



KACE

Kansas Association of Colleges and Employers

Hotel Fact Sheet

Hotel name: _____

Address: _____

City, ST, Zip: _____

Contact name: _____

Phone: _____

Fax: _____

e-mail: _____

Please use our "Fact Sheet" as a guide in establishing prices and in answering our questions. Thank you.

SPACE AND DATES

The KACE conference is held annually from Wednesday evening through Friday noon during the first week in November. We expect approximately _____ people at the conference and anticipate needing _____ guest rooms for Wednesday and Thursday nights.

Will your hotel guarantee the necessary space available within approximately two weeks of _____ (conference date) Yes _____ No _____

What dates are available? _____

GUEST ROOMS

Guest room rates for the above dates, based on our past experience will be:

Single: _____ Double: _____

Do you have government rates? Yes _____ No _____ If yes, rate is: _____

Do these rates extend to the day before and after the conference? Yes _____ No _____

Can you guarantee room rates at this time? Yes_____No_____

What is the ratio of complimentary guest rooms to paid guest rooms utilized?

Can those be upgraded from basic rooms? Yes_____No_____

If yes, to what type of room?_____

Can there be an extended check out time on this room until 3:00 p.m.?

Yes_____No_____

Does your hotel provide a complimentary suite for the Association President?

Yes_____No_____

What is the guest check-in time? _____

What is the guest check-out time? _____

Can a later check-out time (with no penalty) be arranged? Yes_____No_____

Do you have plans to re-model guest rooms? Yes_____No_____

If so, when? _____

PUBLIC MEETING SPACE

Conference space needs include a Wednesday evening reception for _____ participants. Thursday morning breakfast/meeting room , lunch/meeting room, and three breakout rooms. Friday morning breakfast/meeting room, classroom meeting room , and a lunch/program room for _____ participants.

If the Kansas Association of Colleges and Employers selects your hotel for its Annual Conference, is there a charge for meeting room space or room set up?

Yes_____No_____

If yes, please indicate: _____

Can you provide office space (work room) at the conference? Yes_____No_____

Do you have any plans to re-model meeting rooms? Yes_____No_____

If so, when? _____

FOOD AND BEVERAGE SERVICE

How far in advance may our conference Program Committee get guaranteed prices for food? _____

What is the percentage of tax and gratuity on your food and beverage service? _____

What percentage of leeway does our conference Program Committee have in estimating the number of meals or beverages to be served? _____

How far in advance must estimates for food and beverage be given? _____

For KACE sponsored receptions or cocktail parties, how does your hotel charge?

By the drink? _____

by the bottles opened? _____

Does your charge include bartenders? Yes _____ No _____

Does your charge include cashiers? Yes _____ No _____

At a cash bar set-up, what is your charge for:

Wine? _____

Beer? _____

Mixed drinks? _____

Soft drinks? _____

Our KACE members will make use of in-house restaurants and cocktail lounges. Are your facilities adequate to provide for this load in addition to other guests?

Yes _____ No _____

Does your hotel attempt to regulate cocktail parties/receptions held in private or corporate suites? Yes _____ No _____

What special rules, if any, apply to private receptions? _____

EQUIPMENT Does your hotel provide:

Microphones and podiums? Yes _____ No _____ Amount of charge _____

Overhead projectors? Yes _____ No _____ Amount of charge _____

Slide projectors? Yes _____ No _____ Amount of charge _____

Chalkboards? Yes _____ No _____ Amount of charge _____

Flip charts? Yes _____ No _____ Amount of charge _____

Projection screens/white walls? Yes _____ No _____ Amount of charge _____

Internet connections? Yes _____ No _____ Amount of charge _____

Laptop computers? Yes _____ No _____ Amount of charge _____

Computer projectors? Yes _____ No _____ Amount of charge _____

VCR and TV monitors? Yes _____ No _____ Amount of charge _____

May KACSE bring their own equipment (as listed above)? Yes _____ No _____

OTHER SERVICES

Is there an on-site exercise/workout facility? Yes_____No_____

Is there a charge to use it? Yes_____No_____ If so, how much?_____

Does the hotel have a swimming pool? Yes_____No_____

Whirlpool? Yes_____No_____

Sauna? Yes_____No_____

Does your hotel provide free parking? Yes_____No_____

If your hotel does not provide free parking, what is the charge per day?_____

What kind of hotel security do you provide for guests?_____

Are all the guest rooms and meeting rooms handicap accessible? Yes_____No_____

Does your hotel provide airport shuttle service? Yes_____No_____

Is there a charge for this service? Yes_____No_____

If yes, what is the charge?_____

A major social event will be held "off premises", will your staff assist in making arrangements? Yes_____No_____

Can you provide bus service to off premise events? Yes_____No_____

How many people can you accommodate on the bus?_____

Is there a fee? Yes_____No_____ If so, how much?_____

Who is our primary contact at your hotel? Name:_____

Title:_____

Phone:_____

Can we schedule a site visit? Yes_____No_____

Will this include a complementary meal? Yes_____No_____

Can the conference program planning committee schedule a visit and meeting room prior to the conference? Yes_____No_____

Is there a charge for the meeting room? Yes_____No_____

If yes, how much?_____