



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



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

1. Dates: August or September preferred. September after Labor Day: October is only acceptable if there is a significant room rate change.

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 \$110.00 incl. tax.

Room Comp: 1 for 35 accumulative. 1 for 50 is unacceptable. In addition, one room over and above the comp room allocation, for our Chaplain, reunion planner and Co-planner not to exceed five (5) days. Comp room nights will be awarded to Association members who are working to help host the event. Hotel provides 2 one-room nights for our Scholarship Raffle.

3. Room Block: Prefer to arrive on Wednesday and depart on Sunday. Alternate arrive Sunday depart Thursday. Anticipated rooms by day: W 50, TH 60, F 60, S 60, S 60, SU 10. Flexibility to add or delete rooms at 30 days out from cut off. Roll in-out showers needed for some attendees.

4. Hospitality Room: Ice, water, napkins, cups provided, no charge. Hotel will donate one 1/2 barrel of beer for "ice breaker" night. 3-4 CAV will purchase draft beer/coffee/tea/soda from the hotel and provide to attendees at no charge. The cost of keg beer does not exceed \$200.00. Sodas do not exceed the cost of the machines within the hotel. Hotel to provide bartender to sell and dispense drinks. Prices of mixed drinks do not exceed prices in hotel bars. If "Happy Hour" is used in hotel bar, it will be done in the hospitality room. 3-4 CAV will provide own dry snacks. The room must be able to handle a minimum flow of 100 + people. No corkage fee.

5. Banquet Room. Need seating for up to 100+. Rounds of 8 are preferred but will compromise at 10. Provide podium w/mike & U.S. Flag, risers and "Missing Man" table at no charge. Tax on food and beverage waved, if state allows, as we are a non-profit organization (501 (c) 19). Tax exempt status from IRS will be provided upon request. Hotel will provide a seating diagram for banquet set up.

6. Meals: Three entrees desired for banquet. Price not to exceed \$35.00, all-inclusive. Usually Beef, Chicken, and Fish. Buffet. Departure breakfast, Thursday or Sunday, is to be in a private area, e.g. Hospitality Room or previous night banquet Room. If there is not a buffet breakfast. The Hotel will provide a discount for attendees for daily breakfast in their restaurant. The price should not exceed \$20.00. Meals are all inclusive.



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



7. Meeting Room(s): Memorial Service and Business Meeting normally held on third day. Memorial Service 9-10:00 and Business meeting 10:15-11:30. Seating for 100+. Need a screen (no charge) with podium, mike, U.S. Flag, and risers no charge.

8. Registration Area: Adjacent area to secure registration items. Prefer a separate area away from the main access area and near or in the Hospitality Room. Can be co-located with the QM store if there is enough room.

9. Quartermaster (QM)Store area. Need a secure room near the Hospitality Room. Provide a key for the Quartermaster.

10. Billing: Non-profit organization. Have IRS 501 (c) 19 letter. Master account for food and beverage only. The treasurer will be provided the previous day's BEOs/charge sheets daily. Will pay final bill on day of departure. A representative from accounting office needs to be present to accept check and resolve any potential issues.

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

12. Force Majeure.

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