

Jessica Hovde <jessica.hovde@tpihospitality.com>

11/2/17

to dx

The Holiday Inn
2 Restaurants
Block code: TLS
[\(507\)433-1000](tel:5074331000)
1701 4th St. NW
1 King: \$119.99 (fridge and mic)
2 Doubles: \$124.99 (no fridge and mic)
Pool-View: \$129.99 (fridge and mic-2nd floor)
Pool-Side: \$134.99 (fridge and mic-1st floor)

The Days Inn
Continental Breakfast
Block code: TLSG
[\(507\)433-8600](tel:5074338600)
700 16th Ave NW
1 Queen: \$79.99
2 Doubles: \$79.99

Thank you,

Jessica Hovde - Director of Catering

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Holiday Inn & Austin Conference Center | 1701 4th Street N.W. | Austin, MN 55912

Days Inn | 700 16th Ave. N.W. | Austin, MN 55912

Dixie Hansen <dx@dxhansen.com>

11/2/17

to Barry, Jessica

Thanks Jessica. It's was good to meet with you today and I feel like we're in great hands.

Of course, as I was driving home, I thought of a few things I should have asked about!! So here goes:

1. We'll have a few folks who live further out and who arrive on Tuesday night. It won't be a high volume (probably less than 10). Will the negotiated room rates apply for those who book for Tuesday night?
2. I forgot to ask if you can provide a complimentary hotel room for x # of hotel rooms booked.
3. For those staying at the Holiday Inn, what exactly does the breakfast voucher cover that comes with the room rate? Is it a dollar amount, or a buffet line, or a sit-down served breakfast or what?

4. Did you say that the Days Inn rooms have fridge/microwave or not? (sorry, I forgot what you said). What's the tax rate on hotel rooms?
5. I realized that I wasn't exactly sure what you meant that we could provide our own coffee in the hospitality suite, *except during meals*. Did you mean over the breakfast time or during the banquet hour or what exactly? (I want to make sure I give clear instructions to our hospitality suite coordinator).
6. Although we didn't discuss it today, at our reception before the banquet on Friday, we will want a cash bar. We also did not discuss it, but it's very likely we'll want coffee/cookie service for the afternoon break on Thursday and Friday. Details on that to come later. We have not made a commitment to you for box "lunches" (late afternoon) for our tour group on Wednesday, but it's possible that we may later make that request.
7. Will you provide (at no additional charge) a foyer table with water during conference hours (or in the meeting rooms)?
8. What's the current tax rate on banquet, breaks, and catered food?
9. Are gratuities automatically added to catered food and, if so, at what percent?
10. We always take group photos for each of the 3 lags and getting everyone's face to show in the photo is always problematic. Do you have set of risers that can be set up somewhere for that purpose on Friday just before the reception?

Jessica's Response:

Jessica Hovde <jessica.hovde@tpihospitality.com>

11/2/17

to Dixie, Barry

Good Afternoon,

It was great to meet with you this morning.

Responses are in the same format for clarity.

1. Yes, the rates are flexible for anyone coming earlier or staying later
2. There is 1 comp room per 50 booked at the Holiday Inn and 1 comp for every 30 booked at the Days Inn
3. The vouchers are \$10 per room per day and it gets you breakfast in the Bistro (sit-down/menu)
4. The Days Inn has fridge and mic in all the rooms. Currently 10.375%
5. Don't worry about the coffee. We provide it with the dinner, and no one will be using the hospitality suite during that time anyway so it's all good.
6. Sounds good. I will just need to know what time the bar needs to be opened and we can talk what food and bev needs you have from us once a firm itinerary is set.
7. Yes we can provide water stations throughout the spaces during conference times, no problem
8. 7.375% tax
9. Yes, 18%
10. Yes, we can put risers somewhere for the photos.

In response to the "if we got hit by a bus" list:

2. There is no tax on room rental
12. Current menu attached. New one will most likely just have price increases.

Let me know what you need from me as we move forward!

Dixie wrote:

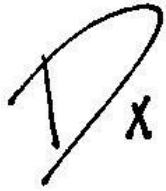
You've indicated that you don't typically work with a formal contract. So, to put a few things on paper (in case one of us gets hit by a bus and our successors have to pick up the ball!!) below are a few of the key points we've agreed on. Please let me know if you find errors below and/or provide clarification as needed.

1. The Tre Lag conference is August 8 - August 11, 2018 and you've reserved those dates for us at the Austin Holiday Inn Conference Center
2. We will pay \$600 for use of the meeting rooms and foyers (covers all 4 days). You'll bill us at the end of the Stevne. (Is that taxed?)
3. You are currently holding all function/meeting room space for us on all 4 days but, as our plans are laid in, we'll advise of rooms we will not need so that you can repurpose them. (As discussed, it is unlikely that we will use the Teddy Roosevelt Room. We know now that we will need one meeting room space on Saturday morning (early) but may or may not need meeting space later in the morning. We'll keep you informed. We will not need any space in the afternoon or evening on Saturday).
4. You have said that we can provide our own nordic treats and our own coffee in the hospitality suite. (except, we've agreed that we will not serve coffee during meals, as will be clarified in your response above).
5. You will provide a refrigerator for the hospitality room. Our current plan is to use the Regency Room for Hospitality (open on Thursday and Friday, but we'll stash incoming treats there on Wednesday). We'll likely ask that the room be set up with 2 or 3 round tables and chairs (but we'll work out those details with you later).
6. You will provide microphones, projectors, screens and AV equipment for the stevne, at no additional cost. Also power extension cables and WIFI access.
7. Our current plan is to use Salon IV and Salon V of the meeting room space for genealogy, Salon III for vendors, and salons I and II for seminars (separate or combined, as needed). We'll have both vendors and information tables in the pre-function area. We're not sure yet how we'll use the Harvest Room (perhaps as a meeting room) or the Executive Board Room (perhaps for Handangersom Klubb) but those plans are still in flux.
8. You will provide rectangular tables, in quantities to be finalized by us later, for the vendors, information and registration tables, for the hospitality suite, and for the genealogy room at no additional cost. We'll provide specific counts and layouts at a later time.
9. You need time on Friday to turn over Salon I, Salon II, Salon III and Salon IV for the banquet... so we will work to meet your schedule and have vendors and genealogists pack up their stuff, to be out by about 3:30 PM. You've offered to have a crew come in to help us get books/supplies moved to vehicles in order to expedite that quick turnaround process.
10. You're holding a block of 60 rooms for us between the two hotels on each night Wednesday, Thursday, and Friday. The block is held through 7/8/17. If we exceed 60 rooms (which we probably will - as we were at 75 rooms last year) you'll add to the block, as needed. The room rates you've quoted above are valid, even if rooms are booked after the 7/8 hold date, it's just that you won't be holding a block open for us after that date so rooms may/may not still be available.

11. We are committing to a banquet on Friday night (probable start time 6:15 PM). You want the banquet meal count from us by 8/6 (that will be our minimum count). But we can continue to add to that count through 8/8. (I'll stay in touch with you after 8/8 but and will add more to the count after that only if I have an express OK from the banquet staff.
12. You do not have a current banquet / catering menu but will send me a copy when you do. You've indicated that it likely won't change much from the current menu, except that there will be price changes.
13. You'll provide an American flag for our use. You do not have a piano, so we will make arrangements to rent one.
14. Check-in time at the hotels is 3:00 PM, check-out time is 11:00 AM.

Also, Barry Dahl's email address (I copied him on this email) is bs2000@juno.com

Thanks!



Dixie Hansen
dx@dxhansen.com

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