

**EMBASSY SUITES OMAHA DOWNTOWN/OLD MARKET**  
 555 S. 10TH STREET OMAHA, NE 68102 WWW.EMBASSYSUITESOMAHA.COM  
 PHONE: 402.346.9000 FAX: 402.345.6156

**BOOKING ADDENDUM**

ORGANIZATION:	<b>First Unitarian Church</b>	TODAY'S DATE:	<b>11/9/06</b>
CONTACT:	<b>Ms. Cheri Cody</b>	BOOKED BY:	<b>Annebeth Kearney</b>
ADDRESS:	<b>11328 Leavenworth</b>	CODE:	<b>M</b>
CITY:	<b>Omaha</b>	STATE:	<b>NE</b>
PHONE:	<b>402-393-8225</b>	ZIP:	<b>68154</b>
POST AS:	<b>Prairie Star District UUA Annual Conference</b>	FAX:	

Booking Addendum to Contract signed 11/6/06 changing dates of Conference from Friday, April 4, 2008 – Sunday, April 6, 2008 to Friday, April 11, 2008 – Sunday, April 13, 2008, reallocating meeting space and clarifying package price available. All other terms and conditions of original contract remain in effect.

**OVERNIGHT ACCOMMODATIONS**

	Fri 04/11/08	Sat 04/12/08
Run of House	55	55

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
Run of House	\$139.00	\$139.00	\$149.00	\$149.00

**SCHEDULE OF EVENTS**

*Please note, if you are including external entertainment for your event, please ensure details are provided to Embassy Suites. Any potential threat to life or property will require approval prior to the event*

Any changes in times, number of attendees, number of meetings, or food and beverage functions must be addressed with your hotel contact in order to ensure the changes can be accommodated. The Hotel reserves the right to adjust meeting space as necessary. Any changes to the function space listed below will be communicated to the group prior to the group's arrival.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
Friday, 04/11/08	8:00 AM	10:00 PM	Registration	Registration Desk	Existing	5	
	3:00 PM	11:00 PM	Exhibits	Riverfront Hallway	See Diagram	5	
	6:00 PM	7:00 PM	Exhibits	Fountain Courtyard	See Diagram	15	
	6:00 PM	7:00 PM	Banner Setup	Elkhorn Hallway	Special Set-up	10	
	6:00 PM	10:00 PM		Boardroom			
	7:00 PM	9:15 PM	General Session	Platte/Elkhorn	Theater Style	300	
	9:30 PM	10:00 PM	Youth Worship	Elkhorn BC	Existing	40	
Saturday, 04/12/08	7:00 AM	7:00 PM	Exhibits	Fountain Courtyard	See Diagram	15	
	7:00 AM	11:00 PM	Exhibits	Riverfront Hallway	See Diagram	5	
	7:30 AM	9:00 AM	Plated Breakfast	Platte/Elkhorn	Rounds of 12	300	
	8:00 AM	4:30 PM	General Session Breakout(s) Children's Rooms TBD	Big Blue	Theater Style	300	
	8:00 AM	10:00 PM	Children's Room	Boardroom			
	8:00 AM	10:00 PM	Registration	Registration Desk	Existing	5	
	9:00 AM	10:15 AM	General Session	Platte/Elkhorn		300	
	10:15 AM	10:30 AM	Break	Fountain Courtyard	Flow	300	
	10:30 AM	4:30 PM	Break Out	Platte	Theater Style	35	
	10:30 AM	4:30 PM	Break Out	Council Bluffs A	Theater Style	35	
	10:30 AM	4:30 PM	Break Out	Council Bluffs B	Theater Style	35	
	10:30 AM	4:30 PM	Break Out	Elkhorn A	Theater Style	35	
	10:30 AM	4:30 PM	Break Out	Elkhorn B	Theater Style	35	
	10:30 AM	4:30 PM	Break Out	Elkhorn C	Theater Style	35	
	12:00 PM	1:15 PM	Buffet Lunch	Atrium	Existing	300	
2:45 PM	3:15 PM	Break	Fountain Courtyard	Flow	300		
4:30 PM	10:00 PM	Bookstore Storage - Flow	Council Bluffs A	Special Set-up	3		
4:45 PM	6:15 PM	General Session	Big Blue	Theater Style	300		

	6:15 PM	7:00 PM	Reception	Fountain Courtyard	Flow	300	
	7:00 PM	9:00 PM	Plated Dinner	Missouri/Platte/Elkhorn	Rounds of 10	300	
	9:15 PM	10:00 PM	General Session	Big Blue BC	Theater Style	250	
Sunday, 04/13/08	7:30 AM	8:45 AM	Plated Breakfast	Platte/Elkhorn	Rounds of 12	300	
	8:00 AM	12:00 PM		Boardroom			
	8:00 AM	12:00 PM	Registration	Registration Desk	Existing	5	
	8:15 AM	9:15 AM	Setup	Missouri/Platte	Existing	10	
	9:30 AM	10:30 AM	General Session	Missouri/Platte	Existing	10	
	11:00 AM	12:00 PM	Meeting	Boardroom	Existing	10	

#### FOOD AND BEVERAGE ATTRITION

If First Unitarian Church's actual four day guarantee is less than 85% of the ten day expected attendance, First Unitarian Church agrees to pay, as liquidated damages and not as a penalty, the difference between 85% of the ten day expected attendance and First Unitarian Church's actual guarantee, multiplied by the average per person cost.

#### FOOD AND BEVERAGE

Based upon the number of guests and space reserved for this event, a minimum of **285 people x \$125.00 Inclusive of Service Charge and Tax** in food, beverage, audio visual i.e. function space charges will be required for your function. This minimum does not include Labor charges, parking or any other miscellaneous charges. If your final attendance drops below the approximate number of guests of 285, the Hotel will be happy to advise you on additional items to meet the required minimum and/or the group master account will be billed for the difference. At the conclusion of the event, if the minimum of **285 people x \$125.00 inclusive** was not met, the balance will be assessed as a service charge.

Based on the outlined meeting space above and the required food, beverage, function space minimum listed above the Embassy Suites Hotel is pleased to offer the following package at \$125.00 Inclusive per person should the group opt to utilize for Saturday, April 12, 2008.

Morning Break at 7:30AM (\*\* items to be replenished through 10:15 AM Break)

Sliced Fresh Fruit\*\*

Assorted Danish\*\*

Eggs, Bacon, Breakfast Potatoes

Assorted Fruit Juices\*\*

Fresh Brewed Colombian Coffee and Decaffeinated Coffee\*\*

International Herbal Teas\*\*

Assorted Sodas and Bottled Water\*\*

Buffet Lunch at 12:00PM

Soup of the Day

Salad Bar Extravaganze

Deli Meat and Cheese Display with Accompaniments

Two Hot Entrees (Hotel's Choice)

Chef's Selection of Starch and Seasonal Vegetables

Assorted Rolls and Butter

Dessert Station

Iced Tea

Afternoon Break at 2:45PM

Assorted Fresh Baked Jumbo Cookies

Whole Fruit

Fresh Brewed Colombian Coffee and Decaffeinated Coffee

International Herbal Teas

Assorted Sodas and Bottled Water

Plated Dinner at 7PM

Choice of Salad

Plated Dinner Entrée

Chef's Selection of Starch and Seasonal Vegetable

Dinner Rolls

Fresh Brewed Colombian Coffee and Decaffeinated Coffee

Dessert Selection

Complimentary Meeting space as allocated above. Additional meeting space will be at an incremental charge. Deletion of meeting space will not reduce the meeting package price per person.

Audio Visual for General Session – Worship Sessions in Platte and Elkhorn:

Overhead Projector

LCD Projector

Screen, AV Cart and Cabling

Wired Podium Microphone and Podium

Wireless Lavalier or Handheld Microphone

Complimentary Setup fo meeting space includes:

Tables, Chairs, Linens, Water, Candies (stationary), Riser(s) for speakers

Audio Visual for Breakout Sessions and/or Luncheon:

Wired Microphone and/or Podium

Additional Audio Visual requirements i.e. screens will be an additional charge. The Hotel is pleased to allow First Unitarian Church to provide additional Overhead Projectors and/or LCD Projectors through the Church. Any audio visual brought in through an outside venfor will be subject to a surcharge established as reasonable by the Hotel.

### SPECIAL INSTRUCTIONS

**Please note, no sleeping rooms or meeting space will be blocked for First Unitarian Church until a signed and dated contract has been received by the Embassy Suites.** Upon receipt of the signed copy of this contract and any requested advanced deposit in our office, we will consider these arrangements as definite. Until the contract has been received, the hotel reserves the right to cancel, release all arrangements or renegotiate this contract. It is recommended you sign this agreement on or before 11/10/06.

It is understood that the person(s) signing this agreement have read and agreed to the terms of this contract and are approved and authorized to make this commitment on behalf of the group or organization they represent.

Date:

\_\_\_\_\_  
Annebeth Kearney, Sales Manager  
Authorized to sign for  
Embassy Suites Omaha Downtown/Old Market



Date: 11/9/06

\_\_\_\_\_  
Ms. Cheri Cody  
Authorized to sign for  
First Unitarian Church