

**HOTEL RFP INSTRUCTIONS**

**Fill in ALL YELLOW highlighted areas.**

* **Provide your room rate and inventory for each room type in the hotel bid section.**
* **Sign and scan back to the contact person on or before the due date.**

**Team Travel Source**

**12910 Shelbyville Road Ste. 215**

**Louisville, KY 40243**

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**ROOM BLOCK REQUEST FOR PROPOSAL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Proposal Due:** | 3 Business Days |  | Hotel Name: |  |
| **Company Name:** | Game Day USA |  | Address: |  |
| **Event Name:** | Champaign Spring Swing |  | City: |  |
| **Event Dates:** | 05/1/2020 - 5/3/2020 |  | State & Zip: |  |
| **Event Location:** | Dodds Park (1501 North Mattis Ave) |  | Contact: |  |
|  |  |  | Phone: |  |
|  |  | Email: |  |

**Game Day USA’s Champaign Spring Swing** brings together top talent from across the nation and has engaged **Team Travel Source** as its exclusive housing bureau.All families of attendees are encouraged to book their housing through Team Travel Source.

**Total Rooms Required with Arrival- Departure Pattern:**

*(Note: We will select multiple properties to achieve the below anticipated number of room nights.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATE | 4/30/20 | 5/1/20 | 5/2/20 | 5/3/20 |
| **DAY** | THU | FRI | SAT | SUN |
| **STAFF**  **ROOM PATTERN** | 10 | 10 | 10 | 10 |
| **ATTENDEE ROOM PATTERN** | 15 | 75 | 75 | 15 |
| **ROOM PATTERN TOTALS** | 25 | 85 | 85 | 25 |

**Hotel Bid:** **Please fill out below. Include the number of rooms for each day and the rate for each specific block.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | ROOM  RATE | ROOM TYPE | PROVIDE THE NUMBER OF ROOMS PER NIGHT - PER ROOM TYPE – PER RATE  THAT YOU CAN PROVIDE FOR THIS EVENT. | | | |
| 4/30/20 | 5/1/20 | 5/2/20 | 5/3/20 |
| THU | FRI | SAT | SUN |
| **EXAMPLE** | **$129.00** | **Two Queen Beds** | **5** | **20** | **20** | **5** |
| **ATTENDEE ROOM BID** |  |  |  |  |  |  |
| **ATTENDEE ROOM BID** |  |  |  |  |  |  |
| **STAFF**  **ROOM BID** |  |  |  |  |  |  |

**Hotel Tax Rate**   **% Resort Fee** $ /Night Incl or Not **Min Night Stay** Nights **Hotel Cancel Policy (48 hours or less)** Hours

**CONCESSION REQUEST (ALL CONCESSIONS ARE NEGOTIABLE): Comments:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| REBATE OF **$20.00** INCLUDED IN RATE |  | Yes |  |  | No | **HOTEL BID:** |
| HOUSING FEE OF **$3** INCLUDED IN RATE |  | Yes |  |  | No | **HOTEL BID:** |
| COMMISSION OF **10%** INCLUDED IN RATE |  | Yes |  |  | No | **HOTEL BID:** |
| REWARD POINTS WILL BE INCLUDED IN CONTRACT |  | Yes |  |  | No |  |
| 1 PER 20 COMP POLICY |  | Yes |  |  | No |  |
| BREAKFAST INCLUDED IN RATE |  | Yes |  |  | No |  |
| HOTEL OFFERS AN INDOOR/OUTDOOR POOL |  | Yes |  |  | No |  |
| ON-SITE LAUNDRY FACILITY |  | Yes |  |  | No |  |
| FREE PARKING ONSITE |  | Yes |  |  | No |  |

**COMP ROOMS:**

The Hotel will provide **2** Complimentary room(s) for the duration of the event. **YES NO**

In addition, the Hotel will provide 1 room per 20 rooms nights sold. **YES NO**

**HOTEL IS MILES FROM THE VENUE**

**Any additional details that will need to be included in the contract**: (minimum night stay, deposit, individual cancellation etc.)

**TERMS & DETAILS:**

* Two Queen Beds : 90%, King Sofabed : 10%
* Room types must be guaranteed (No Run of the House Rooms accepted)
* Room rates must be the guaranteed to be equal or less than any other rates offered over the contracted dates.
* Attrition-We will not agree to attrition in any form
* Right to increase rate - We will not agree to this under any condition.
* Attendee Rates to be flat 1-4 people.
* Cut off dates requested is 2 weeks before the first date – **CUT OFF DATE PROPOSED BY HOTEL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* We request double rewards points for this client.
* Comp Room Ratio**: 1/20**, Guaranteed Comp**: 2**
* Attendee Rate to include **$20.00** **Rebate/Night for Game Day USA** to assist in their event cost.
* Attendee Rate to include **$3 per night housing fee**
* Attendee Rate to include **10%** **Commission for** **TTS**

Hotel Reservation Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hotel Accounting Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hotel’s offer will be held until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Hotel has read and agrees to attached terms and conditions.**

Hotel Sales Person Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBMITTING THE BLOCK AGREEMENT:**

Please send the **COMPLETED** Block Agreement **Signed** to TTS at **jenny@teamtravelsource.com** or fax to **502-354-9093.** If you have any questions, please call **JENNY SCHWARTZ** at **502-354-9103**

**CONTRACT:**

Once we select the properties from the received proposals we will create and submit a contract for you to review and sign.