

AFQAM 2025

Proposal from The Heathman Lodge
 7801 NE Greenwood Drive, Vancouver, Washington, 98662, USA

Proposal Details

RFP Name AFQAM 2025
RFP Code MSNFTHFR45X
Event Name AFQAM 2025
Response Date Mon, 09-Aug-2021 5:10 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	Mon, 06-Oct-2025 to Fri, 10-Oct-2025	Sun, 05-Oct-2025	1st Option - Holding Space Until 15-Nov-2021	179.00

Concessions or Contractual Requirements (1) complimentary governor suite (\$289)
 (5) staff rooms at discounted rate of \$109 (group rate of \$179)
 15% attrition
 Waived rental with \$25k met food and beverage minimum (\$10,000 not discounted)
 Group rate available 3 days pre/post
 (5) upgrades to suites at group rate of \$179 (suites range from \$189-\$289)
 Partial room block at per diem rates
 Complimentary wifi in guest rooms and meeting rooms
 Complimentary parking

Key Contact Information

Contact Name Laura Yocabel-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 We are happy to offer per diem to 20% of the rooms.
 We are happy to upgrade 5 rooms to suite at group rate, \$179.
 We are happy to offer 1 governor suite complimentary.
 We are happy to offer discounted staff rooms, \$109.

Preferred (Mon, 06-Oct-2025 to Fri, 10-Oct-2025)

Availability 1st Option - Holding Space Until 15-Nov-2021 **Check-in Date** Sun, 05-Oct-2025

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 86,676.00

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)
Sun, 05-Oct-2025	5	179.00							5	109.00
Mon, 06-Oct-2025	115	179.00					1	179.00	5	109.00
Tue, 07-Oct-2025	115	179.00					1	179.00	5	109.00
Wed, 08-Oct-2025	115	179.00					1	179.00	5	109.00
Thu, 09-Oct-2025	115	179.00					1	179.00	5	109.00

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 Sun, 05-Oct-2025

Day	Time	Agenda Item	Room Request	Room Assignment
Sun, 05-Oct-2025	6:00 AM-11:45 PM	General Session Setup General Session <i>Notes or Exceptions: Classroom 150 ppl; Large Screen; possible projectors; stage; podium and mic</i>	Classroom (Room Required) 2,300 Sq. Ft. / 150 people • 24-hour hold	Lewis & Clark Ballroom • 3,139 Sq. Ft., 16 Ft. ceilings
Sun, 05-Oct-2025	7:00 AM-7:00 PM	Registration Setup Registration <i>Notes or Exceptions: Set up outside of General Session Room</i>	Tabletop (Room Required) 2 people	East Pre-Function • 475 Sq. Ft., 9 Ft. ceilings
Sun, 05-Oct-2025	7:00 AM-11:45 PM	Office	8 people • 24-hour hold	Boardroom • 400 Sq. Ft., 9 Ft. ceilings
Mon, 06-Oct-2025	6:00 AM-11:45 PM	General Session General Session <i>Notes or Exceptions: Classroom 150 ppl; Large Screen; possible projectors; stage; podium and mic</i>	Classroom (Room Required) 2,174 Sq. Ft. / 150 people • 24-hour hold	Lewis & Clark Ballroom • 3,139 Sq. Ft., 16 Ft. ceilings
Mon, 06-Oct-2025	7:00 AM-7:00 PM	Registration Registration <i>Notes or Exceptions: Set up outside of General Session Room</i>	Tabletop (Room Required) 2 people	East Pre-Function • 475 Sq. Ft., 9 Ft. ceilings
Mon, 06-Oct-2025	7:00 AM-8:00 PM	Exhibit Hall Setup Exhibit <i>Notes or Exceptions: 20 vendor booth spaces should be a 10'x10' space, but should be no smaller than 6'x 8'. The room should accommodate the breaks and vendor reception, preferably in the same room. The vendor room must be in a securable space so that the booths can be secured overnight. Near GS room.</i>	10x10 (Room Required) 4,000 Sq. Ft. / 20 people • 24-hour hold	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Mon, 06-Oct-2025	7:00 AM-11:45 PM	Hospitality Suite Hospitality Suite <i>Notes or Exceptions: Set up in Lounge style</i>	Flow (Room Required) 150 people • 24-hour hold	Sacajawea • 770 Sq. Ft., 9 Ft. ceilings
Mon, 06-Oct-2025	7:00 AM-11:45 PM	Office	8 people • 24-hour hold	Boardroom • 400 Sq. Ft., 9 Ft. ceilings
Mon, 06-Oct-2025	10:00 AM-10:30 AM	AM Break Break <i>Notes or Exceptions: To be set up in Exhibit Hall</i>	150 people	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Mon, 06-Oct-2025	2:00 PM-2:30 PM	PM Break Break <i>Notes or Exceptions: Set up in Exhibit Hall</i>	Flow (Room Required) 150 people	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings

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Tue, 07-Oct-2025	6:00 AM-11:45 PM	General Session General Session <i>Notes or Exceptions: Classroom 150 ppl; Large Screen; possible projectors; stage; podium and mic</i>	Classroom (Room Required) 2,174 Sq. Ft. / 150 people • 24-hour hold	Lewis & Clark Ballroom • 3,139 Sq. Ft., 16 Ft. ceilings
Tue, 07-Oct-2025	7:00 AM-7:00 PM	Registration Registration <i>Notes or Exceptions: Set up outside of General Session Room</i>	Tabletop (Room Required) 2 people	East Pre-Function • 475 Sq. Ft., 9 Ft. ceilings
Tue, 07-Oct-2025	7:00 AM-8:00 PM	Exhibit Hall Exhibit <i>Notes or Exceptions: 20 vendor booth spaces should be a 10'x10' space, but should be no smaller than 6'x 8'. The room should accommodate the breaks and vendor reception, preferably in the same room. The vendor room must be in a securable space so that the booths can be secured overnight. Near GS room.</i>	10x10 (Room Required) 4,000 Sq. Ft. / 20 people • 24-hour hold	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
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Tue, 07-Oct-2025	7:00 AM-11:45 PM	Office	8 people • 24-hour hold	Boardroom • 400 Sq. Ft., 9 Ft. ceilings
Tue, 07-Oct-2025	7:30 AM-8:30 AM	Continental Breakfast <i>Notes or Exceptions: in vendor room</i>	Rounds of 10 (Room Required) 1,805 Sq. Ft. / 150 people	Lewis & Clark Ballroom • 3,139 Sq. Ft., 16 Ft. ceilings <i>Notes or Exceptions: Would be set same as General Session - Classroom</i>
Tue, 07-Oct-2025	10:00 AM-10:30 AM	AM Break Break <i>Notes or Exceptions: To be set up in Exhibit Hall</i>	150 people	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Tue, 07-Oct-2025	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Lunch to be held in Exhibit area</i>	Other (Room Required) 1,805 Sq. Ft. / 150 people	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Tue, 07-Oct-2025	2:00 PM-2:30 PM	PM Break Break <i>Notes or Exceptions: Set up in Exhibit Hall</i>	Flow (Room Required) 150 people	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Tue, 07-Oct-2025	6:00 PM-8:00 PM	Reception Reception <i>Notes or Exceptions: Reception to be held in Exhibit Hall</i>	Other (Room Required) 4,000 Sq. Ft. / 150 people	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Wed, 08-Oct-2025	6:00 AM-11:45 PM	General Session General Session <i>Notes or Exceptions: Classroom 150 ppl; Large Screen; possible projectors; stage; podium and mic</i>	Classroom (Room Required) 2,174 Sq. Ft. / 150 people • 24-hour hold	Lewis & Clark Ballroom • 3,139 Sq. Ft., 16 Ft. ceilings

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Wed, 08-Oct-2025	7:00 AM-11:45 PM	Office	8 people • 24-hour hold	Boardroom • 400 Sq. Ft., 9 Ft. ceilings
Wed, 08-Oct-2025	7:30 AM-8:30 AM	Continental Breakfast Breakfast <i>Notes or Exceptions: Use Vendor room</i>	Rounds of 10 (Room Required) 1,805 Sq. Ft. / 150 people	Lewis & Clark Ballroom • 3,139 Sq. Ft., 16 Ft. ceilings <i>Notes or Exceptions: Would be set same as General Session - Classroom</i>
Wed, 08-Oct-2025	10:00 AM-10:30 AM	AM Break Break <i>Notes or Exceptions: To be set up in Exhibit Hall</i>	150 people	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
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Thu, 09-Oct-2025	7:00 AM-8:00 PM	Exhibit Hall Exhibit <i>Notes or Exceptions: 20 vendor booth spaces should be a 10'x10' space, but should be no smaller than 6'x 8'. The room should accommodate the breaks and vendor reception, preferably in the same room. The vendor room must be in a securable space so that the booths can be secured overnight. Near GS room.</i>	10x10 (Room Required) 4,000 Sq. Ft. / 20 people • 24-hour hold	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Thu, 09-Oct-2025	7:00 AM-11:45 PM	Hospitality Suite Hospitality Suite <i>Notes or Exceptions: Set up in Lounge style</i>	Flow (Room Required) 150 people • 24-hour hold	Sacajawea • 770 Sq. Ft., 9 Ft. ceilings
Thu, 09-Oct-2025	7:00 AM-11:45 PM	Office	8 people • 24-hour hold	Boardroom • 400 Sq. Ft., 9 Ft. ceilings
Thu, 09-Oct-2025	7:30 AM-8:30 AM	Continental Breakfast Breakfast <i>Notes or Exceptions: Use Vendor room</i>	Rounds of 6 (Room Required) 1,805 Sq. Ft. / 150 people	East Pre-Function • 475 Sq. Ft., 9 Ft. ceilings
Thu, 09-Oct-2025	8:00 AM-5:00 PM	Breakout 1 of 3 Breakout <i>Notes or Exceptions: Can be set in classroom or rounds</i>	Classroom (Room Required) 1,087 Sq. Ft. / 75 people	Chinook • 1,013 Sq. Ft., 16 Ft. ceilings

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Thu, 09-Oct-2025	8:00 AM-5:00 PM	Breakout 2 of 3 Breakout <i>Notes or Exceptions: Can be set in classroom or rounds</i>	Classroom (Room Required) 1,087 Sq. Ft. / 75 people	Klickitat • 1,063 Sq. Ft., 16 Ft. ceilings
Thu, 09-Oct-2025	8:00 AM-5:00 PM	Breakout 3 of 3 Breakout <i>Notes or Exceptions: Can be set in classroom or rounds</i>	Classroom (Room Required) 1,087 Sq. Ft. / 75 people	Cowlitz • 1,063 Sq. Ft., 16 Ft. ceilings
Thu, 09-Oct-2025	10:00 AM-10:30 AM	AM Break Break <i>Notes or Exceptions: To be set up in Exhibit Hall</i>	150 people	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Thu, 09-Oct-2025	12:00 PM-1:00 PM	Lunch Lunch <i>Notes or Exceptions: Lunch to be held in Exhibit area</i>	Other (Room Required) 1,805 Sq. Ft. / 150 people	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Thu, 09-Oct-2025	2:00 PM-2:30 PM	PM Break Break <i>Notes or Exceptions: Set up in Exhibit Hall</i>	Flow (Room Required) 150 people	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Fri, 10-Oct-2025	7:00 AM-12:00 PM	Exhibit Hall Exhibit <i>Notes or Exceptions: 20 vendor booth spaces should be a 10'x10' space, but should be no smaller than 6'x 8'. The room should accommodate the breaks and vendor reception, preferably in the same room. The vendor room must be in a securable space so that the booths can be secured overnight. Near GS room.</i>	10x10 (Room Required) 4,000 Sq. Ft. / 20 people • 24-hour hold	Fort Vancouver Ballroom • 3,811 Sq. Ft., 16 Ft. ceilings
Fri, 10-Oct-2025	7:00 AM-11:45 PM	Office	8 people • 24-hour hold	Boardroom • 400 Sq. Ft., 9 Ft. ceilings
Fri, 10-Oct-2025	7:30 AM-8:30 AM	Continental Breakfast Breakfast <i>Notes or Exceptions: Use Vendor room</i>	Rounds of 10 (Room Required) 1,805 Sq. Ft. / 150 people	Lewis & Clark Ballroom • 3,139 Sq. Ft., 16 Ft. ceilings <i>Notes or Exceptions: Would be set same as General Session - Classroom</i>
Fri, 10-Oct-2025	8:00 AM-3:00 PM	General Session General Session <i>Notes or Exceptions: Classroom 150 ppl; Large Screen; possible projectors; stage; podium and mic</i>	Classroom (Room Required) 2,174 Sq. Ft. / 150 people • 24-hour hold	Lewis & Clark Ballroom • 3,139 Sq. Ft., 16 Ft. ceilings
Fri, 10-Oct-2025	10:00 AM-10:30 AM	AM Break Break <i>Notes or Exceptions: Break to be set up in Exhibit Area</i>	Other (Room Required) 150 people	Fort Vancouver Ballroom • 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 \$25,000.00

Applicable Tax 8.4%

Service Charge 24%

Item	Cost Type	Amount	Quantity	Tax(%)	Tax/Service	Note
Average F&B Costs - Break - AM	Per Person	USD \$12.00		8.40	+Tax and Service	
Average F&B Costs - Break - PM	Per Person	USD \$12.00		8.40	+Tax and Service	
Average F&B Costs - Breakfast - Buffet	Per Person	USD \$22.00			+Tax and Service	
Average F&B Costs - Breakfast - Continental	Per Person	USD \$19.00			+Tax and Service	
Average F&B Costs - Breakfast - Plated	Per Person	USD \$27.00		8.40	+Tax and Service	
Average F&B Costs - Dinner - Buffet	Per Person	USD \$62.00			+Tax and Service	
Average F&B Costs - Dinner - Plated	Per Person	USD \$55.00			+Tax and Service	
Average F&B Costs - Lunch - Buffet	Per Person	USD \$42.00			+Tax and Service	
Average F&B Costs - Lunch - Plated	Per Person	USD \$37.00			+Tax and Service	
Average F&B Costs - Reception - Beverage	Per Item	USD \$9.00		8.40	+Tax and Service	
Average F&B Costs - Reception - Food	Per Person	USD \$30.00			+Tax and Service	
Miscellaneous Costs - Facility Fee	N/A					
Miscellaneous Costs - Housekeeping	Complimentary					
Miscellaneous Costs - Internet - Guest Room	Complimentary					
Miscellaneous Costs - Internet - Meeting Room	Complimentary					
Miscellaneous Costs - Parking Fee - Self	Complimentary					
Miscellaneous Costs - Parking Fee - Valet	N/A					
Miscellaneous Costs - Resort Fee	N/A					
Move-in/Move-out - Air conditioning/heating	Included in Package					
Move-in/Move-out - Labor	N/A					
Move-in/Move-out - Lighting	Included in Package					
Rental Costs - Audio Patch	Per Item	USD \$60.00		8.40	+Tax and Service	
Rental Costs - Breakout - Total	Included in Package					
Rental Costs - Building Overtime	N/A					
Rental Costs - Exhibit Space	Included in Package					
Rental Costs - General Session	Included in Package					
Rental Costs - Meeting Rooms - Total	Complimentary					

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Rental Costs - Power Drop	Per Item	USD \$25.00		8.40	+Tax and Service	
Transportation Costs - Airport Transportation	N/A					<i>Hotel shuttle one week advance reservation required</i>
Transportation Costs - Local Transportation	Per Person	USD \$30.00		8.40	+Tax and Service	

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. Rates quoted are applicable ____ days pre-meeting. (Comment) (Required)

3

2. Rates quoted are applicable ____ days post-meeting. (Comment) (Required)

3

3. *Is there a Resort Fee and what is included and what is the tax percentage? (Comment) (Required)

No resort fee

4. What is the breakdown of taxes and service charges for Rooms and F&B (i.e. Occupancy, City, State/Province, Tourism or any fees applicable) (Comment) (Required)

8.4% sales tax

24% facility fee

\$2.00 per night - tourism promotion fee on rooms

10.5% occupancy tax

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

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

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

3 Star, 3 Diamond

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

Waived room rental with \$25,000 food and beverage minimum

8. 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)

Standard internet is complimentary in guest rooms and meeting space

9. 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

10. 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+

Uber = \$30+

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

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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 AMC theaters, Round One entertainment.

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

No scheduled renovations.

13. HelmsBriscoe will be paid a placement fee which is non-cancelable and non transferable to any other party for the booking of this meeting. HelmsBriscoe is acting with full consent and the client is aware of the placement fee payable to HelmsBriscoe by your organization. (Multiple choice) (Required)

I agree that HelmsBriscoe will be paid a placement fee

14. Indicate your agreement to the placement fee by providing your name, title and the date of your response in the area below. (Comment) (Required)

Laura Yocabel-Dibble

Sales Manager

08/09/21

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

Jessica Fox

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

360-816-6513

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

jessica.fox@heathmanlodge.com

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

360-816-0517

19. Please indicate in the space below your contact name, hotel address, phone number, and email address - if it differs from the contact information on the response sheet provided in this RFP. (Comment)

Laura Yocabel-Dibble

7801 NE Greenwood Drive

Vancouver, WA 98684

360-816-0507

laura.yocabel-dibble@heathmanlodge.com

20. Staff Room Rate (Comment) (Required)

\$109

21. Are there any special concessions and/or incentives you would like to offer this group? Please quote the value of the concessions (Comment) (Required)

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(1) complimentary governor suite (\$289)

(5) staff rooms at discounted rate of \$109 (group rate of \$179)

15% attrition

Waived room rental with \$25k met food and beverage minimum (\$10,000 not discounted)

Group rate available 3 days pre/post

(5) upgrades to suites at group rate of \$179 (suites range from \$189-\$289)

22. Total number of rooms

Single

Double

Suites (Comment) (Required)

50/50 split on single/double

6 suites

23. If reward points are offered to the end user by the brand/hotel, matching points will also be awarded to the HelmsBriscoe Associate (Comment) (Required)

Heathman Lodge Loyalty - guest rooms

24. Requesting CVB Assistance in promotions offered by the CVB to assist this group. (Comment) (Required)

Visit Vancouver may assist in promotions

25. Are you a Union Hotel? (Single choice) (Required)

No

Additional Files

File Name	Type	Size	Upload Date
Meeting Schematic.pdf	Portable Document Format (.pdf)	867 KB	Mon, 09-Aug-2021
AV Pricing Guide.pdf	Portable Document Format (.pdf)	420 KB	Mon, 09-Aug-2021
2021 Catering Menu.pdf	Portable Document Format (.pdf)	1.55 MB	Mon, 09-Aug-2021