

2022 National Academy of Elder Law Attorneys (NAELA) ASK Conference

Proposal from The Heathman Lodge

7801 NE Greenwood Drive, Vancouver, Washington, 98662, USA

Proposal Details

RFP Name	2022 National Academy of Elder Law Attorneys (NAELA) ASK Conference		
RFP Code	J6NY3J9GGP6		
Event Name	2022 National Academy of Elder Law Attorneys (NAELA) ASK Conference		
Response Date	Fri, 21-May-2021 6:46 PM	Proposal Status	Submitted Proposal
Supplier Name	The Heathman Lodge	Supplier Type	Hotel
Chain	Independent / Other	Metro Area	OR - Portland
Brand	Independent		
Commission?	Yes - 10.00% on Rooms		
Proposal Introduction	All guestrooms are subject to a 10.5% occupancy tax and a \$2.00 per room/per night Tourism Promotion Assessment Fee.		
	All Food, Beverage and Audio Visual rented through the hotel is subject to a 24% service charge and an 8.4% Washington Sales Tax.		

Date Type	Event Dates	Check-In Date	Availability	Rates (USD)
Preferred	Thu, 03-Nov-2022 to Sat, 05-Nov-2022	Wed, 02-Nov-2022	1st Option - Holding Space Until 15-Oct-2021	141.00 - 165.00

Concessions or Contractual Requirements	<p>Complimentary wifi in sleeping rooms and all meeting rooms</p> <p>20% attrition on guest rooms and food and beverage</p> <p>Complimentary meeting space (includes chairs, tables, hotel risers, water, ice, easels, pads, pens, etc.)</p> <p>Three Complimentary room upgrades to a suite at the group rate</p> <p>1 per 40 cumulative complimentary rooms earned</p> <p>Discounted A/V services - 10%</p> <p>20% discount on streaming costs if in-house AV is used exclusively.</p> <p>Complimentary meeting space wi-fi (25Mbps) if in-house AV is used exclusively.</p> <p>2 discounted staff rooms</p> <p>Complimentary Group rate available three (3) days prior to and three (3) days post the program dates; all rooms pre- and post- count toward room block.</p> <p>No handling fees for storage/handling boxes</p> <p>One complimentary room for site visit</p> <p>Guaranteed and/or discounted banquet menu pricing</p> <p>Complimentary access to health club facilities for all attendees</p> <p>No-Walk Clause</p> <p>24 Hour Hold on all Meeting Space</p> <p>Complimentary Parking</p>
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Key Contact Information

Contact Name	Laura Yoccabell-Dibble	Email Address	laura@heathmanlodge.com
Organization	Heathman Lodge	Phone	360-816-0507
Title	Sales Manager		
Website	www.heathmanlodge.com		

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Sleeping Room Availabilities

Sleeping Room Needs Met? Yes

Additional Information 10 suites for breakouts @ \$165 per night (plus taxes)
\$119 staff rate
\$141 run of house rate
\$165 suites
\$210 governor suite for group VIP

Preferred (Thu, 03-Nov-2022 to Sat, 05-Nov-2022)

Availability 1st Option - Holding Space Until 15-Oct-2021 **Check-in Date** Wed, 02-Nov-2022

Do all guest room rates include breakfast? No

Do all guest room rates include tax? No

Applicable Taxes Other USD 2.00, Occupancy 10.50%

Total USD 18,937.00

Day	Any (Run of House)		Single (1 Bed)		Double (2 Beds)		Suite		Staff	
	Qty	Rate (USD)	Qty	Rate (USD)	Qty	Rate (USD)	Qty	Rate (USD)	Qty	Rate (USD)
Wed, 02-Nov-2022	5	141.00							2	119.00
Thu, 03-Nov-2022	50	141.00					2	165.00	3	119.00
Fri, 04-Nov-2022	60	141.00					2	165.00	3	119.00
Sat, 05-Nov-2022	3	141.00					2	165.00	3	119.00

Additional Fees

Occupancy 10.500% on Guest Rooms

Other USD \$2.00 on Guest Rooms

State 8.400% on Meeting Packages

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Meeting Room Availabilities

Meeting Room Needs Met? Yes

Additional Information The best of Hudson’s creative Northwest cuisine menu translates into authentic and delicious Vancouver, WA catering for your meeting, event, or social function.

From simple coffee/baked goods set ups, to elaborate evening buffets or plated feasts, the Lodge staff and executive chef Joe Reid deliver on quality-catered cuisine.

Start Date Wed, 02-Nov-2022

Day	Time	Agenda Item	Room Request	Room Assignment
Wed, 02-Nov-2022	10:00 AM-6:00 PM	General Session Set Up General Session <i>Notes or Exceptions: Room needs to be set with 25 Rounds of 3 ppl/table.</i> <i>Podium, lav mic, slide advancer, screen/projector.</i>	Rounds 65 people • 24-hour hold	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Thu, 03-Nov-2022	8:00 AM-11:45 PM	Registration Registration <i>Notes or Exceptions: Will need 1 - 6' table near elevator on sleeping room floor with the 10 suites.</i>	2 people	Fort Vancouver Foyer • 1,500 Sq. Ft.
Thu, 03-Nov-2022	1:00 PM-5:00 PM	Small Breakout Sessions (In Suites) Breakout <i>Notes or Exceptions: Group will use 10 sleeping room suites for these meetings in the living area of the sleeping rooms. These suites need to be on the same floor.</i> <i>Group will need a 6' table near elevator on floor with suites for registration.</i>	Other • 24-hour hold	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Thu, 03-Nov-2022	1:00 PM-5:00 PM	Kick Off and General Session (consecutive all day) General Session <i>Notes or Exceptions: Room needs to be set with 25 Rounds of 3 ppl/table.</i> <i>Podium, lav mic, slide advancer, screen/projector.</i>	Rounds 65 people • 24-hour hold	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Fri, 04-Nov-2022	6:00 AM-5:00 PM	Small Breakout Sessions (In Suites) Breakout <i>Notes or Exceptions: Group will use 10 sleeping room suites for these meetings in the living area of the sleeping rooms. These suites need to be on the same floor.</i> <i>Group will need a 6' table near elevator on floor with suites for registration.</i>	Other • 24-hour hold	Suite
Fri, 04-Nov-2022	6:00 AM-11:45 PM	General Session (consecutive all day) General Session <i>Notes or Exceptions: Room needs to be set with 25 Rounds of 3 ppl/table.</i> <i>Podium, lav mic, slide advancer, screen/projector.</i>	Rounds 65 people • 24-hour hold	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings

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Fri, 04-Nov-2022	12:00 PM-2:00 PM	<p>Program w/Lunch Lunch <i>Notes or Exceptions: Crescent rounds for 70 ppl.</i> <i>Can use General Session room.</i></p>	Crescent Rounds 70 people	<p>Fort Vancouver Ballroom</p> <ul style="list-style-type: none"> • 3,811 Sq. Ft., 16 Ft. ceilings
Sat, 05-Nov-2022	7:00 AM-12:00 PM	<p>Small Breakout Sessions (In Suites) Breakout <i>Notes or Exceptions: Group will use 10 sleeping room suites for these meetings in the living area of the sleeping rooms. These suites need to be on the same floor.</i> <i>Group will need a 6' table near elevator on floor with suites for registration.</i></p>	Other <ul style="list-style-type: none"> • 24-hour hold 	<p>Suite</p>
Sat, 05-Nov-2022	9:00 AM-12:00 PM	<p>Wrap Up & General Session General Session <i>Notes or Exceptions: 25 Rounds with 3 ppl/table.</i></p>	Rounds 65 people <ul style="list-style-type: none"> • 24-hour hold 	<p>Fort Vancouver Ballroom</p> <ul style="list-style-type: none"> • 3,811 Sq. Ft., 16 Ft. ceilings

A/V Needs We work with a 3rd party Audio Visual company, AVMS.

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Estimated Costs

Total F&B Minimum USD \$2,500.00

Applicable Tax 8.4%

Service Charge 24%

Item	Cost Type	Amount	Quantity	Tax(%)	Tax/Service	Note
Average F&B Costs - Breakfast - Continental	Per Person	USD \$27.00			+Tax and Service	
Average F&B Costs - Dinner - Plated	Per Person	USD \$55.00			+Tax and Service	
Average F&B Costs - Lunch - Plated	Per Person	USD \$37.00			+Tax and Service	
Average F&B Costs - Reception - Food	Per Person	USD \$30.00			+Tax and Service	
Miscellaneous Costs - Facility Fee	Total	USD \$3,000.00		8.40	+Tax	
Miscellaneous Costs - Housekeeping	Complimentary					
Miscellaneous Costs - Internet - Guest Room	Complimentary					
Miscellaneous Costs - Internet - Meeting Room	Included in Package					
Miscellaneous Costs - Parking Fee - Self	Complimentary					
Miscellaneous Costs - Parking Fee - Valet	N/A					
Miscellaneous Costs - Resort Fee	N/A					

Additional Information We are happy to work with you on your guests dietary restrictions.

Pamper your palate for breakfast, lunch and dinner, serving tantalizing cuisine and a variety of regional wines in a warm, welcoming atmosphere.

Executive Chef Joe Reid creates northwest seasonal comfort food in a casual, rustic setting. The delightful menu is filled with seasonal expressions as creative as the lodge décor itself. Experience the color, flavor and energy of a Northwest culinary expedition from our open kitchen concept. The immense slate fireplace, dramatic windows, high ceilings, and native artwork create an atmosphere symbolic of Vancouver’s natural, yet metropolitan character.

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Additional Questions

1. Will the meeting room rentals be waived? If not, what rates will apply? (Comment) (Required)

The room rental will be reduced to \$3,000 with a \$2,500 food and beverage minimum. If more food and beverage events take place, other than the Friday lunch, we are happy to look at lowering the room rental.

2. Will negotiated rate be available three days pre and post event block? (Multiple choice) (Required)

Yes

3. Web address for meeting space detail? (Comment) (Required)

<http://dw38l979td36g.cloudfront.net/upload/1151/meeting-schematic.pdf>

4. Please select your current Forbes and/or AAA Rating (Multiple choice) (Required)

3 Star, 3 Diamond

5. Do you have internet access available in the rooms? Is it wireless? What is the cost? What is the type and cost of internet access in meeting rooms? Will any internet costs be waived for this group? (Comment) (Required)

Wireless internet access is complimentary in the guest room and meeting rooms.

6. What meeting space is available? List meeting room names with square footage, ceiling height, and rental charges (if applicable). Please make sure that your offer includes a diagram of meeting space being offered. (Comment) (Required)

Fort Vancouver Ballroom is 3,420 sq ft. 81x40ft dimension.

7. What are your additional charges (ie Maid, portorage, resort fees, etc.)? Please include with amounts and inclusions and note which charges are mandatory. (Comment) (Required)

N/A

8. Is there a charge for self and/or valet parking per day? Please indicate amounts. (Comment) (Required)

Complimentay onsite, self-parking.

9. What is your nearest major airport and what is the distance (both miles and time)? What are the round trip shuttle and/or taxi costs? (Comment) (Required)

Portland International Airport

10 miles / 10 minutes

Taxi = \$35.00

Bluestar Multi Hotel shuttle = \$20+

10. What amenities and activities does your hotel have on or near the property? (Comment) (Required)

Onsite four star restaurant and lounge, Hudson's Bar & Grill

Indoor pool, Jacuzzi, and Nautilus fitness room

Within walking distance to shopping and area restaurants including Cinetopia theaters.

11. Please list other groups meeting in the hotel during proposed dates. (Comment) (Required)

None currently

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12. What renovations have your property either recently completed or has on schedule? (Comment) (Required)

None

13. Overnight Room Block information on RFP represents a night by night estimate, as participation in the meeting is voluntary. Client requests a minimum of 20% attrition allowance, cumulative. Please indicate if your hotel's attrition policy is in line with this request. (Single choice) (Required)

Yes

14. HelmsBriscoe will be paid a placement fee of the industry-accepted rate of at least 10%, which is non-cancelable and non-transferable to any other party, for the booking of this meeting. HB is acting with full consent and the client is aware of the placement fee payable to HB by your organization. (Single choice) (Required)

I agree that HelmsBriscoe will be paid the industry-accepted rate or above as detailed in next questions.

15. If the placement fee is under the industry-accepted rate of 10%, please advise the placement fee rate and what portions (e.g., overnight room rate, food and beverage revenue, audio/visual services, etc.) of this booking the rate shall apply to. (Comment)

16. If special handling is required to pay the placement fee, for example, a split commission payment between invoicing the brand directly vs on-property invoicing for a portion of the placement fee, please note this. (Comment)

17. Indicate your agreement to pay the placement fee as outlined above by providing your name, title and the date of your response in the area below. Placement fee may be split in portions – 7% from brand / 3% from on-property sales team as promotional sourcing fee. (Comment)

Laura Yocabel-Dibble

Sales Manager

05/21/21

10% commission to HelmsBriscoe

18. If you are unable to pay the industry-accepted rate of at least 10%, please list additional offers/concessions included in this bid that are not already publicly available. We suggest concessions that benefit end users and reflect reinvestment value in lieu of third party compensation. (Comment)

19. Accounts Payable Contact First & Last Name: (Comment) (Required)

Jessica Fox

20. Accounts Payable Phone Number: (Comment) (Required)

360-816-6513

21. Accounts Payable Email Address: (Comment) (Required)

jessica.fox@heathmanlodge.com

22. Accounts Payable Fax: (Comment) (Required)

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360-816-0517

Additional Files

File Name	Type	Size	Upload Date
AV Pricing Guide.pdf	Portable Document Format (.pdf)	420 KB	Fri, 21-May-2021
2021 Catering Menu - Plated Meals.pdf	Portable Document Format (.pdf)	726 KB	Fri, 21-May-2021
Meeting Schematic.pdf	Portable Document Format (.pdf)	867 KB	Fri, 21-May-2021