

## HOTEL BID FORM

### I. GENERAL INFORMATION.

Hotel/Motel Name	Quality Inn & Suites Event Center (Soon to be Comfort Inn Event Center)		
Address	929 3 <sup>rd</sup> Street		
City, State, Zip/Postal Code	Des Moines, IA 50309		
Telephone	515-282-5251	Fax	
Hotel Website	www.discovermidwesthotels.com		
Contact Person	Crystal Wheeler	Title	Director of Sales
Contact E-mail			

Total Rooms in Hotel	155	Rooms Committed	100	Additional Rooms Available	0
Distance to Airport	4.7	Blocks/Miles	Miles	Minutes	12
Distance to Convention Center	.2	Blocks/Miles	Miles	Minutes	1
2021 Group Flat Rate	140	When Rate Guaranteed?	Signing Of Contract	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	Y	Percent of Rooms Non-Smoking	100
Concierge/Club Floor	N	If yes, how many rooms?	0	Upcharge, if any?	N
Number of telephones in room?		Voice Mail on telephone		Internet Charge	
Number of double/double rooms?	0	Number of queen/queen rooms?	102	Number of king rooms?	38
Number of Suites	15	Number of ADA-compliant Rooms?	0	Number of Handicap accessible rooms?	0
Smoke detectors in guest rooms?	Y	Smoke detectors in hallways?	Y	Smoke detectors in function rooms?	Y
Sprinklers in guest rooms?	N	Sprinklers in hallways?	N	Sprinklers in function rooms?	N
Security cameras in lobby?	Y	Security cameras in hallways?	N	Security cameras in function areas?	N
Date of Construction?	1973	Date of last renovation?	2016 to 2017	Date of next scheduled renovation?	N
Check-in time?	3PM	Check-out time?	11AM	Charge for late check-out?	Y


### III. HOTEL SERVICES

Number of restaurants on-site?	0	Hours of Operation?	N/A	Room service hours?	N
Seating capacity for breakfast?	60	Seating capacity for lunch	0	Seating capacity for dinner?	0
Public area and lobby wheelchair accessible?	YES	Wheelchair ramps available?	NO	Comments	
Elevators wheelchair accessible?	Y	Public restrooms wheelchair accessible?	Y		
Personal check cashing available?	N	What credit cards accepted?	VC,MC,DS, AX	What credit cards not accepted?	DINERS CLUB
Gift Shop?	Y	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?	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?	0	Valet-park daily cost?	N/A
Airport taxicab fare (one way)?	20.00	Airport limo fare (one-way)?	N/A	Hotel Airport shuttle fare (one-way)?	O

### IV. FUNCTION SPACE

Number of meeting rooms?	1	On-site food and beverage catering?	N
Maximum seating in rounds in largest room?	10	Maximum seating in rounds in smallest room?	N/A
AV and other equipment furnished in meeting rooms?	N		

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.

	12/5/16
(Signature)	(Date)
Crystal Wheeler	Director of Sales
(Print name)	(Title)

THIS FORM MUST BE COMPLETED BY EACH BIDDING HOTEL