



July 14, 2009

Ms. Xenda Lindel
Unitarian Universalist Association
1027 27th Street
Des Moines, IA 50311-4101

Dear Ms. Lindel,

We are excited about the opportunity to host the **Prairie Star District Annual Meeting**. Our staff looks forward to introducing you to a brand of hospitality, upon which we have built our reputation for excellence.

You and your guests will feel confident in knowing that the staff at the Marriott Des Moines Downtown is committed to providing a flawless event for you. This commitment extends from our Guest Service Associates, who first greets your guests, to our General Manager, Terry McLane.

Hotel Facility

With its easily accessible location in America's heartland, the Des Moines Marriott Downtown offers you more than a convenient address. The Marriott is in the heart of the prime business district, close to shopping, dining and entertainment. You'll find exceptional service paired with the amenities to make your stay enjoyable. Here, stunning guest rooms are designed to meet the needs of business travelers, and feature sublime new bedding and high-speed Internet access. Fitness comes by way of an exercise room and pool. When the occasion calls for an elegant social affair or an impressive business event, the Des Moines Marriott offers 25,000 sq ft of function space that can be modified to meet the most demanding needs, with catering and event services on and off-site to ensure success.

Hotel Services

- On Site Valet
- Several City parking garages connected via skywalk
- Business Center
- Indoor Pool
- Whirlpool
- Health Club featuring new Life Fitness equipment installed in 2007

Renovations

In January 2007, the Des Moines Marriott Downtown began a \$13 million renovation over two phases. The following Phase I renovations of \$7 million incorporated these enhancements:

- Marriott's new bedding package
- Luxurious guest bathrooms
- Rock River Grill & Tavern, a new restaurant
- Renovated Iowa Ballroom & foyer space
- Concierge Lounge
- Expanded and renovated fitness area and indoor pool

Phase II Renovations of \$6 million will include the following:

- All new public areas, including lobby, business center, sundry shop restrooms and foyer areas
- Redesigned guest rooms featuring new carpet, furniture, lighting, art work, wall coverings, window treatments, flat-screen TV's and armoires
- Renovated guest room corridors with new carpet, wall covering, lighting and art work

Date availability:

Currently the hotel would be able to offer the meeting dates of **April 1-3, 2011**.

The guest room availability and group room rates for either of those dates would be as follows:

Day	Standard	Total Rooms
Fri	250	150
Sat	250	250

Start Date	End Date	Room Type	Single	Double	Triple	Quad
4/1/2010	4/3/2010	Standard	\$99.00	\$99.00	\$99.00	\$99.00

* These rates are net of taxes and non-commissionable. Hotel room rates are subject to applicable state and local taxes (currently 12%) in effect at the time of check in.

Overnight Room Rates

- Please Note: Sleeping rooms are per room, per night and are based on single or double occupancy.
- Please Note: Quoted Room Rates are valid for 30 days from proposal date. Rates may change after this date.

Dedicated Event Planning Team

To provide a seamless approach to the planning and execution of this function, our Event Planning team will coordinate the efforts of our convention floor staff, the event technology and culinary specialists to ensure the flawless and smooth execution of your program. The concept is simple...you will have effective communication to every department through one hotel contact.

Event Agenda:

Day	Function Type	Setup	# People	Tentative Room Names
Fri	Dinner	Rounds of 10	400	Des Moines 9,750 sq ft
Sat	Breakfast/ General Session/ Lunch	Rounds	400	Des Moines 9,750 sq ft
Sat	10-Breakouts	Schoolroom	30 each	Cedar Rapids Council Bluffs Davenport Dubuque Salon A* Salon B* Salon C* Salon F* Salon G* Salon H*
Sun	General Session	Rounds	400	Des Moines

****We do ask for these breakouts to be completed by 4:30pm***

Concessions:

I am pleased to offer the following concessions based on the current meeting specifications:

- 1 complimentary room night per every 40 room nights actualized
- 1 complimentary suite
- 2 upgrades to suites at the group rate
- Meeting room rental will be waived if 80% of the contracted sleeping rooms are reserved
- 10% discount on any inhouse audiovisual equipment
- 5 complimentary valet parking passes

Green Marriott: The Spirit to Conserve and Preserve

As a global company, Marriott understands the important role it plays in protecting the environment. And we know that our sustainable environmental practices reflect the interests and concerns of our guests, associates, business partners, and communities. The Des Moines Marriott Downtown has taken its own steps to engage in “green” practices by:

- Participating in Marriott’s linen re-use program where the bed linens are washed very other day and at check-out
- Participating in a bottle and paper recycle program with a local waste systems provider
- Installing energy-saving fluorescent light bulbs
- Containing and properly disposing of kitchen byproducts through a new grease trap system
- Establishing “paperless” offices by maintaining files electronically

Non-Smoking Policy

The Des Moines Marriott Downtown is a Smoke-Free venue in accordance with the new Marriott Brand Standard. This includes, but is not limited to, all guest rooms, suites, meeting space, restaurants, lounges, employee areas and the front drive. Any violation occurring in a guest room will result in a \$250 cleaning charge for standard rooms and \$500 for hospitality rooms to cover the cost of again making the room “smoke free”. Designated smoking areas will be made available outside of the hotel for guests who smoke.

Thank you again for your consideration of our hotel and I hope we have the opportunity to work with you and on this program. If you are interested in holding the above program space, please do not hesitate to call me at (847) 318-1186 or email jenny.fiolka@marriott.com.

Warm Regards,

Jenny Fiolka

Senior Sales Manager
Marriott Central Northwest Sales Office
Des Moines Marriott