Westmont Conference and Event Request for Quote
Summer 2014

We're so glad you've chosen Westmont as the location for your Conference. In order to best prepare for your arrival and provide the highest level of service during your stay, we'd like to ensure that we're clear on the details for your event.

Please fill out the following and return to us as soon as possible. This will enable us to start the contract process. Once we have an agreed upon and signed contract, you will have secured your space at Westmont.

Basic Details

Group Name:

Group Director:

Primary contact number:

Primary contact e-mail address:

Desired Arrival Date: Day:
Desired Arrival Time:
Please note that 3:00pm is the standard check-in time. Earlier check-in times may result in additional charges.

Desired Departure Date: Day:
Desired Departure Time:
Please note that 11:00am is the standard check-out time. Later check-out times may result in additional charges.

Possible alternative Dates:

Are you a Non-Profit?
If yes, please supply your 501(c) 3 number_____
Non-profit discounts will only be given to groups providing a current Non-Profit number

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Guest Information

Total minimum overnight guest count for your group –

Estimated increase prior to event (if any) –

Estimated additional day guests –

Room level requested: (please circle)

Standard Double/triple - $50 (+10% bed tax)
Standard Single - $60 (+10% bed tax)
Deluxe Double - $75 (+10% bed tax)
Deluxe Single - $85 (+10% bed tax)
Deluxe Single Plus - $120 (+10% bed tax)

Notes: If you have varied room requirements, please provide details here and approx. # per level. Standard Double/triples will be assumed unless stated otherwise.

Meals

First meal of stay - breakfast lunch dinner *(please circle/underline)*
Date of first meal:
Last meal of stay – breakfast lunch dinner *(please circle/underline)*
Date of last meal:

At least two meals a day are required unless doing a Special Event on Campus or prior arrangements are made with Conference Services a month prior to your conference date.
Estimated # of breakfasts -_____

Estimated # of lunches per day - _____

Estimated # of dinners per day - _____

Additional needs:

Number of classrooms – # per day _____ # of hours/days _____

For every 30 guests, your group will receive one free regular meeting room or classroom. Alternatively a large group may exchange 3 or 4 small meeting rooms for one large meeting space.

Number of meeting spaces other than classrooms: # _____ # of hours/days: _____

Athletic spaces (please specify location): _____ # of hours/days: _____

Lawns (please specify location): _____ # of hours/days: _____

Specialty rooms (please specify location): _____ # of hours/days: _____

Special Set up Requests:

<u>Additions to enhance your group's experience:</u>
Check or circle those you'd like added to your contract

Name badges - Set at registration check in table –
$50
We'll have printed nametags with lanyards for each of your guests prepared in advance of your arrival to start your event smoothly and make your first moments more relaxed.

Linens – total estimated number _____
$30/per set
Includes: pillow, sheet set, blanket and towel set

A/V needs – specify (full sound system; microphone; LCD projector; DVD player): _____
_____

Movie night –
$150 (Max capacity – 164)
Enjoy a private movie in Porter Theatre. Our theatre director will provide for you a list of movies from which to choose.

Exclusive pool use –
$150/hr (two hour minimum) includes lifeguard.

Pool BBQ lunch/dinner –
$20/pp (includes two hour pool use and lifeguard) *minimum of 25.*

Shuttle to the beach, State Street, airport or other local S.B. venue –
$85/hr (min 3 hrs)
This can be set for a specific event, or arranged to shuttle your guests throughout the day.
$80/hr – 4-8 hrs
$75/hr – 9-16 hrs
$60/hr – 17+ hrs

LAX Airport pick up and/or drop off (or non-local) – *seats 20 with luggage*
$250 rental plus $50/hr

Golf Cart –
$40/day (30% discount if over 5 days)
Total # of Carts _____ Total # of Days_____

Is there something you'd like to add, but don't see it on this list? Give us a call and we'll see if we can accommodate your request.