

Welsh National Gymanfa Ganu Association

20 June 2001.

To: Mike Durkin  
Richmond Best Western Hotel  
Richmond, British Columbia

By Email

Dear Mike

Thank you very much for the proposal from the Richmond Hotel and Hilton Hotel concerning the Welsh festival which we intend to hold in Richmond in 2003, August 28-31.

My vice chairperson and I have worked through the proposal and have several requests and comments which we would like to see incorporated prior to signing.

Thank you also for agreeing to meet with us on Saturday 30<sup>th</sup> June, but I do observe that in your last email you indicate that you will not be in Richmond for that week. If you think that you will not have enough time to prepare for the meeting on the 30<sup>th</sup> we could arrange it for a later date. Please let me know.

What I would like to do here is to go through items for the contract in a numerical sequence and this is not necessarily in the sequence of address in the current contract proposal. However, they address issues that are important to us in this negotiation.

I look forward to working with you on these proposals.

So for my comments and requirements

- 1: Room Rates. Those proposed are a bit high considering the rates that we obtained for the Westin hotel in downtown Ottawa last year and when compared to the rates obtained for the 5 star Fairmont hotel in San Jose this year. After tax, the quoted rates come to \$150.93 and \$174.33 respectively for the hotels. I appreciate that we are looking two years hence but I still believe that they are high. I would like to counter propose with rates of \$115 for the Richmond hotel and \$125 for the Hilton. After tax that would be \$139.23 and \$146.25 respectively (comparable to this year's rates at the 5 star Fairmont).
2. Extra persons per room. To compensate for the room rate reductions, I would be agreeable to you raising the rate for the extra person to \$25-27.
3. Cash back account. We would like to place a \$2 surcharge on each room to be paid back to us in a cash back account.
4. Room Nights. We appreciate you offering the 3 nights before and 3 nights after rate and accept. The total of room nights is appropriate based on the past few years, but we would like to have an agreement that if room bookings

exceed the agreed room nights, that those rooms would be available at the conference rates.

Additionally, should rooms bookings be beyond expectations, that the Marriot Hotel would be prepared to offer rooms at the same rate as the Hilton, and that these rooms also would carry the cash back charge.

We would want all rooms booked by persons attending the festival (for all hotels) including those in the 3 before and 3 after category to count towards room nights. (I need to know how the hotels calculate room nights and allocate them to groups).

5. The ratio of free rooms to room nights is acceptable, including suites. Any rooms provided by the Marriot would also serve towards the free room count.
6. Meeting room space. At all other hotels that we have contracted with over the years, we have always received meeting room space free provided that we have attained a majority proportion of the room night guarantee. We would like the payment schedule changed to indicate that if we attain 75% of the total guaranteed room nights then the required meeting room space carries no charge. There can be a sliding scale for less than the 75%.

Although you (and Wendy) have deduced that the suggested space is adequate, for our previous programs, since we have not yet defined the 2003 program and significant changes are being planned it may be that we will need more space than that listed. Can we write in a provision for this increased space to provided that you are told at least a year in advance?

7. We will want a master account, and the cash back account can be used a security for that.
8. There may be occasions when we will need no host bars and we would like an indication for the conditions for that service, including for example estimated barman costs, minimums receipts (if any) for a no cost barman.
9. Cancellation clause. We suggest this schedule: 3 months prior to event, 75%; 3-6 months prior, 50%; 6-12 months prior, 25%, >12 months prior, no charge. The % is of the guaranteed room sum.
10. I would like to see a clause indicating the conditions for rental of AV equipment etc, indicating that we can bring our own in.
11. Market Place. A room has been allocated, but we would like an indication of the hotel policy regarding pipe and drape costs, set up costs, entry and exit time for vendors, both daily and at the beginning and end of the festival), and security services, if any.

12. Parking. We are sure that many registrants will drive into Richmond and we would like to have a special parking rate for registrants who stay at the hotel (unless of course this is unnecessary if there is no parking charge for guests.). Those who drive in daily and do not register do not receive parking discounts. However, we would like my local volunteers to be treated favourably.
13. Decorations. Hotel policy on wall hangings etc. needs to be stated.
14. Release dates for rooms. Based on past experience we would like this to be as late as possible, at end of week 2 of August. (It is our intention in the publicity to encourage early registration by providing a reduction in registration fee).
15. We appreciate that there will be a separate contract for the banquet and catered food. What is the hotel policy on bringing in some own snacks? We anticipate running a tea room at which will be served traditional Welsh Cakes which volunteers will make. The hotel will service the drinks. Is there any difficulty here?
16. We want the hotel to indicate that for that weekend there will be full staffing, including restaurants. (we have had poor experience at other hotels.)
17. What arrangements will be made for tour buses coming to pick up registrants for tours around Vancouver?
18. What are the hotel arrangements for concerts inside the hotel? We would like the policies on sound systems and contact suppliers to be agreed.

I think that this covers most of our main issues that we need to clarify and agree upon. Other minor ones may come up in our discussions, but there should be nothing substantial. On the whole, I do not think we are far apart and we look forward very much to tying up this agreement so that we can get down to the task of working together to make our event a great success.

By the way, I have heard already that several people are planning on flying in and after the event taking an Alaska cruise. The possibility exists for further business for the hotels. We have even discussed setting up such a tour with a cruise specialist. Do you have any contacts here?

Please let me know your opinion on the suitability of the date for the meeting.

Best regards

Alan Upshall  
President WNGGA

