

HOTEL BID FORM

I. GENERAL INFORMATION.

Hotel/Motel Name	Hampton Inn & Suites		
Address	120 SW Water Street		
City, State, Zip/Postal Code	Des Moines, Iowa 50309		
Telephone	515-244-1650	Fax	515-244-1649
Hotel Website	www.desmoinesdowntownsuites.hamptoninn.com		
Contact Person	Kelli Vorrath	Title	Director of Sales
Contact E-mail	Kelli.vorrath@hawkeyehotels.com		

Total Rooms in Hotel	131	Rooms Committed	35	Additional Rooms Available	96
Distance to Airport	5	Blocks/Miles	Miles	Minutes	10
Distance to Convention Center	.7	Blocks/Miles	Miles	Minutes	10
2021 Group Flat Rate	\$154	When Rate Guaranteed?		Current Tax Rate -- sales plus hotel tax	12%

II. GUEST ROOMS (Indicate Y, N, or R for Yes, No, or Available upon Request)

Continental Breakfast	Y	Cost	0	Complimentary	Y
Windows that open	N	Refrigerators in Room	Y	Shampoo, conditioners, Etc.	Y
Hair Dryers	Y	Iron and Ironing Board	Y	Coffee Maker	Y
Non-Smoking Hotel	Y	Non-Smoking Floors	6	Percent of Rooms Non-Smoking	100%
Concierge/Club Floor	N/A	If yes, how many rooms?		Upcharge, if any?	
Number of telephones in room?	2	Voice Mail on telephone	Y	Internet Charge	0
Number of double/double rooms?	0	Number of queen/queen rooms?	47	Number of king rooms?	44
Number of Suites?	40	Number of ADA-compliant Rooms?	18	Number of Handicap accessible rooms?	11
Smoke detectors in guest rooms?	Y	Smoke detectors in hallways?	Y	Smoke detectors in function rooms?	Y
Sprinklers in guest rooms?	Y	Sprinklers in hallways?	Y	Sprinklers in function rooms?	Y
Security cameras in lobby?	Y	Security cameras in hallways?	Y	Security cameras in function areas?	N
Date of Construction?	2014	Date of last renovation?	N/A	Date of next scheduled renovation?	N/A
Check-in time?	3pm	Check-out time?	12pm	Charge for late check-out?	0

III. HOTEL SERVICES

Number of restaurants on-site?	0	Hours of Operation?	N/A	Room service hours?	N/A
Seating capacity for breakfast?	0	Seating capacity for lunch	0	Seating capacity for dinner?	0
Public area and lobby wheelchair accessible?	Y	Wheelchair ramps available?	N/A	Comments	
Elevators wheelchair accessible?	Y	Public restrooms wheelchair accessible?	Y		
Personal check cashing services available?	N	What credit cards accepted?	All	What credit cards not accepted?	Diners
Gift Shop?	N	Concierge Desk?	N	Airline Desk?	N
Car Rental Desk?	N	Business Center?	Y	Mail/ship services?	N
Health club or exercise room?	Y	Cost for health club?	0	Beauty shop/spa?	N
Indoor Pool?	Y	Outdoor pool?	N	Whirl pool/hot tub?	Y
Sauna?	N	Tennis courts?	N	Golf facilities?	N
Guest laundry facility?	Y	Valet laundry service?	Y		
On-site parking facility?	Y	Self-park daily cost?	\$15	Valet-park daily cost?	N/A
Airport taxicab fare (one way)?	\$22	Airport limo fare (one-way)?	N/A	Airport shuttle fare (one-way)?	N/A

IV. FUNCTION SPACE

Number of meeting rooms?	1	On-site food and beverage catering?	No
Maximum seating in rounds in largest room?	80	Maximum seating in rounds in smallest room?	80
AV and other equipment furnished in meeting rooms?	Screen, internet, AV carts – Complimentary, LCD projector \$50		

This Hotel has received a copy of the BID SPECIFICATIONS and the SAMPLE HOTEL HOUSING AGREEMENT as they apply to participating and/or headquarters hotels, and will agree to those specifications, terms, and conditions.

<i>Kelli Vorrath</i>	<i>12/19/16</i>
(Signature)	(Date)
<i>Kelli Vorrath</i>	<i>DOS</i>
(Print name)	(Title)

THIS FORM MUST BE COMPLETED BY EACH BIDDING HOTEL