

SAMPLE DOCUMENT – FOR BID REVIEW ONLY

HOTEL BID FORM

I. GENERAL INFORMATION.

Hotel/Motel Name	Hilton Des Moines Downtown		
Address	435 Park Street		
City, State, Zip/Postal Code	Des Moines, IA 50309		
Telephone	319-731-4460	Fax	319-731-4479
Hotel Website	www.hiltondesmoines.com		
Contact Person	Angie Baker	Title	Sales Manager
Contact E-mail	Angela.baker@hilton.com		

Total Rooms in Hotel	330	Rooms Committed	300	Additional Rooms Available	0
Distance to Airport		Blocks/Miles	5 miles	Minutes	15
Distance to Convention Center		Blocks/Miles	Connected	Minutes	
2021 Group Flat Rate	\$169.00	When Rate Guaranteed?	Time of signing	Current Tax Rate – sales plus hotel tax	15% taxes and fees

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

Continental Breakfast	N	Cost		Complimentary	
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	Y	Percent of Rooms Non-Smoking	100%
Concierge/Club Floor	N	If yes, how many rooms?		Upcharge, if any?	
Number of telephones in room?	2	Voice Mail on telephone	Y	Internet Charge	Y
Number of double/double rooms?	0	Number of queen/queen rooms?	194	Number of king rooms?	115
Number of Suites?	31	Number of ADA-compliant Rooms?		Number of Handicap accessible rooms?	
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?		Security cameras in hallways?		Security cameras in function areas?	
Date of Construction?	2018	Date of last renovation?	2018	Date of next scheduled renovation?	
Check-in time?	3PM	Check-out time?	12N	Charge for late check-out?	Y

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III. HOTEL SERVICES

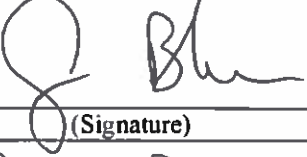
Number of restaurants on-site?	1	Hours of Operation?	6AM-10PM	Room service hours?	6AM-10PM
Seating capacity for breakfast?		Seating capacity for lunch		Seating capacity for dinner?	
Public area and lobby wheelchair accessible?	Y	Wheelchair ramps available?		Comments	
Elevators wheelchair accessible?	Y	Public restrooms wheelchair accessible?	Y		
Personal check cashing services available?	N	What credit cards accepted?	American Express, Carte Blanche, Diner's Club, Discover, MasterCard, MasterCard (Canada), Visa	What credit cards not accepted?	Anything not listed
Gift Shop?	Y	Concierge Desk?	N	Airline Desk?	N
Car Rental Desk?	N	Business Center?	Y	Mail/ship services?	Y
Health club or exercise room?	Y	Cost for health club?	N	Beauty shop/spa?	N
Indoor Pool?	Y	Outdoor pool?	N	Whirl pool/hot tub?	N
Sauna?	N	Tennis courts?	N	Golf facilities?	N
Guest laundry facility?	N	Valet laundry service?	Y		
On-site parking facility?	Y	Self-park daily cost?	NOT SET	Valet-park daily cost?	NOT SET
Airport taxicab fare (one way)?	\$20	Airport limo fare (one-way)?		Airport shuttle fare (one-way)?	

IV. FUNCTION SPACE

Number of meeting rooms?	5	On-site food and beverage catering?	Y
Maximum seating in rounds in largest room?	500	Maximum seating in rounds in smallest room?	30
AV and other equipment furnished in meeting rooms?	Not at this time, will have onsite audio visual company		

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. **With changes as noted**

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	11/30/16
(Signature)	(Date)
Angie Baker	Sales Manager
(Print name)	(Title)

THIS FORM MUST BE COMPLETED BY EACH BIDDING HOTEL