



THE HEATHMAN LODGE

Hand-Hewn Hospitality

OUR MISSION

An unexpected urban retreat, The Heathman Lodge offers travelers and locals from the Portland & Vancouver area a blend of heart-felt service, business amenities and rustic, mountain lodge comfort.

Inspired by authentic Pacific Northwest décor and cuisine, The Lodge provides every guest and group a calm refuge and a memorable experience.

Our staff looks forward to making it a great day at The Lodge for **Washington Municipal Clerks Association 2023 and 2027 Conference**

Monday, March 13, 2023 – Friday, March 17, 2023

Monday, March 15, 2027 – Friday, March 19, 2027



PROPOSAL PREPARED BY:

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GUESTROOM GRID & RATE

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Date	03/13/23	03/14/23	03/15/23	03/16/23	03/17/23
	03/15/27	03/16/27	03/17/27	03/18/27	03/19/27
Run of House Guestrooms	50	100	100	100	Checkout
Governor Suite	1	1	1	1	Checkout
Vendor Guestrooms	0	15	15	15	Checkout
Total	51	116	116	116	= 399

The Heathman Lodge is happy to extend a **\$149** per night rate for 2023 and a **\$159** per night rate for 2027.

Above pricing does not include current Vancouver City occupancy tax of 10.5% and a \$2.00 per room per night County Assessment or any other fees imposed by the City or State at the time of your meeting.

GUESTROOM DESCRIPTIONS

Our Guestrooms were inspired by the ambience of an Alpine Lodge and feature your choice of either our Tempur-Pedic mattress or a pillow top mattress. Guestrooms are designed with either one King size or two Queen size beds a sitting area with an oversized lounge chair or leather sofa, coffee table and an oversized working desk with speaker phone capabilities. The perfect blend of home and office, all guestrooms provide your guests with a mini-refrigerator, microwave, coffeepot and service, hair dryer, and an iron with a full size ironing board.

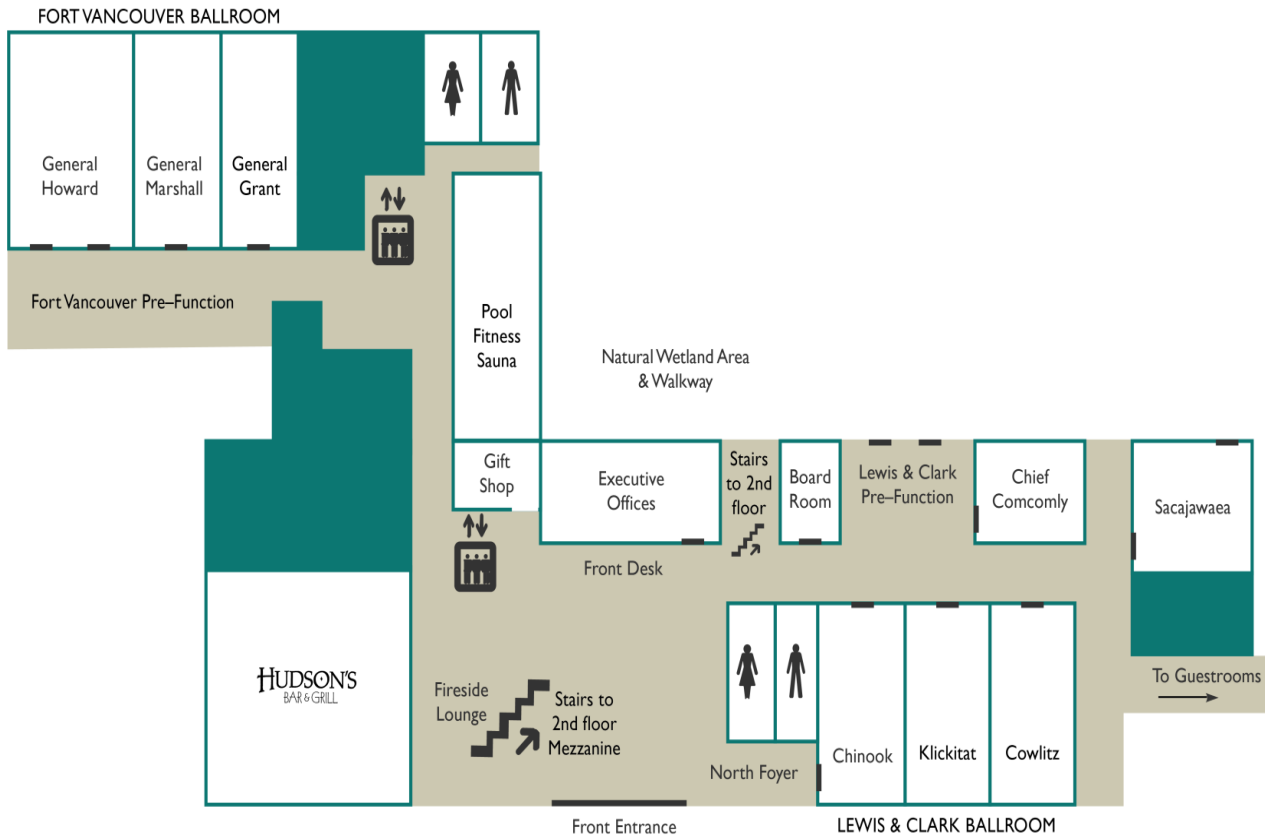
CONCESSIONS

The Heathman Lodge is pleased to offer the following concessions to Washington Municipal Clerks Association:

- Group rate honored three (3) days prior/post event, pending hotel availability
- Complimentary high-speed wifi in all guestrooms and meeting space
- Complimentary parking for all guests
- One (1) Governor Suite complimentary for four (4) nights
- Two (2) complimentary overnight stays, one night, for site inspection
- One (1) complimentary overnight stay, one night, for planning meeting
- Complimentary Boardroom or Chief Comcomly meeting space for Executive Committee Meeting
- 1 per 50 comp policy
- 3 week cut-off
- Up to 15 complimentary room deliveries of gifts from the WMCA President
- Reduced meeting space rental (see below for details)

MEETING FACILITIES

The Lodge features more than 10,000 square feet of meeting space located on the ground floor, adjacent to the lobby. Decorated with colors of the forest and wood wall covering, the feeling of a cozy lodge carries through to the meeting and event facilities.



MEETING SPACE SCHEMATIC

MEETING ROOM	SQUARE FEET	DIMENSIONS	CEILING	RECEPTION	ROUNDS 10	CRESCENT ROUNDS of 6	THEATRE	CLASS ROOM	U-SHAPE	CONFERENCE
LEWIS & CLARK BALLROOM	3,080	77 x 40	16'	300	180	108	270	150	-	-
CHINOOK	1,000	25 x 40	16'	100	60	36	90	50	34	32
KLICKITAT	1,040	26 x 40	16'	100	60	36	90	50	34	32
COWLITZ	1,040	26 x 40	16'	100	60	36	90	50	34	32
LEWIS & CLARK PRE-FUNCTION	648	27 x 24	9'	40	-	-	-	-	-	-
FORT VANCOUVER BALLROOM	3,420	81 x 40	16'	375	280	168	350	200	-	-
GENERAL HOWARD	1,620	36 x 45	16'	175	120	60	150	90	50	50
GENERAL MARSHALL	1,000	25 x 40	16'	100	70	42	90	60	36	34
GENERAL GRANT	800	20 x 40	16'	90	50	30	80	50	30	30
FORT VANCOUVER PRE-FUNCTION SOUTH	312	13 x 24	16'	-	-	-	-	-	-	-
FORT VANCOUVER PRE-FUNCTION NORTH	987	21 x 47	16'	100	-	-	-	-	-	-
CHIEF COMCOMLY	540	18 x 30	9'	50	30	18	40	38	22	20
SACAJAWEA	675	25 x 27	9'	70	50	30	55	35	25	22
BOARDROOM	187	17 x 11	9'	-	-	-	-	-	-	10
MEZZANINE	-	-	9'	60	40	-	-	-	Existing Set - 40	L-Shape - 25

PROPOSED MEETING AGENDA

Day	Date	Time	Event	Function Space	Att.	Set Up
Monday	03/13/23 03/15/27	TBD	Registration	North Foyer	20	Registration
		TBD	Store/Auction	Howard		Exhibit
Tuesday	03/14/23 03/16/27	TBD	Academy Session	Chinook	50	Classroom
-	-	TBD	Athenian Dialogue	Klickitat	35	U-shape
-	-	TBD	Academy Lunch	Marshall/Grant	85	Rounds
-	-	TBD	Registration Opens	North Foyer		Registration
-	-	TBD	First Time Conference Attendee Meeting	Cowlitz	30	TBD
-	-	TBD	President's Reception	Marshall/Grant	100	Reception
-	-	TBD	Store/Auction	Howard		Exhibit
Wednesday	03/15/23 03/17/27	TBD	Breakfast	Sacajawea, Cowlitz	40/ 60	Rounds
-	-	8:00AM-12:00PM	Opening Ceremony	Marshall/Grant	120	Theater
-	-	TBD	Educational Sessions	Chinook, Klickitat, Cowlitz	50, 30, 40	Classroom
-	-	TBD	Exhibits	Howard		Exhibit
-	-	TBD	Lunch	Marshall/Grant	120	Rounds
-	-	TBD	Educational Sessions	Chinook, Klickitat, Cowlitz	50, 30, 40	Classroom
-	-	TBD	Dinner	Marshall/Grant	120	Rounds
Thursday	03/16/23 03/18/27	TBD	Breakfast	Marshall/Grant	120	Rounds
		TBD	Exhibits	Howard		Exhibit
-	-	TBD	Educational Sessions	Chinook, Klickitat, Cowlitz	40	Classroom
-	-	TBD	Break	East Foyer	50	Reception
-	-	TBD	Lunch	Marshall/Grant	120	Rounds
-	-	TBD	Educational Sessions	Chinook, Klickitat, Cowlitz	40	Classroom
-	-	TBD	Exhibitor Reception	In Exhibit area	130	Reception
-	-	TBD	Annual Banquet	Marshall/Grant	130	Rounds

Friday	03/17/23 03/19/27	TBD	Breakfast	Marshall/Grant	100	Rounds
-	-	8:00AM-12:00PM	Keynote Session	Lewis & Clark	120	Classroom
-	-	12:30PM-5:00PM	Lunch/Board Meeting	Chief Comcomly	15	Conference

MEETING SPACE RENTAL

Total meeting space rental is **\$2,500**. Room rental is subject to 8.4% sales tax.

FOOD & BEVERAGE MINIMUM

Based on the above agenda and the estimated number of guests, the required food and beverage minimum for this event is **\$30,000**.

A 24% percent service charge will be added to all catered food and beverage functions as well as 8.4% sales tax. This service charge is current and subject to change.

CATERING BY HUDSON'S BAR & GRILL

Menu suggestions have been specially prepared by our chef for your consideration. Your Convention Services Manager will work with you to coordinate the appropriate menu for your conference and finalize details at least on month prior to your event. Menu prices do not include a 24% service fee and 8.4% sales tax. For your information and guidance, our current menu sample price ranges are as follows:

Breakfast	\$27.00+
Lunch	\$37.00+
Dinner	\$55.00+

Please note that menu pricing is subject to change and is not guaranteed for more than 90 days.

Dietary Needs

Our Executive Chef is more than happy to accommodate any dietary/allergy restrictions that your attendees may have whether it be gluten/dairy/soy/nut free, vegetarian, or vegan. He will work directly with your Convention Services Manager to ensure that all guests are provided with delicious meals that meet their specific needs.

AUDIO VISUAL & IT SUPPORT

The Heathman Lodge maintains a full service, on-site audio-visual rental service and production company through AVMS. All audio visual rented through AVMS is subject to a 24% service charge and the applicable Washington state sales tax at the time of your event. Should the group elect to bring in a third party supplier of audio-visual services and equipment, The Heathman Lodge and AVMS request that all guidelines outlined in the "Outside A/V Service Vendor" be met with a signed copy from both the group and the Third-Party vendor provided to the hotel at least 30 days prior to the event.

EXTRAORDINARY SERVICE

Push me and my team comes running...

You'll love this feature of working with the hotel!



At The Heathman Lodge we believe service doesn't come naturally. We work hard at it every day and make it part of our culture. We know you have had many different experiences and interactions with hotels, so we want you to know that we show up and out-perform other hotels on a regular basis. The Heathman Lodge has employees, in all departments that have been here for extended periods of time; all the way up to 20 years...from the day the hotel opened.

PARKING & TRANSPORTATION

The Heathman Lodge features 300 complimentary onsite parking spaces including 6 complimentary electric car charging stations. Street side parking is also available at no cost.

There are also multiple choices available for public transportation including Uber, Lyft, Taxi, and Ctran.

BUSINESS CENTER

The Heathman Lodge offers guests complimentary onsite Business Center services. Located on the hotel's second floor, it features the following amenities 24 hours a day: (2) Computers with Microsoft Office Applications, High speed internet / email access, Fax, copy & printer capabilities, Phone with data ports for laptop hookup, Conference call setup, Complimentary office supplies

POOL, SAUNA & NAUTILUS INSPIRED FITNESS ROOM

Enjoy a relaxing swim in the indoor pool or unwind in the hot tub or sauna after a day of meetings or rejuvenate yourself in our secure Nautilus inspired workout facility, all conveniently located together near the lobby.

CONCLUSION

The Heathman Lodge would be honored to host the **WA Municipal Clerks Association** in **March 2023 and March 2027**. We strongly believe in the power of partnership and the importance of keeping an open dialog so that we may achieve the very best outcome. Please let us know what we can do to earn your business. ***We are listening!***

Space is currently being protected and will be held on a tentative basis until January 3, 2022.

