



# 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 **2022 LEIRA Conference**

**Monday, September 26<sup>th</sup> 2022 – Thursday, September 29<sup>th</sup> 2022**



**PROPOSAL PREPARED BY:**

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**GUESTROOM GRID & RATE**

Day	Monday	Tuesday	Wednesday	Thursday
Date	11/01/20	11/02/20	11/03/20	11/04/20
Run of House Guestrooms	150	150	150	Check Out
Total	150	150	150	=450

The Heathman Lodge is happy to extend a **\$182** per night rate. (Current per diem subject to change October 1<sup>st</sup> 2021).

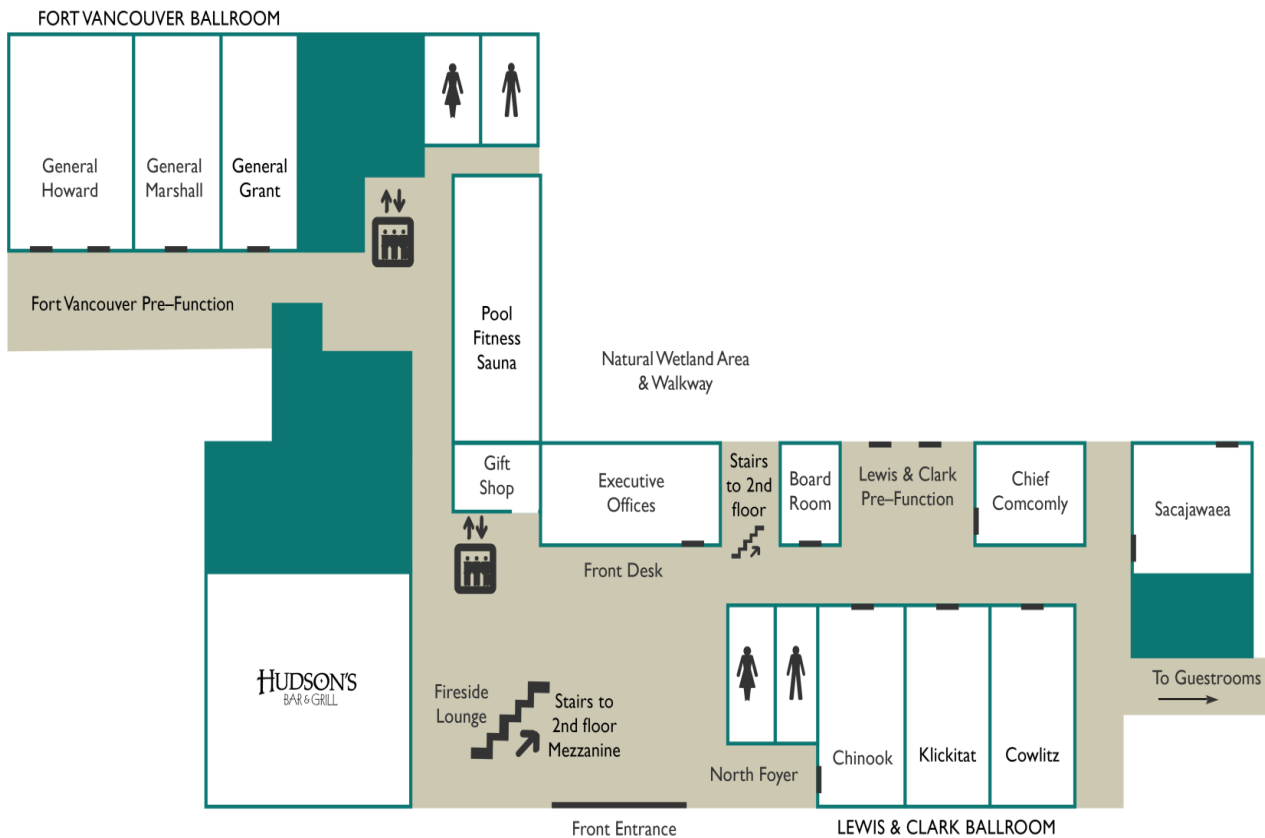
Above pricing does not include current Vancouver City occupancy tax of 10.5% and a \$2.00 per room per night County Assessment or any other fees imposed by the City or State at the time of your meeting.

### 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.

### 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	9/26/22	2:00pm-5:00pm	Registration	Fort Vancouver Foyer	250	Registration
-	-	10:00am-5:00pm	Boardroom	Boardroom	10	Conference
Tuesday	9/27/22	6:30am-8:00am	Breakfast	Fort Vancouver Ballroom	250	Rounds
-	-	7:00am-3:00pm	Registration	Fort Vancouver Foyer	250	Registration
-	-	8:00am-8:45am	Opening Ceremony	Fort Vancouver Ballroom	250	Rounds
-	-	9:00am-5:00pm	Boardroom	Boardroom	10	Conference
-	-	9:00am-5:00pm	Training 1	Chinook	TBD	TBD
-	-	9:00am-5:00pm	Training 2	Klickitat	TBD	TBD
-	-	9:00am-5:00pm	Training 3	Cowlitz	TBD	TBD
-	-	12:00pm-1:00pm	Lunch	Fort Vancouver Ballroom	250	Rounds
-	-	7:00pm-9:00pm	President's Reception	Mezzanine	TBD	TBD
Wednesday	9/28/22	6:30am-8:00am	Breakfast	Fort Vancouver	250	Rounds

				Ballroom		
-	-	7:00am-3:00pm	Registration	Fort Vancouver Foyer	250	Registration
-	-	8:00am-11:15am	Training 1	Chinook	TBD	TBD
-	-	8:00am-11:15am	Training 2	Klickitat	TBD	TBD
-	-	8:00am-9:45am	Training 3	Cowlitz	TBD	TBD
-	-	9:00am-5:00pm	Boardroom	Boardroom	10	Conference
-	-	9:45am-11:15am	Training 3	Sacajawea	TBD	TBD
-	-	11:30am-1:00pm	Lunch	Fort Vancouver Ballroom	250	Rounds
-	-	1:15pm-5:15pm	Training 1	Chinook	TBD	TBD
-	-	1:15pm-5:15pm	Training 2	Klickitat	TBD	TBD
-	-	1:15pm-5:15pm	Training 3	Cowlitz	TBD	TBD
-	-	6:00pm-9:00pm	Networking Offsite	Offsite	TBD	Offsite
Thursday	9/29/22	6:30am-8:00am	Breakfast	Fort Vancouver Ballroom	250	250
-	-	7:00am-12:00pm	Registration	Fort Vancouver Foyer	250	Registration
-	-	8:00am-5:00pm	Boardroom	Boardroom	10	Conference
-	-	8:00am-12:00pm	Training 1	Chinook	TBD	TBD
-	-	8:00am-12:00pm	Training 2	Klickitat	TBD	TBD
-	-	8:00am-12:00pm	Training 3	Cowlitz	TBD	TBD

### MEETING SPACE RENTAL

Total meeting space rental of **\$6,000** waived.

### FOOD & BEVERAGE MINIMUM

Based on the above agenda and the estimated number of guests, the required food and beverage minimum for this event is **\$46,000**.

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:

Continental Breakfast	\$19.00+
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 **2022 LEIRA Conference**. 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!***

