must be accompanied by a first night room deposit, or guaranteed with a major credit card, or by WACYPAA. Hotel will not hold any, reservations after 6:00 p.m. unless guaranteed by one of the above methods.

#### CUT-OFF DATE

Hotel will review the reservation pick-up for the Event on December 17, 1998. Based on space and rate availability, the hotel will offer WACYPAA's group rate throughout the program.

#### CHECK-IN/CHECK-OUT POLICY

Our check-in time is after 4:00 p.m. check-out time is before 12:00 Noon. Attendees arriving before check-in time will be accommodated as rooms become available. The Bell Captain can arrange to check baggage for those arriving early when rooms are not available and for guests attending functions on their day of departure.

### MASTERACCOUNT

Hotel must be notified in writing at least forty-five days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account.

### MASTERACCOUNTCHARGES

Enclosed is our application for direct billing approval, please fill out the form completely and return it to Hotel by June 4, 1998. Hotel credit manager will contact WACYPAA if direct billing is available or alternative means of payment must be arranged.

### PAYMENT

The method of payment of the Master Account will be established upon approval of WACYPAA credit. The outstanding balance of the Master Account will be due and payable upon receipt of invoice. If payment is not received within thirty (30) days, Hotel will impose a FINANCE CHARGE at the rate of the lesser of 1-1/2% per month (18% ANNUAL RATE), or the maximum allowed by law, on the unpaid balance commencing on the invoice date.

WACYPAA will raise any disputed charge within three (3) days after receipt of the invoice. The Hotel will work with WACYPAA in resolving any such disputed charges.

### FUNCTIONSPACE

Based on the requirements outlined by WACYPAA, the Hotel has reserved the function space set forth on the Function Information Agenda attached to this Agreement.

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Three (3) months prior to the Event, WACYPAA agrees to give Hotel a preliminary program, including updated attendance figures based upon history. Three (3) months prior to the event, a tentative program with anticipated attendance figures is required. At this time, Hotel will release any space that is not designated on a tentative program except for any space that Hotel and WACYPAA agree to hold for anticipated needs.

### FUNCTIONINFORMATIONAGENDA

Date	Time CurrentRoom	Function	Set-up.	#To Attend	
Dec 31, 1998	24 hour hold	Marathon Meeting	Them Style	30	Medford
	24hourhold	HospitalityRoom	TheaterStyle	30	Portland
	8:00am-5:00pm	AdvisoryMeeting	Theater Style	30	Salem
	5-00pm-12:00am	Genera)Session	TheaterStyle	900	SalonF-I
Jan1.1999	24 hour hold	MarathonMeeting	TheaterStyle	30	Medford
	24hourhold	Hospitality Room	Theater Style	30	Portland
	8:00wn-5:00pm	AdvisoryMeeting	TheaterStyle	30	Salem
	8:00am-5:00am	GeneralSession	TheaterStyle	900	SalonsF-I
	8:00PM-5:00pm	Breakout Session	Theater Style	170	Salons A-B
	8:00pm-5:00pm	BreakoutSession	TheaterStyle	170	Salons(i-11
Jan2.1999	8:00am-5-00pm	BreakoutSession	TheaterStyle	200	SalonI
	24hourhold	AdvisoryMeeting	TheaterStyle	30	Medford
	24hourhold	HospitalityRoom	'theaterStyle	30	Portland
	8:00am-5.00ppm	AdvisoryMeeting	TheaterStyle	30	Salem
	8:00am-5:00pm	GeneralSession	.TheaterStyle	900	SalonF-1
	8:00arn-5-00pm	BreakoutSession	TheaterStyle	170	SalonsA-13
	8:00am-5:00pm	BreakoutSession	TheaterStyle	170	SalonsG-I
	8:00am-5:00pm	BreakoutSession	TheaterStyle	200	SalonI
6:00pm-12:00am	Dance Oregon0.1	Roundsof10 Ballroom	1100		

Special note; The Portland Marriott Downtown reserves the right to reassign carry function space outlines in the above schedule, according to final attendance figures. Approval must be received from our Convention Services Department before specific function room names can be published. Additional program needs are subject to space availability at the time requested.

#### MEETING ROOM SET-UP

Meeting room and banquet space and ancillary set-up charges are waived based upon catered food and beverage events and room block outlined herein. Any reductions in scheduled catered food and beverage events or room pickup may result in the addition of meeting room set-up charges.

#### CONVENTION SERVICES

Upon definite confirmation of this program, our Convention Service Manager will contact your program representative. The Convention Service Manager will be responsible for coordinating your overall program requirements from that point on, acting as a liaison with our service staff.

#### AUDIO VISUAL

Portland Marriott Hotel has its own in-house Audio Visual Department - Marriott Visual Presentations (MVP). MVP is the largest audio visual equipment rental organization in the country. As such, we maintain a large inventory of high quality equipment, and are fully staffed with expert AV technicians. Please contact one of our MVP representatives for a full description of equipment and services that are available to you.

If you choose to use a company other than MVP for your audiovisual needs, charges for technical assistance will be made during program set-up, rehearsal, and operation times. Additionally, there will be a \$500.00 charge for use of four in-house AV systems. The hotel agrees to provide WACY PAA with flipcharts, screens, microphones, and overhead projectors complimentary.

### AMPLIFICATION

Hotel will provide a permanent public address system in each of our major meeting rooms. A microphone will be made available on a complimentary basis in each room utilized by any client that uses hotel's in-house audio visual company for additional audio visual support, or uses no other audio visual support other than the complimentary microphone.

### IN-HOUSE EQUIPMENT

Hotel will provide, at no charge, a reasonable amount of meeting equipment; i.e., chairs, tables, chalkboards, etc. These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate WACY PAA's needs. If such is the case, Hotel will present two (2) alternatives: the rental cost for additional equipment, or to change the extraordinary setup to a more normal format, avoiding the additional cost.

Delivery of packages or other items should arrive no more than five (5) days prior to your function. Due to the volume of packages handled, please notify our Convention Service Department prior to all deliveries. All packages are to be delivered to:

Portland Marriott Hotel  
Attention: Convention Services  
1401 SW Front Avenue  
Portland, OR, 97201

Please indicate the date of your function and group name, meeting planner and the hotel's contact's name on the address label.

Special arrangements can be made for receiving any equipment, hoods, displays or other material, which will be sent, delivered or brought into the hotel. Failure to notify us may result in deliveries being refused or materials being unavailable when required. Advance arrangements must be made through our Convention Service Department for all deliveries. No C.O.D. shipments will be accepted.

Based on WACY PAA's requirements, Hotel's function space fees would be \$4000.00 per day.

Based upon WACY PAA's sleeping room usage outlined in this Agreement, the Hotel will waive these fees.

### FOOD AND BEVERAGE

Hotel agrees to provide coffee to WACY PAA participants for \$10.00 per gallon.

**FACILITY SERVICE FEES**

The Hotel is relying upon WACYPAA use of 180 Total Room Nights. WACYPAA agrees that a loss will be incurred by Hotel should there be a reduction greater than twentypercent(20%)inTotalRoomNightsactuallyused.

Should the room tights actually used be 20% less than 180 Total Room Nights, WACYPAAagreestopaythefeeslistedbelow:

<i>Percentage of Total Room Nights Occupied</i>		<i>Facilities Service Fee</i>
<i>80</i>	<i>- 100%</i>	<i>No Charge</i>
<i>60</i>	<i>- 79%</i>	<i>\$1,600 per day</i>
<i>40</i>	<i>- 59%</i>	<i>\$3,200 per day</i>
<i>0</i>	<i>-39%</i>	<i>\$4,800 per day</i>

**IMPOSSIBILITY**

TheperformanceofthisAgreementissubjecttoanycircumstancemakingitillegalor impossible to provide or use the (Hotel facilities, including acts of God, war, governmentregulations,disaster,strikes,civildisorder,orcurtailmentoftransportation facilities. The Agreement may be terminated only for any of the above reasons by writtennoticefromeitherHotelorWACYPAAtotheother.

**COMPLIANCEWITHLAW**

This Agreement is subject to all applicable federal state and local laws, including healthendsafetycodes,alcoholicbeveragecontrollaws,disabilitylawsandthelike. HotelandWACYPAAagreetocooperatowitheachothertoensurecompliancewith suchlaws.

**REQUESTSFORPORTIONOFFROOM**

WACYPAAhasrequestedthattotalplaceanadditionalchargeontheroomfolioofits EventattendeesandcollectitforWACYPAA'sbenefit.Hotelwillcollecttheamount, provided it is an in writing that WACYPAA has advised each of its attendees in writingthattheywillbebilledthischargeforthebenefitofWACYPAA.Allreceipts for such charge will be paid to wacypaa upon receipt by Hotel of payment for the Master Account. The requested charge will be shown as an additional charge on the folioandnotincludedwiththeroomrate.Anyattendee,whorefuses,atcheck-outto pay the charge, shall not be charged such amount. Hotel will provide a list of those individualswhorefusetopaysuchcharge.

**CANCELTION**

IfWACYPAAcancelstheEventormovestheEventtoanothercityor facility,suchdecisionwouldconstituteabreachofitsobligationtothe HotelandHotelwouldbeharmed.ShouldtheEventnotbeheldatthe

Hotel is canceled, WACYPAA will pay Hotel, as liquidated damages, within thirty (30) days after written notification to Hotel of the transfer or cancellation as follows:

Date Cancellation Notice Received Prior to First Program Date	Payment
Between 4/15 and 6/30	\$13,500.00
Between 7/1 and 9/30	\$27,000.00
Between 10/1 and Arrival	\$40,610.00

Hotel agrees that after receipt of such amounts it will not seek additional damages,

ACCEPTANCE

The outlined format and dates are being held on a first-option basis until June 5, 1998. Upon receipt by Hotel of this signed Agreement, it will be placed on a definite basis and will be binding upon Hotel and WACYPAA. If a commitment cannot be made prior to June 5, 1998, the agreement will revert to a second option basis or the arrangements will be released. At such time neither party will leave any obligations under this Agreement.

Hotel and WACYPAA, have agreed to and have executed this agreement by their authorized representatives as of the dates indicated below.

Approved and authorized by WACYPAA:

Name

Title:

Date:

Approved and authorized by Hotel:

Name:

Title:

Signature: \_

Date:

6/4/98