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Hotel Facilities Services Sample Proposal

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January 16, 20xx

Jonathan Whitworth
President
North American Mystery Authors Association
P.O. Box 531
Portland, ME 04104

Dear Mr. Whitworth,

We'd like to extend our invitation to have your next NAMAA Writers Conference at our facility in New Orleans, Louisiana.

As you know, New Orleans is rich in history and culture, and has always been home to many famous writers. We believe that your members will find our hotel and our city the perfect place to gather for inspiration and collaboration.

I've enclosed general information about our hotel and conference facilities and offerings. Let's speak soon about plans to host your next great NAMAA Writers Conference here at the Southern Gardens Hotel & Conference Center in New Orleans.

Sincerely,

Georgette Howard
Bookings Manager
Southern Gardens Hotel & Conference Center
555-555-5555
gh@southerngardenshotel.com
www.southerngardenshotel.com

January 16, 20xx

Southern Gardens
Hotel & Conference
Center
1200 Gardenia
Boulevard
New Orleans, LA
70112

(PH) 555-555-5555

PROPOSAL

Hosting the NAMAA Writers Conference

Prepared for: Jonathan Whitworth
President

Prepared by: Georgette Howard
Bookings Manager

DESCRIPTION

Southern Gardens would like to extend our invitation to have your next NAMAA Writers Conference at our facility in New Orleans, Louisiana.

Let's speak soon about plans to host your next great conference here at our fabulous venue. Enclosed is a brief outline of what we can provide to make your conference a success.



The Southern Gardens Hotel & Conference Center is the perfect place for your next writers conference.

General Description

We are ideally located on three private fenced acres at 1200 Gardenia Boulevard in New Orleans' famous Garden District.

Capacity

Our hotel has 164 rooms. If every room were filled to capacity, we could host more than 500 guests. In a typical season, we average 318 guests per night.

Our conference center consists of a suite of conference rooms that can be configured into seven small rooms, two very large ones, or any combination in between. The conference center also has four restrooms dedicated for its guests.

Layout

The hotel has guest rooms on all three floors, with the first floor reserved for wheelchair-accessible rooms, as well as our lobby, coffee shop, and fitness center. It's a short stroll from the front desk to the gardens, swimming pool, and separate conference center building.

Accessibility

Our hotel includes twenty wheelchair-accessible rooms of varying sizes. Elevators and ramps make it possible for all guests to avoid steps if desired. A lift device is available to assist guests into and out of the swimming pool and hot tub. Assisted hearing devices are available on request from the front desk. All signs, including room numbers, have Braille translations beneath the standard letters or numbers.

Transportation

The hotel offers complimentary shuttle service to and from the airport. Taxis are easily available for transportation within the city. City buses stop only a short block from our site. And if you're looking for a romantic tour, horse-drawn carriage rides are also available.

Additional Information

Whatever the weather is outside, you'll find it's the perfect temperature inside your room at Southern Gardens. Our state-of-the-art climate control keeps guests comfortable and dry in our facility.



SERVICES PROVIDED

The Southern Gardens Hotel & Conference Center offers the following services to our guests:

|| In-house ATM and Check Cashing

You always have instant access to cash. Need to cash a traveler's check or cashier's check? We can handle that at the front desk.

|| In-room Safe

You can feel secure leaving your valuables in your room locked in a secured safe.

|| Beauty Shop

For your hair cutting and styling needs, Belle's Beauty Boutique is available on the first floor, Monday through Saturday, 9 am to 6 pm.

|| Child Care Services

Need a babysitter? We'll provide one for you.

|| Housekeeping

Unless you hang a "Do Not Disturb" sign on the door, your room will be inspected and tidied twice a day (turn-down service in the evening).

|| Laundry, Ironing, or Clothing Repair

Our housekeeping staff will help you keep your clothes looking their best.

|| Hi-Speed Internet Wireless Connection

The internet is always available for your use anywhere on the hotel property.

|| Concierge Service

Need to rent a car, find a tuxedo, buy theatre tickets? Stop at our concierge desk in the front lobby and we'll assist you to fulfill any desire.

|| 24-Hour Room Service

Got an urge for a milkshake at three a.m.? Just call the front desk and order any item from the Room Service menu conveniently located in your room.



New Orleans is, as everyone knows, a world renowned tourist destination. We're proud to offer your members the following tours designed to appeal especially to writers.

Tourist Destinations

No visit to New Orleans would be complete without a tour of the French Quarter and the Garden District, both made famous in hundreds of books over the last two centuries. Other sites of particular interest to many writers are our notable cemeteries, which, due the high water table of the area, are populated with beautiful above-ground mausoleums, memorial statues, and crypts of all kinds. The Mississippi River also lures many visitors to its history-laden waters.

Historical New Orleans

New Orleans shows both Spanish and French influences and has been home to many famous people. On foot, we stroll through the ornate historic buildings of the French Quarter, marveling at the ornate ironwork, colorful stucco, and elaborate balconies. Then, traveling by romantic horse-drawn carriage, we survey the elegant Garden District neighborhood, constructed in the antebellum style popular in the 1800s.

Departures daily at 1pm from the hotel, 2.5 hours duration, \$55 per person.

Voodoo & Vampires Tour

Spells, hexes, and haunts abound in New Orleans. Exploring (carefully!) after dark, we visit a voodoo altar, a voodoo shop, a cemetery, and haunted bar. Bring your garlic wreaths and silver crosses; you never know who might show up!

Departures nightly at 9pm from the hotel, 1.5 hours duration, \$45 per person.

Riverboat Cruise

All aboard our steam-driven paddlewheeler for an evening full of history and the energizing melodies of southern jazz. You'll learn all about the famous pirates, gamblers, and musicians who plied the Mississippi river and called New Orleans home.

Departures nightly at 7:30 pm from the hotel, 1.5 hours duration, \$40 per person.

Reservations

All tours can be reserved at the front desk of the hotel. Call 555-555-5555. First-come, first-serve. Space is limited.



S A M P L E

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