

NEW SALES LEAD

Williamsburg Tourism Council
Address: 421 North Boundary Street P.O. Box 3495 Williamsburg, VA 23185 USA
Phone: 757.253.2313

Created: 03/16/2023
Response Due Date: **03/20/2023**
Decision Date: 03/30/2023
From: Julia Smyth-Young, Sales Director -- (757) 253-2313, julia.smyth-young@visitwilliamsburg.com

Lead ID: **4110**
Organization: LM Media Worldwide, LLC
Market Segment: Wedding
Meeting: Green/Washington Wedding
Contact: Nikki Franze
Social Coordinator

Company: LM Media Worldwide, LLC
Address: 208 Lenox Avenue
Suite 219

Westfield, NJ 07090
Phone: (908) 899-0211
Fax:
E-Mail: nikki@lmmmediaworldwide.com

MEETING REQUIREMENTS

Requested Dates: 09/15/2023 to 09/17/2023
Meeting Dates: 09/15/2023 to 09/17/2023
Alternate Dates: to
to

ROOMS FORECAST

Room Attendance: 22
Requested Rooms: 22
Requested Peak: 11

	Fri, 09/15/23	Sat, 09/16/23	Sun, 09/17/23	Mon, 09/18/23	Tue, 09/19/23	Wed, 09/20/23	Thu, 09/21/23
Requested Rooms	11	11					

COMPETITION

* Williamsburg is definite

NOTES

Meeting Requirements:

Rooms Only

Schedule of Events:

* Room block for the Green/Washington Wedding at The Maine of Williamsburg on September 16, 2023

Please note below comments from the planner

Please give your best rates upfront. Competitive rates should be at or below current publicly available rates online.

Preference is for a courtesy block without attrition or cancellation. We understand this may not always be possible. If you can't offer a courtesy block over these dates, please be sure to outline applicable terms in the Additional Questions section. If you offer different rates or terms for a courtesy block vs. a guaranteed block, outline the different rates/concessions in the questions.

The wedding couple will receive copies of your responses to the questions in this RFP (excluding commission, accounts payable info, etc.). Please write your answers for the client, NOT for us!

The commission should NOT be listed as a concession/incentive for the group.

Every couple in every lead has personally contacted us to assist with their hotel block. We compile proposals on their behalf based on the preferences they provide. Once they have selected a hotel, we will contact you to prepare the necessary paperwork to confirm their block. Once the client has signed the contract, we will provide an introduction along with the signed contract.

If you hear from the client directly before receiving a signed contract, please reference this RFP and confirm the rates you have provided in your proposal. Do not underbid this quote! Please Cc your Kleinfeld consultant on all email communications. Failure to honor our RFP may result in our company being unable to work with your hotel, and we do not want that to occur as we sincerely value your partnership.

AFTER THE CONTRACT IS SIGNED, should your hotel offer lower rates on your website, we need to be aware of this to avoid any confusion for our client.

Comments:

****Please provide answers to the below questions with proposal****

1. Can you offer this group a 15% Commission on Guest Room Revenues? If not, what is the maximum you can suggest?
2. Will the hotel agree to a 3% rebate on guest room revenue?
3. What is the maximum number of rooms per night you can offer this group as a courtesy block without attrition? (Maximum number of rooms you can contribute to the couple where they would not be financially responsible for unused rooms)
4. What is the best online available rate on your website over the dates of this block?
5. Does your hotel have a Facility/Resort/Destination Fee; if so, what is the cost, and what is included? Is the hotel willing to waive this for the group?
6. How far are you from The Maine of Williamsburg?
7. What type of shuttle service do you offer? Please list pricing, if applicable; if no shuttle service is available, which outside vendors do you recommend?
8. Is breakfast included in the rate? If not, how much?
9. Do you have an onsite bar or restaurant? What are the hours; if the bar is not open late, can we pay more to keep the bar open until 2 am (or max allowable)? If so, what is the fee? Do you have After Party packages available? If not, are there other bars nearby that are open late?
10. Do you have onsite space to host a rehearsal dinner, welcome reception, or farewell brunch? Can you waive rental fees with a food and beverage minimum spend? Please attach menus and room photos, if available.
11. Should the group host a catered event onsite for you to offer a group room block?
If so, what is the Food & Beverage minimum and other terms applicable to this group?
12. Will you offer a commission on food and beverage (catering) and room rental fees? If so, what % will you offer?
13. List concessions/wedding incentives available for this group block.
14. Can you offer upgrades or additional amenities for the parents of the wedding couple? If so, what are you offering?
15. What are the suite rates available to this group? Which room type do you recommend for getting ready? If no suites are available, do you have a conference room or similar where the wedding party can get ready?
16. Is the Wedding Party allowed to take photos onsite? Are there any restrictions on them using public space for photos?
17. What contract terms apply to this block if you cannot offer a courtesy block? Please include details on attrition, cancellation, and deposit requirements, if applicable.
18. Can you offer a 2-week cut-off for this group; if not, what is your proposed cut-off date?
19. Do you have a minimum length of stay requirement over these dates? If so, which day(s) and for how many nights?
20. Can you honor Group rates two days pre and post?
21. How much is overnight Parking at the hotel? Please distinguish between valet or self-parking, if applicable.
22. Will you hand out gift bags (provided by the client) at the front desk for free? If not, what is the cost per bag?
23. Is your hotel pet friendly? If yes, what are the applicable fees or limitations?
24. Will your property be under renovation over these dates? Please provide details for any recent or upcoming renovations.
25. Can our Client and Kleinfeld Hotel Blocks earn planner points for the block?
26. Please provide the first and last name, email address, and phone number of your Accounts Payable Manager or another person responsible for commission payments.
27. How long are the quoted rates valid?

Action Requested:

Respond directly to Nikki Franze with commissionable rates and copy Julia Smyth-Young on correspondence.

Please note the opportunity was also shared via C-Vent.

All proposals must address questions included in Comments*