

Florida South (Area 10)

AL-ANON CONVENTION - HOTEL INFORMATION

*The following is information for the Convention Chair
when looking and booking a hotel for the Convention.*

1. A hotel with approximately 12 meeting rooms, banquet facilities, and a general meeting room adequate to hold 600 to 700 people.
2. The Convention date shall not conflict with a religious or national holiday or the A.A. Convention. It is suggested that we maintain the date of the next to the last weekend of August (Friday-Sunday) for our Conventions.
3. Negotiate with the hotel for the hotel room rate and hotel room nights.
 - A. Approximately 75% of room commitments be available for double bed accommodations.
 - B. Suggested room commitment is to be approximately 275 room nights for the weekend, not per night. If, however, the hotel requires a per night commitment, approximately 20 rooms for Thursday (for last Committee Planning Meeting), 85 for Friday, and 170 for Saturday.

Make sure that if more rooms are needed, the hotel can add them to the block at the same convention hotel room rate.
 - C. Negotiate to get free hotel room for every 40-50 rooms booked.
 - D. Ask for convention room rate 3 days before and 3 days after the Convention.
4. Negotiate food/banquet/beverage commitments – suggested not to exceed \$12,000.
5. Negotiate meeting rooms – sometimes we get meeting rooms free if we meet our room and food/banquet/beverage commitments.
6. Negotiate Monthly Committee Meeting Room at the hotel, if desired. Some Chairs have coordinated a luncheon for the meeting room and they got the meeting room free.
7. When negotiating the contract and function space requirements, keep an eye toward hidden or extra hotel charges that can be negotiated down, such as:

A. Set up and break down of • Banquet • Dance floor • Stage • General Session Room • Workshop Rooms	B. Microphones C. Easels D. Service Charges E. Taxes (whether separate or inclusive in banquet pricing) F. Audiovisual
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8. Furnish hotel with Consumer's Certificate of Exemption to be exempt from paying sales tax. Inquire about other taxes or fees that may be in the contract.
9. If requested, furnish hotel with Certificate of Insurance (COI).
10. Convention Chair and Area Chairperson are responsible for reading hotel contract to ensure it is in accordance with our structure. Area Chairperson is to review and sign hotel contract.
11. A deposit of \$500 is usually required. If it is more than \$500, you will need approval of the Area Officers.
12. Important: When negotiating Convention Contract, look at the dates when payments are due.
13. Other items may show up with each contract. Ask questions.