



Agate Beach Inn

3019 N Coast Hwy. Newport, OR 97365
Hotel Direct (541) 265-9411 Fax (541) 265-5342
www.agatebeachinn.com

Name: Melanie Nelson	Hotel Name: Best Western Plus Agate Beach Inn
Company Name: City of Newport	Sales Manager: Maggie Conrad
Address: 245 NW 10th	Phone: 541-265-9411
City, State, Zip: Newport, OR 97365	Sales Office: 541-574-2205
Phone: 541-265-9461	Email: mconrad@vestahospitality.com
Email: m.nelson@newportoregon.gov	Fax: 541-265-5342
	Name of Event: City of Newport Awards Banquet

Thank you for selecting the *Best Western Plus Agate Beach Inn* for the City of Newport Awards Banquet. It is our pleasure to submit this Letter of Agreement for the date Friday, December 13th, 2019. Upon return of this Letter of Agreement, the *Best Western Plus Agate Beach Inn* will reserve on a definite basis the following meeting and lodging accommodations.

GUEST ROOM ACCOMMODATIONS AND RATES

It is my understanding that you do not require overnight accommodations. Should anyone wish to stay we are extending our special holiday rates of \$109.00 single or double occupancy plus 11.3% city room tax. To make reservations your attendees must call 541-265-9411 and identify themselves as participants or the *City of Newport Employee Awards Banquet* to receive these special rates quoted. Individual guests will be responsible for their guest room reservations, tax, and incidental charges upon check out.

MEETING AND FUNCTION SPACE

Based on your meeting requirements, the following space has been reserved. The Hotel does require a definite agenda no later than 30 days prior to the arrival date. We ask that the group provide one contact person to arrange "all" details of this event. Your contact person will be introduced to the Banquet Captain so that he or she is recognized as the "decision maker". I will be in contact with you closer to the arrival date to make all of the final arrangements, or please do feel free to contact me directly at: 1-541-574-2205 or mconrad@vestahospitality.com.

MEETING ROOM SET UP

Day	Date	Start	End	Function	Room	Setup	ATTD
Friday	12/13/19	12:00 PM	10:00 PM	Dinner	Agate Ballroom	Rounds of 8	200

Based on the above agenda regarding your estimated total food & beverage purchases the meeting room rental will be offered complimentary. However, should your food and beverage purchase not meet the minimum requirement of \$3,500.00, the group will be charged the difference as meeting room rental. The food and beverage minimum does not include the 20% service charge.

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FOOD & BEVERAGE POLICIES

Due to licensing requirements and quality control issues, all food and beverage to be served in the Hotel public meeting space must be supplied and prepared by the Hotel unless other agreement have been fully agreed upon by the hotel. All food and beverage prices are subject to a 20% service charge (subject to change).

ADDITIONAL INFORMATION

- All basic (table cloth and napkins) table linens/skirting and tableware will be provided at no additional charge.
- Podium and microphone will be provided complimentary.
- We will provide 2 banquet bars for this event if the attendance is more than 100ppl. The \$50.00 bar set up fee will be waived for this event. Please see catering menu for banquet bar pricing. There will be a 20% gratuity added on to any hosted beverages.
- Should you wish to have a dance floor, there would be a one-time set-up fee of \$100.00.

GROUP DEPOSIT

We do require a \$500.00 deposit to reserve the space on a definite basis.

CANCELLATION POLICY

Should you cancel this event for any reason other than a natural disaster (Act of God) the \$500.00 deposit will be non-refundable. Written notice to the Hotel is required.

Melanie, if this Letter of Agreement meets with your approval and if you would like to secure the space on a definite basis, please sign and return this Letter of Agreement to me by October 2, 2019. If you have any questions or concerns, please feel free to contact me directly at 541-574-2205.

Thank you again for selecting *Best Western Plus Agate Beach Inn*, and on behalf of the entire staff, we look forward to serving you. Your business is greatly appreciated!

Maggie Conrad _____ *10-9-19*
 Maggie Conrad, Director of Sales Date:
 Best Western Plus Agate Beach Inn

[Signature] _____ *10-9-19*
 Authorized signature Date:
 City of Newport Employee Awards Banquet

Spencer R Nobel _____ *City Manager*
 Printed Name Title