

TO : PHONE NO. : 13816523606
 FROM : Hofmann Bus Co., Inc.

JUN. 23. 1993 12:03PM P 2
 PHONE NO. : 410 626 6014

6/30/93

HARRISBURG HILTON & TOWERS
ONE NORTH SECOND STREET
HARRISBURG, PA 17101
(717) 233-6000

FUNCTION AGREEMENT

Tentative: 06/09/93 File# NC000099
 Definite: Date: June 11, 1993
 Cancellation:
 Revision:
 Organization: Welsh National Gymanfa Ganu
 Mr. Glenn Grove Title: Convention Co-Chairman
 Address: E. 148 Phone: (717) 233-7379
 City: Delta State: PA Zip: 17314
 Arrival: 08/31/95 Thurs.
 Departure: 09/04/95 Mon Labor Day
 Meeting Name: 65th Annual Gymanfa Ganu
 SM: Sharon L. Hassinger CSM:

ROOM BLOCK

Room Type: DATE	ROH	KING	KING D	KING C	DBL DBL	CONC KING	CONC DBL	JUHR STE	CONC JRST	EXEC STE	NOT USED	NOT USED	TOTAL
Thu, 08/31/95	100												100
Fri, 09/01/95	300												300
Sat, 09/02/95	300												300
Sun, 09/03/95	90												90
TOTAL:	790												790
RATES	SGL: 79												
	DBL: 79												
	TPL: 89												
QUAD:	99												81

****Rates are guaranteed**** *Ask for cut-off date 3 weeks out instead of 4 weeks*
 Room block will be protected until 07/31/95. At this time reservations will be accepted upon availability at prevailing hotel rates.



Copies to: Client (2) File (1)

EUROPEAN PLAN - These rates include overnight accommodation only and are subject to 6% Pennsylvania State Occupancy Tax.

Reservations will be made by Reservation Form

COMPLIMENTARY ROOM POLICY: One per fifty rooms consumed
One per twenty or twenty five?

FUNCTION REQUIREMENTS:

DATE	DAY	FROM - TO	FUNCTION	#PPL	SETUP
08/31/95	Thu	12:00P - 11:00P	Registration/Office	FLOW	HSQR
08/31/95	Thu	04:00P - 11:00P	Exhibits (50-80 tabletops	FLOW	
08/31/95	Thu	04:00P - 11:00P	Exhibits overflow	FLOW	
08/31/95	Thu	07:00P - 08:30P	Nosen Lawn/Talent Night	300	RNDS
08/31/95	Thu	08:30P - 09:15P	Te Bach/ Coffee, Tea & De	300	RNDS
08/31/95	Thu	09:15P - 10:00P	Folk Night	FLOW	
08/31/95	Thu	10:00P - 12:00A	Informal Singing	FLOW	
09/01/95	Fri	07:00A - 11:00P	Exhibits (50-80 tabletops	FLOW	
09/01/95	Fri	07:00A - 11:00P	Exhibits overflow	FLOW	
09/01/95	Fri	08:00A - 09:00A	W.N.G.A.A. Breakfast	45	RNDS
09/01/95	Fri	09:00A - 12:00P	Workshops/Seminars	40	CLAS
09/01/95	Fri	09:00A - 12:00P	Workshops/Seminars	40	CLAS
09/01/95	Fri	09:00A - 12:00P	Workshops/Seminars	40	CLAS
09/01/95	Fri	09:00A - 03:00P	Children's Workshop	20	CONF
09/01/95	Fri	12:00P - 02:00P	Lunch on own	TBD	
09/01/95	Fri	02:00P - 04:30P	Folk Dancing Strawberry S	FLOW	
09/01/95	Fri	02:00P - 05:00P	Trustee's Meeting	40	THEA
09/01/95	Fri	02:30P - 04:00P	Singing Sessions sop/alto	50	CLAS
09/01/95	Fri	02:30P - 04:00P	Singing Sessions tenor/b	50	CLAS
09/01/95	Fri	06:00P - 07:00P	Reception	300	
09/01/95	Fri	07:00P - 11:00P	Dinner/Entertaining	500	RNDS
09/02/95	Sat	07:00A - 05:00P	Exhibits (50-80 tabletops	FLOW	
09/02/95	Sat	07:00A - 05:00P	Exhibits overflow	FLOW	
09/02/95	Sat	08:00A - 09:00A	W.N.G.A.A. Breakfast	45	RNDS
09/02/95	Sat	09:00A - 12:00P	Workshops/Seminars	40	CLAS
09/02/95	Sat	09:00A - 12:00P	Workshops/Seminars	40	CLAS
09/02/95	Sat	09:00A - 12:00P	Workshops/Seminars	40	CLAS
09/02/95	Sat	09:00A - 03:00P	Children's Workshop.	20	CONF
09/02/95	Sat	12:00P - 02:00P	Lunch on own	TBD	
09/02/95	Sat	02:00P - 04:30P	Folk Dancing Strawberry S	FLOW	
09/02/95	Sat	02:00P - 05:00P	Trustee's Meeting	40	THEA
09/02/95	Sat	02:30P - 04:00P	Singing Sessions sop/alto	50	CLAS
09/02/95	Sat	02:30P - 04:00P	Singing Sessions tenor/b	50	CLAS
09/02/95	Sat	05:00P - 08:00P	Dinner on own	FLOW	
09/02/95	Sat	08:00P - 10:00P	Concert & Forum	TBD	
09/02/95	Sat	10:00P - 12:00A	Informal Singing	FLOW	
09/02/95	Sat	10:00P - 11:30P	Late Night Snacks overflo	FLOW	
09/03/95	Sun	07:30A - 10:00A	W.N.G.A.A. Trustees Break	30	CONF
09/03/95	Sun	10:00A - 12:00P	Worship Service At the Fo	FLOW	
09/03/95	Sun	02:00P - 04:00P	Children's Workshop	30	CLAS
09/03/95	Sun	02:00P - 04:00P	Gymanfa Ganu At Forum	FLOW	
09/03/95	Sun	04:30P - 06:30P	Buffet Supper	500	RNDS
09/03/95	Sun	06:30P - 10:00P	Gymanfa Ganu At Forum	FLOW	
09/03/95	Sun	10:30P - 12:00A	Te Bach Farewell Session	350	RNDS 09/04/95 Men
08:00A - 10:00A			Breakfast on own	TBD	

*WNGGA ROTAL BUFFET 7:30-9:00
 POSSIBLY 75% 90*

*FRI 9-12
 WNGGA EX COMM MTA*

WNGGA TRUSTEE MTA

WHAT IS THIS

*SAT 9-12
 WNGGA ANNUAL MTA
 PLAN FOR APT 150*

WNGGA TRUSTEE COMM MTA

6. Billing:

Your organization is eligible to apply for Direct Billing Privileges. Please complete the enclosed application and forward to my attention along with the signed copy of this contract. A minimum of 15 days is required to process the application, please provide all information requested as soon as possible. Pending approval, your account will be presented for your signature at the close of your event. A statement will be mailed directly to the address provided. Terms are net 30 days.

7. Food & Beverage Policy:

No food or beverages of any kind will be brought onto the Hilton property without express written permission. Prices for food & beverage will be guaranteed ninety (90) days prior to your function. Guaranteed attendance for food functions must be provided not less than 3 business days prior to the event. The hotel agrees to set five percent (5%) above the guarantee.

ask for confirmed prices bmo's. out as a guarantee that prices will only go up x 9% (5-7% is reasonable)

8. Cancellation Policy:

Cancellations of definite reservations place the hotel in a difficult position attempting to recoup this loss of revenue. The hotel will endeavor to resell the contracted rooms, but reserves the right to assess a cancellation fee for those rooms left unsold over the initially agreed upon meeting dates. This fee will be based upon the European plan rate multiplied by the number of unsold rooms each night.

This means you will be held liable for any unsold rooms - SCARY!! Owned try to get this taken out or reduced at least to 50% of the revenue - or how about payment for 1 night for unsold rooms

Cancellations occurring one (1) or more years prior to the agreed upon dates will incur no cancellation fee. A cancellation occurring ten (10) to twelve (12) months before the agreed upon meeting dates would be subject to a fee equal to twenty-five percent (25%) of the total contracted room rate. Should the cancellation occur seven (7) to nine (9) months prior to the meeting dates a fifty percent (50%) fee would be assessed. Seventy-five percent (75%) of the contracted rate would be utilized when a cancellation occurs four (4) to six (6)

Does this mean 790 x 79 x 25% if so, it's pretty steep. However, they will probably not be able to collect. Ask for some "give" here

Do NOT sign the contract without something in writing regarding party room rental. If you pick up all your sleeping rooms, the rental should be FREE.

- 1. Meeting Room Rentals: Rooms, the rental should be FREE.
Initially, function rooms are assigned in accordance with your estimate of the number of persons anticipated. In the event that attendance increases or decreases, the Harrisburg Hilton & Towers reserves the right to reassign a group to a function room suitable for your guaranteed count which is provided 3 business days prior to the function date.
- 2. Room Block Reductions: *What are the rental fees? Can there be a "sliding scale" for rental based on room pick up - i.e. - the more overnights, less room rental*
Your room block will be held until thirty (30) days prior to the group's scheduled arrival date. *- ask for 21 days*
Rooms not guaranteed at thirty days out will revert back to the hotel for sale at prevailing hotel rates.
- 3. Exhibits: *Meeting room rental is based upon projected guest room usage and planned meal functions. Need to have rental fees spelled out NOW*

Exhibit Booths and table-top exhibits can be provided at your request. To ensure the success of the exhibit hall, we ask that you provide us with the particulars of the exhibit hall as soon as is feasible so that appropriate function space can be reserved. Revisions and additions to exhibit space are subject to availability.

****TABLE TOP EXHIBITS AT \$45.00 PER TABLE****

- 4. Parking: *as this for pipe & drape? If not, its high. Tables, drape & skirts should be at no charge*

Overnight guests of the Harrisburg Hilton & Towers park free of charge in our connecting Walnut Street parking garage. Banquet and meeting attendees who are not overnight guests will receive a reduced parking rate subsidized by the Hilton as noted; 1993 rates have been listed:

Monday - Friday	6AM - 5PM.....	\$3.00 per exit
	5PM - 2AM.....	\$2.00 per exit
Saturday & Sunday	6AM - 2AM.....	\$2.00 per exit

- 5. Convention Services: *- ask to meet this person prior to signing & make sure you can get along with them*
Upon receipt of a signed copy of this contract, our Convention Services Department will contact you to discuss the details of your function. They will coordinate all facets of your meeting, including any special requirements you may have in the areas of menu selection, exhibit space, audio/visual equipment, labor etc.

↳ You ~~are~~ probably don't need pipe & drape unless it not standard