**GROUP RESUME**

**The Media Consortium**

|  |  |
| --- | --- |
| **DATE:** | February 20, 2017 |
| **HOTEL CONTACTS:** |  |
| SALES PERSON: | Shannon Averill |
| MEETING SERVICES: | Adrian Webb |
| DIR. BQT. OPERATIONS: | Wilson Lozada |
| BANQUET MANAGER: | Terry Williams |
| **ORGANIZATION:** | **The Media Consortium** |
| **ACTIVITY:** | **Transformative Media Conference** |
| **DATES:** | Tuesday, February 28 - Sunday, March 05, 2017 |
| **CONTACT:** | Ms Jo Ellen Kaiser |
| **ADDRESS:** | 222 Sutter StreetSuite 600 |
|  | San Francisco, CA  |
| **TELEPHONE/FAX:** | (415) 878-3862/ |
| **EMAIL:** | joellen@themediaconsortium.org |

**ARRIVAL/DEPARTURE PATTERN:** as of February 22, 2017

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Tue** | **Wed** | **Thu** | **Fri** | **Sat** |
|  | **2/28** | **3/1** | **3/2** | **3/3** | **3/4** |
| Blocked  | 5 | 20 | 40 | 45 | 15 |
| Pickup  | 5 | 27 | 38 | 37 | 8 |

**SLEEPING ROOM RATES:**

|  |  |  |
| --- | --- | --- |
|  | Single | Double |
| Rate | $179 | $199 |

**BILLING/MASTER ACCOUNT:**

|  |  |
| --- | --- |
| Reservation Method: | Individual Call in |
| Rooms Payment Method: | Individuals Pay own Charges |
| F&B Payment Method: | Credit Card |
| Tax Exempt: | No |

**Final master account should be sent to:** Ms Jo Ellen Kaiser

 The Media Consortium

 222 Sutter Street

 Suite 600

 San Francisco, CA 94108

 joellen@themediaconsortium.org

Any rooms guarantee to the master account and then cancelled after 4:00pm the day of arrival will be charged (first night's room and tax) to the master account.

**The following is the breakdown for guestroom charges to the master account:**

|  |  |
| --- | --- |
| **Name** | **Billing** |
|  |  |
| Luis Ortiz Sandlow Petie | Room & Tax |
| Jo Ellen Kaiser | Room & Tax |
| Magnolia Charlotin | Room & Tax |
| Michelle Garcia | Room & Tax |
| Adaobi Okolue | Room & Tax |
| Lesley Etherly | Room & Tax |
| Chris Michael | Room & Tax |
| Chinyere Tutashinda | Room & Tax |
| Harlo Holmes | Room & Tax |

Remaining individuals are responsible for payment of their own room, tax and incidentals.

**AUTHORIZED SIGNATURES:** Ms. Jo Ellen Kaiser

**COMPLIMENTARY ACCOMMODATION:** None

**CONCESSIONs:** **Comp Guest Room Internet**

 **Code Medi2017**

**VIP ACCOMMODATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Room Type** | **Arrival** | **Departure** | **Rate** | **Hospitality** |
|  |  |  |  |  |  |
| Jo Ellen Kaiser | King | 3/1 | 3/14 | $179 | #1 & Water |

**DEPARTMENT SPECIAL ATTENTIONS**

**ACCOUNTING:** Refer to Billing/Master account & sleeping room rates sections.

**AUDIO VISUAL:** Refer to Banquet Event Orders

**BOXES:** **Client has following shipments, please hold for arrival**

 **Poster Tue Arrival 2/28 or 3/1, Office Max 1- 2 Boxes Arrival 3/1**

 **repubHub materials**

**DELIVERY:** All boxes must be delivered to Receiving Dock between 7:00am-3:00pm, Monday-Friday. All boxes received are subject to a $4.50 per box fee (higher for large equipment), that will be posted to your Master Account. Boxes received via the Front Door requiring the use of a bellman are $4.50 per box (& up per box, oversized).

**RETURN:** It is the ***Client's responsibility*** to arrange return shipping directly with the Concierge Desk. A handling charge for Return shipping of boxed ($4.50 per box, & up oversized), plus freight charges, will be posted to your Master Account by the Concierge. If Client fails to label and/or seal boxes and additional $1.00 per box will be assessed.

**CONCIERGE:** Review resume thoroughly

**ENGINEERING:** No special requirements.

**FRONT OFFICE:** Review resume throughly

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**RESERVATIONS:**

**HOUSEKEEPING:** Special attention to VIP Guestrooms

**PBX: No Telephone requirements.**

**VALET PARKING:** Anticipate light parking requirements.

**FOOD & BEVERAGE:**

**Food & Beverage Minimum of $7,000.00 in banquet Food & Beverage revenue (excluding tax & service charge). Should the Food & Beverage revenue fall below this amount, the Group will be responsible for the difference between the minimum and actual Food & Beverage revenue. This amount will be placed on the Group’s Master Account.**

 **Cafe & Grill/Room Service:** Estimated outlet activity from your group:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Breakfast** | **Lunch** | **Dinner** |
| Wednesday, March 1 | Light | Light | Light |
| Thursday, March 2 | Moderate | None | Light |
| Friday, March 3 | Moderate | None | Light |
| Saturday, March 4 | Moderate | Light | None |

 **Court Bar:** Estimated outlet activity from your group:

|  |  |
| --- | --- |
|  **Date** | **Estimated Usage** |
| Wednesday, March 1 | Moderate |
| Thursday, March 2 | Moderate |
| Friday, March 3 | Moderate |

**ATTRITION:** Hotel and Group have agreed to a daily 90% room attrition minimum. Should the Group fall below this daily amount, the Group is responsible for the difference between the daily minimum guest room nights and actualized guest room nights multiplied by the contracted single guest room rate, plus any applicable taxes.

**Attrition charges as of February 22**

**Fri 3/3 - 37 rooms picked up, minimum is 41 difference of 5 rooms**

**Sat 3/4 - 8 rooms picked up, minimum is 13 difference of 5 rooms**

**10 x $179. 00 x 14.5% Tax = $2,049.55**

**Final Calculation is done @ conclusion of Meeting based on actual rooms consumed.**

**For any day the hotel achieves 100% occupancy during the official event dates, the Group will receive credit for full achievement of the contracted block for that day. In such a case, the Group’s total pickup will be calculated by adding the difference between contracted & actual room nights for sold out nights to the Group’s total pickup.**

**SCHEDULE OF EVENTS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Time** |  | **Event** | **Room** | **Setup** | **PPL** | **Rental** |
|  |  |  |  |  |  |  |  |  |
| **Thu** | **03/02/2017** | 08:00AM | 05:30PM | Registration | Base of Stairs Exec | Registration |  90 |  |
|  |  | 08:30AM | 12:00PM | Break | Executive | Coffee Break |  90 |  |
|  |  | 08:30AM | 05:00PM | Breakout | Ashlawn | Theatre Style |  50 |  |
|  |  | 08:30AM | 05:30PM | General Session | Executive | Special Set |  90 |  $550.00 |
|  |  | 08:30AM | 05:30PM | Breakout | Sagamore Hill | Theatre Style |  50 |  |
|  |  | 12:00PM | 01:00PM | Lunch | Executive | Existing |  90 |  |
|  |  | 01:00PM | 05:00PM | Break | Executive | Coffee Break |  90 |  |
|  |  |  |  |  |  |  |  |  |
| **Fri** | **03/03/2017** | 08:00AM | 05:30PM | Registration | Base of Stairs Exec | Registration |  90 |  |
|  |  | 08:30AM | 12:00PM | Break | Executive | Coffee Break |  90 |  |
|  |  | 08:30AM | 05:30PM | Breakout | Ashlawn | Theatre Style |  45 |  |
|  |  | 08:30AM | 05:30PM | General Session | Executive | Special Set |  90 |  $550.00 |
|  |  | 08:30AM | 09:00PM | Breakout | Sagamore Hill | Theatre Style |  50 |  |
|  |  | 12:00PM | 01:00PM | Lunch | Executive | Existing |  90 |  |
|  |  | 01:00PM | 05:00PM | Break | Executive | Coffee Break |  90 |  |
|  |  |  |  |  |  |  |  |  |
| **Sat** | **03/04/2017** | 08:00AM | 12:00PM | Registration | Base of Stairs Exec | Registration |  90 |  |
|  |  | 08:30AM | 12:00PM | Breakout | Ashlawn | Theatre Style |  45 |  |
|  |  | 08:30AM | 12:00PM | General Session | Executive | Special Set |  90 |  $550.00 |
|  |  | 08:30AM | 12:00PM | Break | Executive | Coffee Break |  90 |  |
|  |  | 08:30AM | 12:00PM | Breakout | Sagamore Hill | Theatre Style |  50 |  |