



CITY OF RAPID CITY

DEPARTMENT OF PARKS AND RECREATION
125 WATERLOO STREET
RAPID CITY, SOUTH DAKOTA 57701

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To: Jerry Cole, Director of Parks and Recreation
From: Doug Lowe, Recreation Division Manager
Subject: Request for Authorization to have Finance Officer and Mayor sign the host hotel contract.
Date: July 30, 2009

The NAIA Awarded the Rapid City Convention and Visitors Bureau in partnership with the Rapid City Parks and Recreation Department and the South Dakota School of Mines and Technology a two year commitment to host the Women's National Golf Championship Tournament. The Rushmore Plaza Holiday Inn will serve as the headquarters hotel for the championships.

The contract attached is for the 2010 Room List Block. All qualifying teams, individual, coaches, raters, officials, and NAIA staff are required to stay at the host hotel. The only exception is the host institution, South Dakota School of Mines and Technology. The attached contract is to hold tournament qualifier's rooms until they reserve them next spring. Each institution will pay for their own rooms so no out of pocket expense for these accommodations will come out of Meadowbrook Expenses.

Rushmore Plaza Holiday Inn

505 N. Fifth Street
PO Box 3800
Rapid City, SD 57709
(605) 399-7032-Direct line
(605) 348-4000-Hotel
Fax (605) 399-3669

BOOKING CONTRACT

Organization: Meadowbrook Golf Course
Contact:
Address: 605-343-1744

Today's Date: 8/24/2009
Booked By: DR
Code:

City: Rapid City
Phone:

State: SD

Zip:
Fax:

OVERNIGHT ACCOMMODATIONS

Day	Sun	Mon	Tue	Wed	Thur	Fri	Sat		
Date	05/23/10	05/24/10	05/25/10	05/26/10	05/27/10	05/28/10	05/29/10		
# of Rooms	70	70	70	70	70	50	C/O		

Room Type	Single Rate	Double Rate
Standard	\$ 79.00	\$ 79.00
King Leisure	\$ 79.00	\$ 79.00
King Executive	\$ 89.00	\$ 89.00
Plaza Suite	\$ 109.00	\$ 109.00

All rates quoted are non commissionable.

All rooms are subject to current 8% tax and \$2.00 Occupancy tax. Taxes subject to change.

Check in time is 4:00pm. Check out time is noon. Early room availability on the day of arrival cannot be guaranteed, but the hotel will gladly store baggage until rooms are available.

ROOM BLOCK: Your room block consists of a mixture of Standard, King Leisure, King Executive, and Plaza Suites. Rushmore Plaza Holiday Inn sleeping rooms are non-smoking.

RESERVATION METHOD: ROOMING LIST

CHP Group Booking Code. Book sleeping rooms on the internet. Go to www.rushmoreplaza.com, click on reservation,s, enter dates, above group booking code and groups rates will become available for your attendees.

XXX A rooming list will be submitted to include arrival/departure dates, assignments for shared rooms as well as noted VIP's, and must be received by the hotel on or before the cut-off date. Reservations made through the rooming list will be guaranteed to the group's master account. Guaranteed reservations are held without occupancy for one night only.

CUT OFF DATE: 5/8/2010 The stated block of rooms will be held until this date, after which any unreserved rooms will be released and made available for general sale. Reservation requests received after this cut-off date will be accepted and confirmed upon availability at our current rate. It is understood that there is no guarantee that rooms will be available at the above quoted rate after this cut-off date.

ROOM PICK UP: The negotiated sleeping room rates quoted above were determined based upon your room block and scheduled food and beverage functions. In the event that your actual room pick up falls below 320 total room nights, an additional charge of \$ 79.00 for every room less than 320 will be assessed.

SCHEDULE OF EVENTS						
DAY	DATE	TIME	FUNCTION	SET-UP	COUNT	ROOM RENTAL
Sun	5/23/2009	4:00PM - 11:00PM	Registration/Coaches Mtg	Theater	60	Comp
Mon	5/24/2010	4:00PM - 11:00PM	Banquet	Rounds	250	Comp

FINAL AGENDA IS DUE 3 MONTHS PRIOR TO ARRIVAL.

The hotel reserves the right to determine the proper amount of space needed for your function. Further, we are unable to guarantee any specific meeting room(s), by name, as this is subject to change, based on the needs of our clients. Sleeping room rates and meeting room charges are based on the Rushmore Plaza Holiday Inn providing all food and beverage for your events as indicated above.

Based upon the number of guests and space reserved for this event, a minimum of \$00.00 in food and beverage will be required for your function. This minimum does not include set up fees, service charges, taxes or audio visual. If your final attendance drops below the approximate number of guests listed above, we will be happy to advise you on additional food and beverage selections to meet the required minimum. At the conclusion of the event, if the minimum of \$00.00 was not met, the balance will be assessed as a service charge. Food and beverage prices listed on menus are subject to change.

All food and beverages are subject to 7% tax and a service charge. Audiovisual, room rental and set up fee charges are subject to a 6% tax and service charge.

A final attendance figure for any scheduled function must be received three working days prior to the event and will be considered your final guarantee, not subject to reduction. The hotel will be prepared to set for and serve up to 5% over your guaranteed number of attendees, up to 10 people. You will be required to pay for the guaranteed number of attendees or actual number of guests served, whichever is greater.

We request that arrangements be finalized no less than **one month** prior to your event.

CANCELLATION POLICY

Should it become necessary to cancel the above scheduled arrangements once this contract has been signed and received by the hotel, a cancellation fee based on the following scale will be implemented. If you cancel 12 to 9 months out a cancellation fee equal to 25% of the anticipated revenue from the reserved rooms and events contracted above will be due. 9 to 6 months out 50%, 6 to 3 months out 75% and under 3 months 100% of the anticipated revenue will be due immediately. In the event that the hotel is able to re-sell some or all of the space or rooms reserved for your group, the cancellation fee due the hotel will be reduced proportionately and refunded after the function's conclusion.

PAYMENT ARRANGEMENTS

Individuals Pay For: Room, Tax and Incidentals

Master Account: NONE

Method of Payment for Master Account None established

XXX **PAYMENT UPON DEPARTURE:** Payment of master account charges will be due upon conclusion of event, guaranteed for payment with the following credit card:

If final payment is not made at the conclusion of the event, the above card will be charged and held accountable for all unpaid charges.

TAX EXEMPT: Tax-Exempt groups must submit the organization's valid tax exempt letter to the hotel 30 days prior to the event. In order for tax exempt status to be honored, all charges must be paid for by check from an account held by the organization named on the tax-exempt letter. Charges paid for with a credit card are not tax exempt. Alcoholic beverages purchased for during the event are not tax exempt and sales taxes will be applied.

SPECIAL INSTRUCTIONS

To guarantee rates quoted, the availability of the sleeping and meeting rooms and all other terms of this agreement, this contract must be signed and returned to the hotel by 10/1/2009 . If the contract has not been received by this date, the hotel reserves the right to cancel and release all arrangements.

It is understood that the person(s) signing this agreement have read and agreed to the terms of this contract and the Booking Policies and Procedures attached and are approved and authorized to make this commitment on behalf of the group or organization they represent.

Dated this ___ day of _____, 2009

CITY OF RAPID CITY:

by _____

Alan Hanks, Mayor

ATTEST:

James Preston, Finance Officer

(SEAL)

Domico Rodriguez Date

Sales & Catering Manager

Authorized to sign for:

Rushmore Plaza Holiday Inn

Rapid City, South Dakota

GROUP BOOKING AND CATERING POLICIES AND PROCEDURES

1. All Sleeping room rates quoted are based upon the customer's sleeping room requirements as outline in the room contract.
2. Upon check-in each group member must present a credit card and post such card or a cash deposit for payment of incidental charges. Each group member prior to departure must pay all incidental charges from the Hotel unless such charges are guaranteed and paid by the group.
3. The Hotel also reserves the right to move scheduled functions to other meeting/banquet rooms other than those appearing on the Banquet Event Order without prior notification.
4. If customer fails to provide a guaranteed number of attendees for a banquet function no less than three working days before the event, the Hotel will prepare and charge for the estimated number of attendees as indicated on the Banquet Event Order.
5. If changes are requested once a meeting or banquet room has been set up as specified on the signed and approved Banquet Event Order, an additional labor fee of no less than \$50.00 may be assessed and posted to the banquet check.
6. Final banquet menu selections must be submitted 30 days prior to the function to insure the availability of the desired menu items. The Hotel reserves the right to make menu substitutions due to lack of availability of food products.
7. No food or beverage of any kind will be permitted to be brought into any banquet or meeting room by any guest. The only exception is special theme baked goods such as wedding cakes.
8. Function guests will be admitted to the banquet room and expected to depart at the times stated in the Banquet Event Order.
9. Should it become necessary to cancel a function once contracts have been signed and the Hotel is unable to resell the space for the same or greater revenue that is estimated for your group would have produced, then a cancellation fee will be due immediately.
10. The Hotel is not responsible for damage to or loss of any items left in the Hotel prior to or following any functions. The Hotel makes no warranties or representations to the customer other than those expressly state herein.
11. The Hotel may request that the customer obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the hotel.
12. The customer is responsible and shall reimburse the Hotel for any damage, loss or liability incurred by the Hotel by any of the customer's guests or any persons or organizations contracted by the customer to provide any service or goods before, during, and after the function.
13. The customer is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from the Hotel. The Hotel must be notified in advance of shipping arrangements to insure proper acceptance of those items upon arrival at the Hotel. The Hotel will not be responsible for valuable merchandise; if such merchandise is to be shipped; customer should make arrangements for its safety and storage.
14. Any items to put on meeting room or lobby walls or any directional signs to be displayed must be approved in advance by the General Manager of the Hotel.
15. The Hotel and the customer each agree to carry adequate liability and other insurance protecting itself against any claims arising from any activities conducted in the facility during the function/event.
16. Performance of this agreement by either party is subject to acts of God, War, government regulation, disaster, strikes, civil disorder, curtailment of transportation facilities or other emergencies making it inadvisable, illegal or impossible to provide the facilities or hold the event(s). It is provided that this agreement may be terminated for any one or more of such reasons by written notice from one party to the other.