



CITY of NOVI CITY COUNCIL

Agenda Item M
March 12, 2012

SUBJECT: Approval of an agreement with the Baronette Renaissance to host the 2013 State of the City Address & Luncheon on January 17, 2013 for the estimated amount of \$4,250.

SUBMITTING DEPARTMENT: Neighborhood and Business Relations *SP*

CITY MANAGER APPROVAL: *[Signature]*

BACKGROUND INFORMATION:

The 2013 Annual State of the City Address & Luncheon is scheduled for January 17, 2013. With an annual attendance of approximately 250 participants, the event is coordinated with the Novi Chamber of Commerce.

Four venues – Sheraton Novi, Crowne Plaza, Baronette Renaissance, and Suburban Collection Showplace – in Novi offer space to accommodate the event. Quotes, including gratuity, were requested from all four and were received as follows:

Sheraton Novi	Did not have the date available
Baronette Renaissance	\$17 per person
Crowne Plaza	\$23.94 per person
Suburban Collection Showplace	\$26.80 per person

The Baronette Renaissance has hosted the State of the City Address & Luncheon successfully for the past two years and has consistently provided the lowest quote. The recommended agreement approval includes food for an estimated attendance of 250. The event is revenue neutral, as guests are charged to attend offsetting the cost for luncheon.

RECOMMENDED ACTION: Approval of an agreement with the Baronette Renaissance to host the 2013 State of the City Address & Luncheon on January 17, 2013 for the estimated amount of \$4,250.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Wrobel				



THE BARONETTE RENAISSANCE SALES AGREEMENT

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement on Thursday, March 08, 2012, between The Baronette Renaissance (hereafter referred to as "Hotel") and City of Novi (hereafter referred to as "Group"), and outlines specific conditions and services to be provided.

ORGANIZATION: City of Novi
CONTACT:
Name: Ms. Sheryl Walsh
Address: 45175 West 10 Mile Road,
City, State: Novi, MI
Postal Code: 48375
Phone: 248.735.5628
E-mail: swalsh@cityofnovi.org

NAME OF EVENT: State of the City Address

OFFICIAL PROGRAM DATES: January 16, 2013 - January 17, 2013

FUNCTION INFORMATION AGENDA/EVENT AGENDA

Based on your requirements, we have reserved function space as shown on the following schedule of events. The hotel reserves the right to reassign function space based on final setup and guarantee requirements.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
1/16/2013	12:00 PM	11:00 PM	Setup	The Ballroom			
1/17/2013	11:30 AM	1:30 PM	Lunch	The Ballroom	Rounds of 10	250	

Lunch price would be \$17 inclusive per person and include: Salad, Entrée and Dessert

All food & beverage and room rental and related services are subject to applicable taxes (currently 6%) and a taxable service charge (currently 22%) in effect on the date of the event. Menu selections and pricing will be guaranteed 90 days in advance of the contracted event, and are subject to change without notice until this time.

FOOD AND BEVERAGE ATTRITION/CANCELLATION

The hotel is relying upon the food and beverage functions outlined on the Function Information Agenda/Event Agenda. The group agrees that a loss will be incurred by hotel if there is a cancellation or reduction in the number of food and beverage functions and the number of food and beverage covers.

The hotel is relying on, and the group agrees to provide, a minimum of \$2000 in food and beverage revenue exclusive of taxes and service charges. Should the group fall below this amount, the group will be responsible for the remaining food and beverage revenue (i.e. the amount necessary to achieve 100% of the total expected food and beverage revenue), or the remaining amount will be directly applied as room rental. Such amount shall be subject to all applicable taxes, which shall be paid by the group.

DAMAGE TO FUNCTION SPACE

The group agrees to pay for any damage to the function space that occurs while the group is using it. The group will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than the group and its attendees.

CANCELLATION

If the group cancels this agreement for reasons, the group shall pay a cancellation fee, as follows:

Up to 365 days prior	No cancellation charge
From 364 days to 180 days prior	No cancellation charge
From 179 days to 90 days prior	50% of estimated total room revenue *
From 89 days to 30 days prior	75% of estimated total room revenue *
From 29 days to 0 days prior	100% of estimated total room revenue *

OUTSIDE FOOD AND BEVERAGE POLICY

All food and beverages served at functions associated with the Event must be provided, prepared, and served by hotel, and must be consumed on hotel premises. No food or beverage may be removed from function space for any reason.

IN-HOUSE EQUIPMENT

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, etc). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel's present in-house equipment to the point of requiring rental of an additional supply to accommodate the group's needs. If such special setups or extraordinary formats are requested, Hotel will present the group with two (2) alternatives: (1) charging the group the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost. Also, if room setup is changed upon group arrival which differs from setup agreed upon in signed banquet event order, a service fee will apply.

BILLING ARRANGEMENTS AND METHOD OF PAYMENT

Billing Arrangements:

[Guests will be responsible for their own guest room, tax and incidental charges upon checkout and the group will be responsible for all scheduled food & beverage and service charges.]

Payment Method:

[Check]

[Direct Bill (Pending approved application; please allow a minimum of 4 weeks for this process)]

The outstanding balance of the group's Master Account (exclusive of disputed charges) will be due three (3) business days prior to event, unless approved for direct bill then outstanding balance is due upon receipt of invoice. The group will raise any disputed charges within fourteen (14) days after receipt of the invoice. The Hotel will work with the group in resolving any such disputed charges, the payment of which will be due upon receipt of invoice after resolution of the dispute. If payment of any invoice is not received within thirty (30) days of the date on which it was due, Hotel will impose a finance charge on the unpaid balance commencing on the invoice date.

MARRIOTT REWARDS - REWARDING EVENTS

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Group has otherwise complied with the material terms and conditions of this Agreement), the Hotel will either award Marriott Rewards points to, or submit an award for airline miles:

CHECK ONE OPTION BELOW:

- Award Marriott Reward Points** to the Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement)
Marriott Rewards Member Name _____
Marriott Rewards account number _____

- Award Airline Miles** to the Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement)
Marriott Rewards Member Name _____
Marriott Rewards account number _____
Airline frequent flier account number _____
Name of airline _____

- Decline to Award Marriott Rewards Points or Airline Miles.** The Contact and the Authorized Signer of this Agreement elect not to receive (and hereby waive the right to receive) an award of Marriott Reward points or airline miles in connection with the Event.

The number of Marriott Reward Points or airline miles to be awarded shall be determined pursuant to the Marriott Rewards Terms and Conditions, as in effect at the time of award. The Marriott Rewards Terms and Conditions are available on-line at marriott.com

(www.marriott.com/rewards), and may be changed at the sole discretion of Marriott Rewards at any time and without notice.

The individual(s) identified above to receive either Marriott Rewards points or airline miles may not be changed without such individual(s)' prior written consent. By inserting the airline mileage account information, the recipient elects to receive airline miles rather than Marriott Rewards points. All Marriott Rewards Terms and Conditions apply (see www.marriott.com/rewards).

PACKAGE AND RECEIVING

Should you be shipping boxes for your meeting, they must be addressed to the attention of the Event Manager handling your function, and marked with the name and date of your function. Due to limited storage space, shipments may not arrive any earlier than three (3) days prior to the group's arrival.

Storage and Handling fees are as follows:

Item Shipped	First 3 Days
Regular Box or Envelope (up to 10 lbs.)	\$3.00 per box, per envelope
Any package (over 10 lbs.)	\$1 per pound
Pallet or Crate	\$150 per pallet or crate

IMPOSSIBILITY

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes (except those involving the employees or agents of the party seeking the protection of this clause), civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible to provide or use the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations, or deletions, including corrective lining out by either Hotel or the group will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended on hotel property, including but not limited to function space, guest rooms, restaurant, lobby, bar, and public areas. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If the group requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

ACCEPTANCE

Prior to execution by both parties, this document represents an offer by the Hotel. Unless the Hotel otherwise notifies the group at any time prior to the group’s execution of this document, the outlined format and dates will be held by the Hotel for the group on a first-option basis until **Tuesday, March 20, 2012**. If the group cannot make a commitment prior to that date, the offer will revert to a second option basis or, at the Hotel’s option, the arrangements will be released, in which case neither party will have any further obligations. Upon receipt by Hotel of a fully executed version of this Agreement prior to **Tuesday, March 20, 2012**, or upon Hotel’s acceptance of a fully executed version of this Agreement after such date, it will be placed on a definite basis and will be binding upon Hotel and the group.

Hotel and the group have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

GOLD KEY

"Gold Keys to an Excellent Event" - The Baronette Renaissance is always looking for ways to increase our level of service. Please list the 3 most important factors that will help us make your event a success.

- 1. _____
- 2. _____
- 3. _____

SIGNATURES

Approved and authorized by City of Novi:

Name: (Print) _____

Title: (Print) _____

Signature: _____

Date: _____

Approved and authorized by the Hotel:

Name: (Print) Gina Cairns

Title: (Print) Sales Manager

Signature: _____

Date: _____