

SASKATCHEWAN AL-ANON/ALATEEN ASSEMBLY
BID FORM FOR HOSTING ASSEMBLIES

LOCATION

DATES OF ASSEMBLY

HOTEL: Room cost (taxes included) per night

Single	\$ _____
Double	\$ _____
Triple	\$ _____
Quad	\$ _____

Number of rooms available _____

Complimentary breakfast (circle one) Yes No

Meals (tax and gratuity included)

Do we have to guarantee number of meals? Yes No

Saturday Breakfast \$ _____

Lunch \$ _____

Banquet \$ _____

Sunday Breakfast \$ _____

TOTAL MEALS

\$ _____

Outside food allowed? Yes No

Beverages \$ _____

Meeting Rooms

Is there an extra charge? \$ _____

Do we have to guarantee number of rooms rented? Yes No

Equipment

What is Wi-Fi speed in meeting room? _____

Microphone(s); how many are available? At what cost? _____

Is there an In-Room Public Address System Yes/No

Flip Chart/White Board Yes/No \$ _____

Screen (65" recommended size) Yes/No \$ _____

Podium Yes/No \$ _____

Extension Cords (2 - 25 ft or longer) Yes/No \$ _____

Other \$ _____

Amount of deposit required by hotel \$ _____

PLEASE NOTE: ALL PRICES SHOULD HAVE TAXES AND GRATUITY INCLUDED

Are billets available? Yes No

SUBMITTED BY: **DISTRICT #** _____
LOCATION _____