NYSPHSAA
State Championship Site/ Facility Bid

GIRLS TENNIS CHAMPIONSHIPS
2020, 2021 & 2022

SPORTIME Schenectady
Venue Name

2699 Curry Road, 12303
Location

Due Date/ Time: December 9, 2019 @ 10:00 AM
* Bids must be delivered in a sealed envelope.
(Please provide a minimum of 20 copies of the bid)
**BID INFORMATION:**

BID RELEASE DATE: *November 7, 2019*

BID RETURN DUE DATE/TIME: *December 9, 2019 @ 10:00 AM*

* All bids must be delivered in a sealed envelope to:

  *NYSPHSAA*
  *Attn: Championship Site Bid (Girls Tennis)*
  *8 Airport Park Blvd.*
  *Latham, NY 12110*

Sport Committee/ Staff Review Date/ Time: *December 9, 2019*

EXECUTIVE/ CENTRAL COMMITTEE APPROVAL: *February 7, 2020*
NYSPHSAA
Championship Site Bid

GIRLS TENNIS

Thank you for your interest in hosting the New York State Public High School Athletic Association’s GIRLS TENNIS Championships. The NYSPHSAA is a non-profit, voluntary, educational service organization composed of 783 public, parochial, and private schools dedicated to providing equitable and safe competition for the students of its member schools. Membership is open to secondary schools providing interschool athletic activities for boys and girls in grades 7-12.

PROCESS:
All NYSPHSAA State Championship sites will be open for bid by any NYSPHSAA Section/ Member School and their respective communities in New York State; NYSPHSAA retains sole control over the administration of State Championship events and is the sole rights holder. All expenses and revenues are collected and dispersed by NYSPHSAA.

All site bids will be for a three year period, unless rationale is provided for a shorter or longer term, and must be endorsed by the Section Executive Director.

The NYSPHSAA Executive/ Central Committee will approve all State Championship sites/ facilities, taking into consideration the recommendations of the State Sports Committee and the NYSPHSAA Executive Director/ Office Staff.

Each proposal will be scored from 1 (Not favorable for the event) to 5 (Excellent for the event) on the following criteria by the Sport Committee and the NYSPHSAA Staff:
- Size/ Quality of facility
- Effectiveness of site committee
- Spectator interest
- Handicap accessibility
- Proposed Expenses (Total Costs)
- Parking
- Volunteerism
- Sponsorship/ Community financial commitment
- Hotel Room Rates & Availability
- Restaurants
- Security provisions
- Location

Note: qualifications will not be based solely upon score.
All sealed bids will be opened by the State Sport Committee and the NYSPHSAA Executive Director/Office Staff on the date/time specified on page 2 of this document. Once bids are submitted, no revisions, modifications or adjustments will be permitted. The Championship Advisory Committee will review the recommendations of the Sport Committee and the NYSPHSAA Executive Director/Office Staff to provide input to the Executive/Central Committee.

All bids must be submitted on the enclosed document.

A minimum of 20 copies must be submitted in ONE enclosed envelope.

All bidders must provide an individual or individuals available via teleconference on the day of the Sport Committee meeting to answer any questions the Sports Committee/Staff may have.

The successful facility will be required to provide the association with a contract, stipulating all proposed and agreed upon terms and conditions, within 30 days following the presentation to the Sports Committee and NYSPHSAA Staff.

Timeline:
When appropriate, bids will be released 12-14 months prior to the expiration of the current contract/agreement.
**PROPOSAL DATES:**
For the purpose of this bid, the NYSPHSAA Girls Tennis Championships are scheduled for the following dates:

- Week #17 (NYSPHSAA Calendar) Oct. 29-31, 2020
- Week #17 (NYSPHSAA Calendar) Oct. 28-30, 2021
- Week #17 (NYSPHSAA Calendar) Oct. 27-29, 2022

The NYSPHSAA SPORT Championships will last 3 day(s).

The approximate start/end times are as follows:
- Set Up: Noon before day 1
- Day 1: 8:00 AM-6:00 PM
- Day 2: 8:00 AM-6:00 PM
- Day 3: 8:00 AM-4:00 PM

**Past Event Specifics:**

<table>
<thead>
<tr>
<th>Year</th>
<th>Attendance</th>
<th>Location</th>
<th>Hotel Room Nights</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>200</td>
<td>Tri-City Center, Latham</td>
<td>150</td>
</tr>
<tr>
<td>2017</td>
<td>200</td>
<td>Tri-City Center, Latham</td>
<td>150</td>
</tr>
<tr>
<td>2016</td>
<td>200</td>
<td>Sound Shore, Chester</td>
<td>150</td>
</tr>
<tr>
<td>2015</td>
<td>200</td>
<td>Tri-City Center, Latham</td>
<td>150</td>
</tr>
</tbody>
</table>

Approximate Number of Participating:
- Athletes: 100
- Officials: 5

**ACCOMODATIONS:**
Hotel Room Nights Needed for participating athletes, teams and officials:
- Night Before Day 1: 75 Hotel Room Nights
- Night of Day 1: 50 Hotel Room Nights
- Night of Day 2: 25 Hotel Room Nights
**EVENT:**
To host this event, the site/ facility must:

Facility must be able to accommodate a schedule format similar to the following:

**THURSDAY**

9 AM      Matches #1-12 Singles    1st Round    Courts 1-12
10:00 AM  Matches #13-16 Singles   1st Round
         Matches #17-18 Doubles     1st Round
10:30 AM  Matches #19-22 Doubles   1st Round
11:00 AM  Matches #23-28 Doubles   1st Round
11:30 AM  Matches #29-32 Doubles   1st Round
Noon     Matches #33-34 Singles    2nd Round
12:30 PM  Matches #35-40 Singles   2nd Round
1:00 PM   Matches #41-43 Doubles   2nd Round
1:30 PM   Matches #44-46 Doubles   2nd Round
2:00 PM   Matches #47-48 Doubles   2nd Round

**FRIDAY**

9 AM      Quarterfinals            Courts 1-8
11:30 AM  Semifinals               Courts 1-8

**SATURDAY**

9 AM      Singles Finals            Court 8
9 AM      Singles Medal Matches    Courts 9-12
Awards for Singles immediately following last singles match

Doubles Finals*                    Court 8
Doubles Medal Matches*             Courts 9-12

* Additional event specs listed on pages 7-14 (locker rooms, parking, Wi-Fi, seating capacity, etc.)
SITE/ FACILITY SPECIFICS

SITE LOCATION:
Section: 2 Venue Name: SPORTIME Tennis City: Schenectady, NY

Number of restaurants within a 10 miles radius of venue: 30

Number of hotels within a 10 mile radius of venue: 10

Number of hotel rooms within a 10 mile radius of venue: 500-600

Site/ Facility Distance:
From Section VI office
355 Harlem Road West Seneca, NY 14224 MILES: 276

From Section XI office
180 E. Main Street, Suite 302 Smithtown, NY 11787 MILES: 196

From NYSPHSAA
8 Airport Park Blvd. Latham, NY 12110 MILES: 10

Negotiated Hotel(s)

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rate Per Night</th>
<th>Letter Attached</th>
<th>Total # of Rooms</th>
<th># Single Rooms</th>
<th># Double Rooms</th>
<th>Yr. of Last Renovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tru by Hilton, 1651 Western Ave., 12203</td>
<td>$139</td>
<td>✓</td>
<td>96</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Tree, 100 Nott Terrace, 12338</td>
<td>$149</td>
<td>✓</td>
<td>120</td>
<td>66</td>
<td>54</td>
<td></td>
</tr>
<tr>
<td>Hampton Inn, 450 State St., 12305</td>
<td>$149</td>
<td>✓</td>
<td>93</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courtyard Marriott, 240 Harborcide Dr., 12305</td>
<td>$149</td>
<td>✓</td>
<td>10</td>
<td></td>
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</tr>
</tbody>
</table>

ATTACHMENT “A”- Please attach a commitment letter for the length of the bid, from the hotel(s) with a negotiated room rate for the dates listed on Page 5. Be sure to include any added value (i.e. complimentary breakfast, complimentary Wi-Fi, etc.) NYSPHSAA requires a 30-1 comp room ratio.

See attached

Banquet Facility:
Is there an area to accommodate a pre-event banquet (See Page 5 for specifics)- Yes ✓ No □

Cost of banquet facility: $3,600.00

per 100 person minimum, see attached letter from DoubleTree by Hilton
**PROPOSED CHAMPIONSHIP COST:**

*Please list all related championship costs to be paid by NYSPHSAA.*

<table>
<thead>
<tr>
<th>Check “ALL” items below that are included in Total Cost</th>
<th>NOTES &amp; Additional Information if “NO” explain/list additional costs to NYSPHSAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Rental</td>
<td>YES</td>
</tr>
<tr>
<td>Set Up</td>
<td></td>
</tr>
<tr>
<td>Take Down</td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td></td>
</tr>
<tr>
<td>Merchandise Buyout</td>
<td></td>
</tr>
<tr>
<td>Staff/ VIP Parking</td>
<td></td>
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<tr>
<td>Video Board Usage</td>
<td></td>
</tr>
<tr>
<td>Spotlight</td>
<td></td>
</tr>
<tr>
<td>Scoreboard</td>
<td></td>
</tr>
<tr>
<td>Internet Access (WiFi)</td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td></td>
</tr>
<tr>
<td>Risers/ Stage</td>
<td></td>
</tr>
<tr>
<td>Fire inspection</td>
<td></td>
</tr>
<tr>
<td>Ticket Takers</td>
<td></td>
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<tr>
<td>Ticket Sellers</td>
<td></td>
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<tr>
<td>Box Office Staff</td>
<td></td>
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<tr>
<td>Ushers</td>
<td></td>
</tr>
<tr>
<td>PA Announcer</td>
<td></td>
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<tr>
<td>Security</td>
<td></td>
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<tr>
<td>Police</td>
<td></td>
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<tr>
<td>EMS/ Ambulance</td>
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<tr>
<td>Athletic Trainer</td>
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<tr>
<td>Custodial/ Cleaning</td>
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<tr>
<td>Tech Support</td>
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<tr>
<td>Video Operator</td>
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<tr>
<td>Scoreboard Operator</td>
<td></td>
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<tr>
<td>Stagehands/ Union Fee</td>
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</tbody>
</table>

Please list other items below:

- Officiareas/Umpires

<table>
<thead>
<tr>
<th>Facility complies with fire inspection safety</th>
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</thead>
<tbody>
<tr>
<td>NYSPHSAA will hire trainer</td>
</tr>
<tr>
<td>NYSPHSAA will handle officials</td>
</tr>
</tbody>
</table>

**COST:** $10,000

*Contributions/ Donations - $ Please denote on Page 9

**TOTAL COST:** $10,000 Payable by NYSPHSAA

*Contributions/ Donations are not considered “NYSPHSAA Sponsorships.”*
*CONTRIBUTIONS/ DONATIONS:
Please list all contributions/donations associated with this event; must include a letter of guarantee. No deliverables will be associated with contributions/donations. NYSPHSAA shall handle all "sponsorships" associated with NYSPHSAA Championship events. LIST BELOW:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Letters of Confirmation (Attachment “B”)</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Does the Facility/Venue have a Per-ticket sold fee? Yes ☐ No ☑ If yes, amount $_____

Does the Facility/Venue have a Credit Card fee? Yes ☐ No ☑ If yes, amount %_____

Pay rates determined by NYSPHSAA for personnel checked “NO” on page 8. NYSPHSAA will NOT pay negotiated rates; those must be included in total facility cost on page 8.

Ticket Taker: $15 Per hour
Ticket Seller: $15 Per Hour
PA Announcer: $30 Per game (Team)/ $15 per hour (Individual)
Scoreboard Operator: $30 Per game (Team)/ $15 per hour (Individual)
Athletic Trainer: $35 Per hour
FACILITY:
Total Seating Capacity: 100
- Chair back seating? Yes ☐ No ☑
- Handicap seating? Yes ☐ No ☐ Some ☐ N/A ☑
- Ability to charge admission? Yes ☐ No ☑
- Separate entrance available for teams/ coaches? Yes ☐ No ☑
- Area for vendor set-up? Yes ☑ No ☐
  Any limitations for vendor set up?

Limited to space in the upstairs and downstairs lobby also used for viewing

Number of Parking Spaces available onsite: 125

Additional parking available near the site/ facility? Yes ☐ No ☑
  If “Yes” number of parking spaces: ________

VIP parking in designated area? Yes ☐ No ☑

Team Bus parking designated area onsite? Yes ☐ No ☑
  If “Yes” how many spots: ________
  If “No” how far is the designated team bus parking area: ________ miles

Broadcast ready? Yes ☐ No ☑

WiFi? Yes ☑ No ☐

Media accommodations? Yes ☐ No ☐
  If “Yes” please describe:

Club can assist with media coverage

Number of team locker rooms available for use: 2
  - Do all locker rooms have showers and restroom facilities? Yes ☑ No ☐

Number of officials/ referee locker rooms available for use: 2
  - Do all locker rooms have showers and restroom facilities? Yes ☑ No ☐

Number of restrooms at facility: 8

Would there be a designated “hospitality” area for NYSPHSAA use? Yes ☑ No ☐
Catering Service availability: Yes ☐ No ☑

Concession availability: Yes ☐ No ☑

Will facility have staff available to assist with hanging of Championship banners? Yes ☑ No ☐

All NYSPHSAA events are smoke and alcohol free activities. Please describe how alcohol and tobacco sponsor signs/ banners/ messages, if any, located at the facility will be covered or otherwise not advertised/ displayed during the time of use of the facility:

Not Applicable

Facility Photos/ Diagram
ATTACHMENT “C”- Please attach any photos or diagrams of the site/ facility.

Emergency Policy
NYSPHSAA requires each competition facility/ site to have an emergency plan including sufficient AEDs in place during the entire length of time to conduct the event. Describe the measures in place to address any/ all emergencies that could occur affecting participants and spectators.

see attached
**MISCELLANEOUS:**

**Event/ Tournament Director:**

Name: Sarah Sharpe (GM) and Philippe Cees (TD)  
Position (i.e. coach, athletic director, facility manager, etc.) General Manager and Tennis Director  
Telephone Number: 518-356-0100  
E-Mail: ssharpe@sportimeny.com or pceas@sportimeny.com

Person available to answer questions during bid opening:

Name: Sarah Sharpe  
Phone #: 518-356-0100

Has this facility hosted a NYSPHSAA event in the past? Yes ___ No ____

If "Yes" please list most recent:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Event</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls Tennis</td>
<td>NYSPHSAA Section 2 Championship</td>
<td>2014-2019</td>
</tr>
</tbody>
</table>

List other events (sporting events, concerts, youth tournaments, etc.) in your area during the time of this event:

Describe promotional activities to be conducted for this event:

Sportime Website Event Calendar  
Facebook Page  
Email Blast to Database (5,000 plus)  
Print Promotion  

SPORTIME website, database email blast, Facebook social media, and print promotion
Volunteerism:

Describe the volunteerism for this event:
Please list any other pertinent information pertaining to this proposal:

see attached
Additional Pertinent Information for Proposal:

1. SPORTIME Schenectady has 8 indoor hard courts with upstairs and downstairs lobby viewing for courts 1-6. Courts 7-8 can be viewed on televisions in the lobby.
2. There is on-site racket stringing for $25 for labor only and there are strings for sale in the club’s Pro Shop.
3. There is warm-up court time available for players at $21/half hour.
4. There is a designated warm-up or cool-down stretching space available to players in the club’s Fitness Center.
5. Catering or Food Delivery to the club can be arranged from several local restaurant vendors.
6. The USTA hosts annual Sectional playoffs in the summer at Central Park in Schenectady, NY which is a few miles from SPORTIME. The area is chosen as a site that is easily accessible from all points in New York State, and the area has many hotels and restaurants to accommodate an influx of people for events.
7. A pre-event banquet space can be accommodated at Double Tree Hilton and the price will depend on the number of guests and the menu selected.
8. Tru by Hilton can also arrange a pre-event banquet space through their connections with restaurants and venues at Crossgates Mall.
ENDORSEMENT SIGNATURES

The following officials/ representatives have reviewed this bid and provide endorsement, support and approval. We are confident our site/facility meets all requirements to host a successful State Championship event.

Section Executive Director
Section: ___
Name: __________________________

Signature: __________________________ Date: __________

Facility Manager
Name: Sarah Sharpe

Signature: __________________________ Date: 12/18/2019

Application Completed by:
Section: ___
Name: __________________________
Organization/ Section/ School: __________________________

Address: __________________________
(Street)
________________________
(City, Zip)

Signature: __________________________ Date: __________

Please direct any questions or concerns pertaining to this bid to Joe Altieri, NYSPHSAA Assistant Director, at 518-690-0771 or Altieri@nysphsaa.org
NYSPHSAA CHAMPIONSHIP BID
CHECKLIST

☐ Completed application; must be sent in a sealed envelope by specified deadline (date/ time)

☐ Provide a minimum of 20 copies of the bid (waived by Joe Attieri)

☐ Attachment A (Negotiated Hotel(s) Commitment Letters) Pg. 7 attached

☐ Attachment B (Contributions/ Donations) Pg. 9

☐ Attachment B (Facility Photos/ Diagram) Pg. 11 attached

☐ Endorsement signatures
Hello Sarah,

Thank you so much for reaching out to us this morning! It was a pleasure to learn about the 2020 Tennis State Championships that you are looking to secure.

As I mentioned over the phone, we can offer a rate of $139 per night for October 28th to 30th 2020. We would love to work with you on this so if there is anything we can do for you regarding the extra space for the banquet I will gladly reach out/connect you with the folks at Crossgates to find the venue that is the best fit.

I wanted to ask how the reservations will be made, are you expecting schools to reach out directly or each individual call in? The more information the better so we can be best prepared. Please let me know if you have any questions or if there is anything more we can do for you!

Best,
Drew

Drew Phillips
Area Sales Manager
Homewood Suites/Tru by Hilton Albany Crossgates Mall
1651 Western Ave, Albany, NY 12203
518-704-4040
Embassy Suites by Hilton Syracuse Destiny USA
311 Hiawatha Blvd, Syracuse, NY 13204
Drew.Phillips@Hilton.com
Sarah Sharpe

From: Carroll, Lisa(F) <Lisa.Carroll@marriott.com> on behalf of Carroll, Lisa(F)
Sent: Tuesday, December 17, 2019 4:39 PM
To: ssharpe@sportimeny.com
Subject: High School Tennis Tournament

Sarah,

It was nice speaking with you regarding the booking for the tennis team booking. As mentioned, I can provide 10 rooms on Wednesday, 10/28, 25 rooms Thursday and Friday, 10/29 and 10/30.

Please let me know if you need any further information.

Best,

Lisa Carroll
Director of Sales & Marketing
COURTYARD BY MARRIOTT-SCHENECTADY AT MOHAWK HARBOR
240 Harborside Dr. Schenectady, NY 12305
Hotel: 518.579-6620 Office: 518-579-6622
Cell: 518-817-8072 Email: Lisa.Carroll@marriott.com
Hi Sarah,

It was very nice speaking with you. Thank you so much for considering us for the NYS High School Athletic Association Room Block.

We are pleased to have this opportunity to present to you a proposal for your consideration to host the NYS High School Athletic Association Room Block. Based on the number of rooms that the group will need we are able to split and offer rooms at both Hotels at the a special rate of $149.00 plus tax.

I am happy to offer banquet space at the DoubleTree on Wednesday, October 28th complimentary with a food and beverage minimum of $3,600.00 (this minimum is based on 100 guests). I have included the banquet dinner menus.

Please let me know if this will work and if there is a budget?

I look forward to hearing from you.

Best regards,
Rosemary

Rosemary Whelan, Area Director of Sales
DoubleTree by Hilton Schenectady 100 Nott Terrace Schenectady, NY 12308
Hampton Inn by Hilton Schenectady 450 State Street Schenectady, NY 12306
Phone: 518-393-4141 Direct: 518-631-6988
email: rosemary.whelan2@hilton.com
December 17, 2019

Dear Sarah:

I would like to thank you for inquiring with us at the Doubletree by Hilton, and we are pleased to have this opportunity to present to you a proposal for your consideration to host your upcoming event! We look forward to having the opportunity to work with you on this event, and trust our proposal covers the primary details for your consideration.

As Schenectady’s premier hotel, the Doubletree by Hilton Schenectady, New York offers 120 deluxe guestrooms, each guest room has a LCD Flat Screen 40” Smart TV, , Keurig Coffeemaker, Microwave, Refrigerator, In-room safe and featuring the Sweet Dreams Bed with High Quality Linens . Our 3,700 square feet of Function Space can accommodate groups from 10 to 300.

The following key benefits offered by the Doubletree by Hilton Schenectady will help ensure a successful event for you and your attendees:

- Newest Full Service Hilton Hotel In The Capital District
- Located One Block From The Newly Revitalized Downtown Schenectady
- Within Walking Distance To Restaurants, Shops, And The Historic Stockade District
- Within Walking Distance To Proctors Theater
- Executive Chef With Over 20 Years Culinary Experience
- Custom Banquet Menus Tailored To Your Budget
- Sammy’s Burger And Bistro Onsite Restaurant
- Complimentary Wireless HSIA In All Guestrooms, Public Areas And Meeting Rooms
- 24 Hour Suite Shop
- 24 Hour Business Center With PCs And Printer
- 24 Hour Fitness Center, Salt-Water Pool & Outdoor Courtyard With Fire Pit
- Complimentary Parking For All Hotel Guests And Meeting Attendees

LOCATION

Attendees will notice what sets the Doubletree by Hilton above other hotels and smaller conference centers, located in New York’s Capital Region, Schenectady is home to the arts, entertainment and history.
Whether it’s touring Broadway performances at Proctors, or a day at the Stockade Historic District, Schenectady has something to offer for everyone! Bring the whole family along for a day at Schenectady’s educational museums, or sight see at the beautiful Mohawk River.

Downtown Schenectady is the hub of performing arts and a hot spot for touring Broadway shows, musicians and comedians. Inspire your group with our revitalized city. Schenectady is within a short distance to an array of different restaurants, entertainment, hotels and Amtrak station (to be newly renovated in 2017).

Enjoy downtown Schenectady’s 54 different restaurants, exciting nightlife with the choice of exquisite bars, ovation-worthy entertainment at Proctors, and so much more.

Being just minutes from the Albany International Airport and adjacent to the NYS Thruway New York Interstate I-890 and New York Interstate 87, the Doubletree by Hilton is only just a few short hours from the heart of Manhattan, downtown Boston or Montreal. With this ease of access, attendees will arrive ready to participate and focus on the information and task at hand. The Doubletree by Hilton Schenectady is also close to premiere shopping and dining options. When not in meetings your attendees will have all the destination amenities to make their trip to Schenectady enjoyable.

GUEST ROOM COMMITMENT

As state previously each of the guest rooms features a professional and comfortable setting. Guests can work privately in preparation for their activities and keep up with their office and families. The Doubletree by Hilton Schenectady offers 120 guestrooms and suites featuring the Sweet Dreams Beds with high quality linens. All rooms feature elegant décor and furnishings, 40” flat screen HDTV’s, ergonomic desk chairs, safes, complimentary high speed internet and hard-wired internet access, Keurig Coffeemaker, microwave and mini refrigerator.
To accommodate for the overnight guest the following guest room inventory is available on the dates listed below:

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>10/28/2020 Wednesday</th>
<th>10/29/2020 Thursday</th>
<th>10/30/2020 Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>40</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>Total Block</td>
<td>40</td>
<td>30</td>
<td>15</td>
</tr>
</tbody>
</table>

These dates may be held on a first option basis once a letter of agreement is issued while we await the final paperwork confirming the program with the hotel.

**GUEST ROOM RATES**

The Doubletree by Hilton Schenectady understands your need for a competitive guest room rate to ensure affordability for all of your attendees. The guest room rates above represent a considerable discount over the current published rates. The guest room rates above are net non-commissionable and subject to the prevailing state and local taxes, which currently total 12%.

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>ROOM RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>$149.00</td>
</tr>
</tbody>
</table>

In order to receive room tax exemption, the hotel will require a copy of a state tax exemption certificate.

**FUNCTION SPACE ASSIGNMENT**

The Doubletree by Hilton Schenectady will assign the appropriate function space for your use during your stay with us. The pictures below represent various spaces that the Doubletree by Hilton has to offer. We have all of your meeting and meal space available during the dates as outlined for your event. We encourage a site visit at your earliest convenience so we can provide a walk through and show you how the event would flow at the Doubletree by Hilton Schenectady.

**FUNCTION SPACE**

The function rooms and open courtyard whether for receptions or an informal lunch buffet, are all designed to help set a tone for the significance of the event. The unique space sets this destination apart from all other properties in the Capital Region.
The following meeting space is available to accommodate your meeting requirements as we currently understand them:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Start</th>
<th>End</th>
<th>Function</th>
<th>Tentative Room Assignment</th>
<th>Setup</th>
<th>Ppl</th>
<th>Rental</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>10/28/2020</td>
<td>6:00 PM</td>
<td>9:00 PM</td>
<td>Dinner</td>
<td>Rivers Ballroom</td>
<td>Banquet Rounds</td>
<td>100</td>
<td>Waived</td>
</tr>
</tbody>
</table>

Function areas identified in the above agenda as meeting and banquet areas will be made available complimentary for the duration of the event. Additional meeting rooms requested are subject to additional rental. Please note that all function space rental fees are subject to a service charge of 20% (subject to change without prior notice) plus applicable taxes.

**FOOD AND BEVERAGE**

Based on the food and beverage events identified above, you will spend $3,600.00. This value will form the basis of the group’s minimum food and beverage revenue commitment to our hotel. If it is not met, the master account will be billed the difference. This value excludes service charges and taxes. Food and beverage is subject to 20% service charge and 8% food tax.

*Complimentary Wireless Internet is a service provided as a convenience to all guests in the hotel. In the Terms and Conditions of Service at the time of log in to the wireless network the hotel offers no guarantee of performance level or speed of service if there is significant need for downloading of files.

**AUDIO/VISUAL RENTAL**

The Hotel utilizes CMI Communications as our exclusive Audio-Visual Company. They will assist you with all your A/V requirements. In order to provide this service to our clients, it is agreed you will work exclusively with CMI for your AV requirements. CMI has earned a reputation for providing seamless event coordination. Please note that only the hotel’s Audio-Visual Department has access to the hotel’s built-in acoustic system. All audio visual is subject to 8% sales tax and 20% service charge.

**CONVENTION/CATERING DEPARTMENT**

The Doubletree by Hilton Schenectady’s professional Catering and Events Department will work with you to assure all your needs. As a full-service facility, the Doubletree by Hilton Schenectady Catering and Events staff provide assistance in menu planning. Our chef will prepare quality choices and will give strict adherence to the food nutrition and preparations assuring delightful meals are served to your attendees.

**GUEST REGISTRATION**

Group check-in time is 4:00 p.m. and check-out time is 11:00 p.m.

**PARKING**

The hotel offers complimentary parking for all hotel guests and meeting room attendees.

**COMMENTS:**
- Currently, space is not being held.
- Room rates are net/non-commissionable.
CONCLUSION
Sarah, The Doubletree by Hilton Schenectady will provide first-class accommodations, guest services, conference planning, and catering. This hotel is committed to providing efficient services, and most important excellent quality. Allow the professionals at Doubletree by Hilton Schenectady to be of service SPORTIME Schenectady. Together, we will create an event to remember!

On behalf of everyone here at Doubletree by Hilton Schenectady, I personally thank you for this opportunity to be considered. I look forward to speaking with you again soon, and I am excited this great destination will be considered to host your event.

This is a proposal, not a contract, binding either party. We are not currently holding accommodations or meeting space for your event

Sincerely,

Rosemary Whelan

Rosemary Whelan, Area Director of Sales
Doubletree by Hilton Schenectady
518-393-4141
December 17, 2019

Dear Sarah,

I would like to thank you for inquiring with us at the Hampton Inn by Hilton Schenectady, and we are pleased to have this opportunity to present to you a proposal for your consideration to host your Wedding Room Block! We look forward to having the opportunity to work with you on this event, and trust our proposal covers the primary details for your consideration.

As Schenectady’s premier downtown hotel, the Hampton Inn by Hilton Schenectady, New York offers 93 deluxe guestrooms (all currently under renovation 2018), each guest room has a LCD Flat Screen 43” Smart TV, Microwave, Refrigerator, In-room safe, and High Quality Linens. We also offer 875 ft. of meeting space, comfortably seating up to 40.

The following key benefits offered by the Hampton Inn by Hilton Schenectady will help ensure a successful event for you and your attendees:

- Located in The Newly Revitalized Downtown Schenectady
- Within Walking Distance To Restaurants, Shops, And The Historic Stockade District
- Within Steps To Proctors Theater
- Complimentary Wireless HSIA In All Guestrooms, Public Areas And Meeting Rooms
- 24 Hour Suite Shop
- 24 Hour Business Center With PCs And Printer
- 24 Hour Fitness Center, Indoor Pool & Hot Tub
- Complimentary Parking For All Hotel Guests And Meeting Attendees

LOCATION

Attendees will notice what sets the Hampton Inn Schenectady above other hotels, located in New York’s Capital Region, Schenectady is home to the arts, entertainment and history.

Whether it’s touring Broadway performances at Proctors, or a day at the Stockade Historic District, Schenectady has something to offer for everyone! Bring the whole family along for a day at Schenectady’s educational museums, or sight see at the beautiful Mohawk River.

Downtown Schenectady is the hub of performing arts and a hot spot for touring Broadway shows, musicians and comedians. Inspire your group with our revitalized city. Schenectady is within a short distance to an array of different restaurants, entertainment, hotels and Amtrak station.
Enjoy downtown Schenectady’s 54 different restaurants, exciting nightlife with the choice of exquisite bars, ovation-worthy entertainment at Proctors, and so much more.

Being just minutes from the Albany International Airport and adjacent to the NYS Thruway New York Interstate, Interstate I-890 and New York Interstate 87, the Hampton Inn Schenectady is only just a few short hours from the heart of Manhattan, downtown Boston or Montreal. With this ease of access, attendees will arrive ready to participate and focus on the information and task at hand. The Hampton Inn by Hilton Schenectady is also close to premiere shopping and dining options. When not in meetings your attendees will have all the destination amenities to make their trip to Schenectady enjoyable.

**GUEST ROOM COMMITMENT**

As state previously each of the guest rooms features a professional and comfortable setting. Guests can work privately in preparation for their activities and keep up with their office and families. The Hampton Inn Schenectady offers 93 guestrooms and suites featuring newly renovated accommodations (renovations underway 2018). All rooms feature elegant décor and furnishings, 43” flat screen HDTV’s, ergonomic desk chairs, safes, complimentary high speed internet and hard-wired internet access, microwave and mini refrigerator.

To accommodate for the overnight guest the following guest room inventory is available on the dates listed below:

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>10/28/2020 Wednesday</th>
<th>10/29/2020 Thursday</th>
<th>10/30/2020 Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>35</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>Total Block</td>
<td>35</td>
<td>20</td>
<td>10</td>
</tr>
</tbody>
</table>

These dates may be held on a first option basis once a letter of agreement is issued while we await the final paper work confirming the program with the hotel.
GUEST ROOM RATES

The Hampton Inn Schenectady understands your need for a competitive guest room rate to ensure affordability for all of your attendees. The guest room rates above represent a considerable discount over the current published rates. The guest room rates above are net non-commissionable and subject to the prevailing state and local taxes, which currently total 12%.

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>ROOM RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run of House</td>
<td>$149.00</td>
</tr>
</tbody>
</table>

In order to receive room tax exemption, the hotel will require a copy of a state tax exemption certificate.

GUEST REGISTRATION
Group check-in time is 4:00 p.m. and check-out time is 11:00 p.m.

PARKING
The hotel offers complimentary parking for all hotel guests and meeting room attendees.

CONCLUSION
Sarah, The Hampton Inn by Hilton Schenectady will provide first-class accommodations, guest services, conference planning, and catering. This hotel is committed to providing efficient services, and most important excellent quality. Allow the professionals at The Hampton Inn by Hilton Schenectady to be of service SPORTIME Schenectady. Together, we will create an event to remember!

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