



**3rd Squadron 4th Cavalry Chapter
25th Infantry Division Association**
Mackenzie's Raiders



**REQUEST FOR PROPOSAL
3RD SQUADRON, 4TH CAVALRY ASSOCIATION**

1. Dates: September or October are preferred. Summer months are not acceptable.
2. Room Rate: Key factor. Best Net-Non-Commissionable. Rate to be available 3 days prior to and after Room Block dates. Need a room rate that will NOT exceed \$105.00 incl. tax. Our room rate for Radisson Camp Hill, PA was \$105 inclusive. Our rate for the MCM Elegante in Colorado Springs, CO in 2018 was \$105.00 inclusive.
3. Room Comp: 1 for 35 accumulative. In addition, one room over and above the comp room allocation, for our Chaplain and reunion planner not to exceed seven (7) days. Comp room nights will be awarded to workers as an award.
4. Room Block: W 50, TH 150, F 180, S 180, SU 20. **No attrition clause.** There is NO compromise on this. Flexibility to add or delete rooms at 90, 60, 30 days out. We had 958 room nights at the Maxwell House in Nashville and overflow of 200 room nights at Spring Hill Suites in 2012. We had 976 room nights at the Holiday Inn Riverwalk in San Antonio, plus 96 room nights at Hotel Indigo. At the Radisson in Camp Hill, PA in 2016 we had a total of 781 room nights and 22 at Park Inn. We had several attendees who stayed at other hotels in the area due to a shortage of disability accessible rooms at the Radisson. Individuals responsible for reserving and paying for rooms. Roll in-out bathrooms needed for some attendees.
5. Hospitality Room: Ice, water, napkins, cups provided, no charge. Hotel donate 1 keg of beer during "ice breaker". Sodas free for Thursday night "ice – breaker". 3-4 CAV will purchase beer/soda from the hotel. Cost of keg beer not to exceed \$180.00. Sodas not to exceed cost in machines within hotel. Hotel to provide bartender to dispense beer/soda and to sell mixed drinks. Prices of mixed drinks not to exceed prices in hotel bar. If "Happy Hour" is used in hotel bar, it will be done in the hospitality room. Provide TV w/DVD/VCR for videos, no charge. Screen no charge. 3-4 CAV will provide own snacks. Room must handle minimum flow of 300 people. No corkage fee.
6. Banquet Room. Need seating for up to 400+. Rounds of 8 preferred but will compromise at 10. Provide podium w/mike & U.S. Flag no charge for meetings and banquet. Tax on food and beverage waived, as we are a non-profit organization (501 (c) 19). Tax exempt status from IRS will be provided upon request. NOTE: 3-4 CAV currently has 1600 plus members and continues to grow. Attendance at last three reunions have averaged 475, 512 in Nashville in 2012. 542 in San Antonio in 2014. 373 in Harrisburg in 2016. (Note: 2016 reunion was held the 1st week in August. Over 100 attendees could not come due to previous commitments, ergo, we will hold future reunions in SEP/OCT.) Room nights average over 880 last three reunions. Expect attendance to grow for next 3 to 4 reunions. Hotel to provide a seating diagram.
7. Meals: Three entrees desired for banquet. Price not to exceed \$35.00, all-inclusive. Usually Beef, Chicken, and Fish. Colored meal tickets provided by hotel. Friday night may be at hotel or off site. If capable of doing a theme dinner, a plus. Would like Thursday, Friday, Saturday, and Sunday buffet breakfast. Buffet breakfast desired to be included in room price. Meals all inclusive (gratuity)..



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8. Meeting Room(s): Business meeting Friday a.m. approximately 2 hours (9-11). Need screen (no charge) and capability for Power Point presentation . Must seat 150/200 plus. Meeting room and possible breakout rooms provide at no charge. Memorial Service Saturday a.m. Podium, mike, U.S. Flag, no charge. Seating for 300+

9. Registration Area: Adjacent area to secure registration items. Prefer a separate area away from main access area and near Hospitality Room.. Support from CVB for name tags, handouts, advertisement would be helpful.

10. Quartermaster Sales Area. Need a secure room near Hospitality Room, or can be in Hospitality Room, if it can be locked and we will have a key.

11. Billing: Non-profit organization. Have IRS 501 (c) 19 letter. Master account for food and beverage only. The treasurer will be provided the previous days BEOs/charge sheets daily. Will pay final bill on Sunday, day of departure. Representative from accounting office to finalize bill is mandatory.

12. Parking: No charge, incl. RVs. Airport Shuttle.

13. Force Majeur.

The above list is not all-inclusive but does include salient points.