



## Northern California World Service Area Assembly Bid

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The following Request for Proposal (RFP) provides guidance for Northern California World Service Area (NCWSA) requirements for its annual Assemblies. It is designed for use by both our membership and hotels responding to this RFP. NCWSA is Al-Anon and we help friends and families of those affected by alcoholism.

All Assemblies have the same basic requirements as specified below. We meet every year in May and October. Individual Districts within the Area offer to host the Assembly and secure the initial bid from prospective hotels. We try to conclude an Agreement as far in advance of the event as possible consistent with the degree of activity by our Districts in securing proposals. Those District Representatives (DRs) bringing forth proposals must use this format to secure the bids from hotels in order to allow easy comparison between bids. The DRs present the bids at the earliest possible Committee Meeting in advance of the proposed Assembly dates (Committee Meetings are held in February, May and July/August with one to be attached to a One Day Assembly). The Committee members then vote on the various options. Then the Facilities Coordinator finalizes the arrangements with the Hotel/facility and handles all communications between the Hotel/facility and NCWSA until the event is concluded and the final bill is paid.

All members pay for their own sleeping rooms and food while at the Assembly. The NCWSA pays for the meeting rooms.

Typically, we require between 50 and 100 room nights depending on the proximity of the hotel to our membership. We will adjust this depending on our estimation of requirements for each location.

**Billing:** Subsequent to receiving the final bill, minus any deposits, NCWSA will pay agreed to amounts as reflected in the Agreement signed by the Facilities Coordinator. Any charges not specified in the Agreement or agreed to in writing in advance of the event by the Facilities Coordinator will not be paid. Payment is usually by NCWSA credit card. **Only the Facilities Coordinator, or their designate, is permitted to authorize additional charges during the event.** If you have questions about this policy they must be cleared up before the beginning of the event with the Facilities Coordinator.

NCWSA reserves the right to modify this RFP in advance of the event if needs change.

Once we have an agreement, please prepare a written Agreement and send it by email to the Facilities Coordinator for signature by the NCWSA Chairperson. They will be returned to you signed via email.

If you have extra charges (such as parking) they must be specified in the agreement.



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Please complete the form below for Hotel/Facility Information:

Name \_\_\_\_\_ Contact(s) \_\_\_\_\_

Street \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

City and ZIP \_\_\_\_\_

Proposed Dates: \_\_\_\_\_

**Section 1: Meeting Room Requirements and Costs**

A. **General Session Meeting Room:** We need one General Session Meeting Room set up classroom style to accommodate 250 people comfortably. All aisles, risers and stairs must meet ADA requirements. In the back or side of the room space for up to 8 tables including walking space. We need a head riser with seating for 7 people plus a podium. The air conditioning must be functioning properly. Please indicate any restrictions on wall hangings, displays, and rules affecting attachment of banners to the walls. NSWSA provides, sets-up, and operates our own A/V equipment. Please indicate restrictions for gaffers' tape for A/V.

**May Assembly:**

Time Needed: Saturday 7:00 AM to 6:00 PM

Cost: \_\_\_\_\_.

Please indicate if there is a sliding scale depending on the number of rooms reserved and the specific costs associated with the number of sleeping rooms sold. What rates apply if we do not meet our room count?

\_\_\_\_\_

\_\_\_\_\_

**October Assembly:**

Time Needed: Friday 3:00 PM to 11:00 PM, Saturday 7:00 AM to 11:00 PM, and Sunday 7:30 AM to 5:00 PM

Cost: \_\_\_\_\_.

Please indicate if there is a sliding scale depending on the number of rooms reserved and the specific costs associated with the number of sleeping rooms sold. What rates apply if we do not meet our room count?

\_\_\_\_\_

\_\_\_\_\_

One DR meeting room is required Friday night from 8 PM until 11 PM seating up to 30 people, circle of chairs with a few tables in the room if possible.



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Cost for DR Room: \_\_\_\_\_

- B. **Breakout Rooms:** The number of breakout rooms varies depending on our agenda. Usually, we will need between one and four breakout rooms capable of seating up to 30 people each with chairs theatre style.

Time Needed: This varies depending on the events planned. Quote on the basis of cost per hour on Saturday only for one, two, three and four rooms.

Cost for Breakout Rooms: \_\_\_\_\_

- C. **Hospitality Suite:** We would like one suite suitable for childcare serving beverages and snacks supplied by our organization.

Cost for Hospitality Suite: \_\_\_\_\_

- D. **October Assembly: Registration and Voter Registration Space**

Registration requires at least three 8' tables adjacent to the main meeting room or close to the hotel registration. Voter registration needs at least four 8' tables in the same area as the registration tables. Chairs will be needed for all people working during registration and voter registration, which is Friday 3:00 PM until 9:00 PM, Saturday 7:00 AM through 11:00 PM, and Sunday 7:30 AM through 9:00 AM.

Cost for Registration Space: \_\_\_\_\_

- E. Please indicate the amount and date of deposit required: \_\_\_\_\_

- F. Please indicate the number of rooms (on a sliding scale) that will be provided on a complimentary basis: \_\_\_\_\_

- G. If pricing for meeting rooms and/or sleeping rooms varies with multiple dates offered, please show them clearly on this RFP.

- H. **Signage:** all signage should read "NCWSA ASSEMBLY".

- I. **Sleeping Rooms:** We prefer rooms with two queen-sized beds in each room for the majority of our members. Please specify the types of rooms you have available and the cost of each to include rooms with king-sized beds, quads and roll-away beds. Most of our members will be staying for Friday and Saturday nights. Sleeping Room Cost (show tax as a separate item):

Single:	Double:
Triple:	Quad:
Roll Away:	

- J. **Reservations:** Please indicate the last date on which reservations may be made.

Date: \_\_\_\_\_