



August 27, 2009

Ms. Xenda Lindel
 1027 27th St.
 Des Moines, IA 50311

Contract for: Unitarian Universalist Association

We are happy you have selected the Airport Holiday Inn Conference Center for your **2011 Prairie Star District Annual Meeting**. This letter is to confirm the details.

Dates: I have reserved the dates of April 8-10, 2011 for you. We are expecting approximately 400 people.

Conference Rooms: I have reserved the following meeting space:

Day	Function	Setup	#ppl.	Room
Friday	Registration			Ballroom Foyer
Saturday	Breakfast	Rounds	400	Ballroom
	Exhibits	24 8' tables		Courtyard
	General Session & Lunch	Rounds	400	Ballroom
	Breakout (am & pm)	TBD	30	Iowa
	Breakout (am & pm)	TBD	30	Library
	Breakout (am & pm)	TBD	30	Executive
	Breakout (am & pm)	TBD	30	Ambassador
	Breakout (am & pm)	TBD	30	Board Room I
	Breakout (am & pm)	TBD	30	Board Room II
	Breakout (am & pm)	TBD	30	Westview North
	Breakout (am & pm)	TBD	30	Westview Central South
	Breakout (am & pm)	TBD	30	#292
	Breakout (am & pm)	TBD	30	#396
	Dinner	Rounds	400	Ballroom
Sunday	Breakfast	Rounds	400	Ballroom
	General Session	Rounds	400	Ballroom

Conference Room Rental: Because of your catered meals and guest room pickups, all of the above meeting space has been waived.

Exhibits: You will be charged \$30 per vendor table for your approximately 24 exhibits. The \$30 per day space charge has been waived.

Guest Rooms: I have blocked the following guest rooms:

April 8	April 9
Friday	Saturday
200	200

The rate for these rooms is **\$88** plus taxes, per night. Reservations must be made by **March 18, 2011**. After this date, rooms that have not been reserved will be released and your special negotiated rate will not be available. Reservations must be guaranteed with a credit card and cancelled by 6:00 p.m. on day of arrival to avoid a cancellation fee.

One complimentary guest room will be provided for every 40 guest rooms used. Those rooms may be upgraded to suites.

Pursuant to the 2008 Iowa Smoke-Free Air Act, we are now a smoke free hotel. Smoking in the hotel will incur a \$250 fee per incident to the offender.

Information Deadlines: As the date approaches, I will be in contact with you to go over the details. Menu selections, room sets, audio visual needs and times are all needed 14 days prior to your event. Guarantee numbers for meals are needed two business days prior to your event. To insure a successful event, these deadlines must be adhered to.

Food and Beverage: All food and beverage brought into meeting rooms must be ordered and purchased through the Airport Holiday Inn to ensure the safety of all our guests and to comply with health regulations and state liquor licensing laws.

Billing: We will set up a master billing account for you upon receipt of your completed attached Direct Billing Application. All charges for your conference will be placed on your master bill and a copy of the invoice will be e-mailed to you. All payment is due within 30 days of receipt of your invoice.

Shipping Charges: We charge \$18.00 per 100 pounds for receiving large amounts of freight.

Cancellation: Our cancellation policy is 25% of your estimated meeting room, food and beverage, and guest room charges. Cancellations within 48 hours will be billed at the full estimated charges.

Please sign and return a copy of this contract by September 15, 2009. It is understood that Phyllis Swink, current President of the Board of Trustees at First Unitarian Church of Des Moines, has the authority to enter into this contract with the Holiday Inn.

We appreciate the opportunity to serve you.

Sincerely,

Barb Reynolds

Director of Sales & Catering

Phyllis Swink

Fleur Drive * Des Moines, IA 50321 * (515) 287-2400 * Fax (515) 285-1330 * (800) 248-4013