



3rd Squadron 4th Cavalry Chapter 25th Infantry Division Association *Mackenzie's Raiders*



REQUEST FOR PROPOSAL 3RD SQUADRON, 4TH CAVALRY ASSOCIATION

1. Dates: September preferred after Labor Day: October is only acceptable if there is a significant room rate change. Summer months are not preferred.

2. Room Rate: Key factor. Best Net-Non-Commissionable. Rate to be available 3 days prior to and after Room Block dates. Need a room rate that will NOT exceed \$140.00 incl. tax.

Room Comp: 1 for 35 accumulative. 1 for 50 is unacceptable. In addition, one room over and above the comp room allocation, for our Chaplain and reunion planner not to exceed seven (7) days. Comp room nights will be awarded as an award to Association members who are working to help host the event.

3. Room Block: Prefer to arrive on Wednesday and depart on Sunday. Alternate arrive Sunday depart Thursday. Anticipated rooms by day: W 30, TH 70, F 80, S 80, S 60, SU 20. Flexibility to add or delete rooms at 90, 60, days out. Roll in-out showers needed for some attendees.

4. Hospitality Room: Ice, water, napkins, cups provided, no charge. Hotel will donate 1 keg of beer during "ice breaker". 3-4 CAV will purchase beer/soda/coffee/tea from the hotel and provide to attendees at no charge. The cost of keg beer does not exceed \$200.00. Sodas do not exceed the cost in machines within hotel. Hotel provide bartenders to dispense beer/soda and to sell mixed drinks. Prices of mixed drinks do not exceed prices in hotel bars. If "Happy Hour" is used in hotel bar, it will be done in the hospitality room. Screen no charge. 3-4 CAV will provide own dry snacks and sodas. The room must be able to handle a minimum flow of 200 people. No corkage fee.

5. Banquet Room. Need seating for up to 200+. Rounds of 8 are preferred but will compromise at 10. Provide podium w/mike & U.S. Flag at no charge for Memorial Service, Business meeting and Banquet. Tax on food and beverage waived if state allows, as we are a non-profit organization (501 (c) 19). Tax exempt status from IRS will be provided upon request. Hotel to provide a seating diagram for banquet.

6. Meals: Three entrees desired for banquet. Price not to exceed \$40.00, all-inclusive. Usually Beef, Chicken, and Fish. Buffet or plated. If plated, colored meal tickets provided by the hotel. Final breakfast, Thursday or Sunday, is to be in a private area. Hotel provide a discount to attendees for daily breakfast in their restaurant. The price should not exceed \$20.00. Meals are all inclusive.



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7. Meeting Room(s): Memorial Service and Business Meeting held on third day. Memorial Service 9-10:00 and Business meeting 10:15-11:30. Seating for 200+. Need a screen (no charge). Podium, mike, U.S. Flag, no charge.

8. Registration Area: Adjacent area to secure registration items. Prefer a separate area away from the main access area and near the Hospitality Room. Can be co-located with the QM store.

9. Quartermaster (QM)Store area. Need a secure room near or in the Hospitality Room. Provide a key for the Quartermaster.

10. Billing: Non-profit organization. Have IRS 501 (c) 19 letter. Master account for food and beverage only. The treasurer will be provided the previous days BEOs/charge sheets daily. Will pay final bill on day of departure. A representative from accounting office needs to be present to accept check and resolve any potential issues.

11. Parking: No charge, incl. RVs. Airport Shuttle.

12. Force Majeure.

The above list is not all-inclusive but does include salient points.