



**Hawaii Jaycees
Board Meeting/Annual State Convention
Official Bid Agreement Form**

Event: _____ **Date(s):** _____
Host Chapter: _____ **Chairperson:** _____
Address: _____
City: _____ **Zip Code:** _____
Phone: _____ **Fax:** _____

Proposed Location:

Hotel Site:
 Lunch Site:
 Dinner Site:
 Meeting Training Site:

Proposed Cost:

Cost of Registration: \$10.00, to include:

Cost of Room: (Kamaaina/Group Rates per night)

Single:	\$ _____	+ tax \$ _____	= \$ _____
Double:	\$ _____	+ tax \$ _____	= \$ _____
Triple:	\$ _____	+ tax \$ _____	= \$ _____
Quad:	\$ _____	+ tax \$ _____	= \$ _____
Suite:	\$ _____	+ tax \$ _____	= \$ _____
Other:	\$ _____	+ tax \$ _____	= \$ _____
Cost of Roll Away:	\$ _____	+ tax \$ _____	= \$ _____

Is there a Hotel/Car package?

If yes, with:

If no, what other ground transportation is available?

Cost of Meals: (includes tax and gratuity)

Meal Package:	\$ _____	Includes:
Lunch	\$ _____	
Dinner	\$ _____	
Other	\$ _____	

Reservation Deadlines:

Hotel room reservations with deposits:

Registration and Meals:

Miscellaneous Host Chapter Responsibilities:

Securing/coordination of meeting site; registration; informational packets; delegate name tags; a sound system including microphones, mixer and CD player capable of handling music and the various Jaycee guests and other speakers; and other equipment and supplies required by the Jaycees to stage their various programs.

The HOST CHAPTER agrees to provide all of the facilities, equipment and manpower as requested by the HAWAII JAYCEES executive committee as set forth above, and in the Hawaii Jaycees Bid Form Instructions and Procedures attached, at no cost to the Hawaii Jaycees other than the registration fees charged above and as provided in the Hawaii Jaycees Bylaws.

CERTIFICATION: We, the undersigned officers of the HOST CHAPTER and the HAWAII JAYCEES, do hereby attest that all provisions in the above agreement have been discussed and agreed to. It is further understood that any changes to this agreement shall be brought before the HAWAII JAYCEES executive committee for their approval.

Approval Date:
 For the HOST CHAPTER

For the HAWAII JAYCEES

 Print Name and Title

 Print Name and Title