

Virginia Local Government Management Association 2025 Annual Conference

Virginia Local Government Management Association



Request for Proposal (RFP)

RFP Details

RFP Name	Virginia Local Government Management Association 2025 Annual Conference
Response Due Date	Thu, Jun 23, 2022
Decision Due Date	Fri, Sep 30, 2022
RFP Type	Meeting Space and Guest Rooms
RFP Code	MJNG9426TP3
Billing Information	* Individuals to pay room, tax and incidentals * Group to pay Meeting Related Charges
Concession and Contractual Information	* Government Per Diem Rate * 2 Staff rooms at \$109.00 over program dates * Seven (7) upgrades at Group Rate for Board Members * One (1) per 50 comp room policy * Presidential Suite/VIP at Group Rate June 7-13, 2022 * Complimentary Meeting Room Rental with F&B minimum of \$23,000.00++ * Group able to bring in own AV with no additional charges * Complimentary Valet and Self Parking

Key Contact Information

Contact Name	Jo Edgerton Heath	Email Address	jheath@helmsbriscoe.com
Organization	HelmsBriscoe	Phone Number	804-364-4265
Title	Managing Director		
Preferred Contact Method	Cvent, Email Address, Phone Number	Mobile Phone Number	804-310-6933
Address	2419 Bel Bridge Court Midlothian, VA 23113-6501 USA		

Organization Information

Organization Name	Virginia Local Government Management Association
Organization Type	Association
Address	NA Charlottesville
Events per Year	0

Event Information

Event Name	Virginia Local Government Management Association 2025 Annual Conference	
Total Attendees	150	
Commission	Yes - 10.00%	
Event History	This event is happening for the first time.	
Dates Flexible	Yes	
Event Dates	Wed, Jun 11, 2025 - Fri, Jun 13, 2025 + 1 alternate dates	
Date Type	Event Date Options	Notes
Planner Preferred	Wed, Jun 11, 2025 - Fri, Jun 13, 2025	

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Alternate Date	Wed, Jun 4, 2025 - Fri, Jun 6, 2025
Contract Signature Location	Charlottesville
Destinations Under Consideration	Virginia Beach, Portsmouth, Norfolk

Guest Room Requirements					
Day	Any (Run of House)	Single (1 Bed)	Double (2 Beds)	Suite	Staff
Tue, Jun 10, 2025	27				
Wed, Jun 11, 2025	105				
Thu, Jun 12, 2025	107				
Fri, Jun 13, 2025	46				
Sat, Jun 14, 2025	15				
Check-In Date Tue, Jun 10, 2025		Total Room Nights 300			
		Peak Room Nights 107			

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Meeting Room Requirements

Start Date Tue, Jun 10, 2025

Day	Time	Agenda Item	Meeting Room Requested
Tue, Jun 10, 2025	8:00 AM-11:45 PM	Storage Office	<ul style="list-style-type: none"> 24-hour Hold
Tue, Jun 10, 2025	12:00 PM-1:00 PM	Working Lunch <i>Notes or Exceptions: Buffet in General Session Foyer</i>	Crescent Rounds (Cabaret) 130 people
Tue, Jun 10, 2025	1:00 PM-1:30 PM	Pre-Con Meeting	Conference (Meeting Room Required) 10 people
Wed, Jun 11, 2025	12:00 AM-11:45 PM	Storage Office	<ul style="list-style-type: none"> 24-hour Hold
Wed, Jun 11, 2025	8:00 AM-11:45 PM	Hospitality	150 people <ul style="list-style-type: none"> 24-hour Hold
Wed, Jun 11, 2025	11:00 AM-1:00 PM	VLGMA Board Meeting	Hollow Square (Meeting Room Required) 30 people
Wed, Jun 11, 2025	11:00 AM-1:00 PM	Buffet Lunch	30 people
Wed, Jun 11, 2025	12:00 PM-5:00 PM	Beverage Break <i>Notes or Exceptions: Near Registration Area</i>	75 people
Wed, Jun 11, 2025	12:00 PM-11:45 PM	Registration	<ul style="list-style-type: none"> 24-hour Hold
Wed, Jun 11, 2025	1:00 PM-5:00 PM	Meeting <i>Notes or Exceptions: Can be same room that the Board met in</i>	Hollow Square (Meeting Room Required)
Wed, Jun 11, 2025	1:30 PM-4:00 PM	General Session <i>Notes or Exceptions: Crescent Rounds of 6</i>	Crescent Rounds (Cabaret) (Meeting Room Required) 150 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Jun 12, 2025	12:00 AM-11:45 PM	Storage Office	<ul style="list-style-type: none"> 24-hour Hold
Thu, Jun 12, 2025	12:00 AM-11:45 PM	Hospitality	150 people <ul style="list-style-type: none"> 24-hour Hold
Thu, Jun 12, 2025	12:00 AM-11:45 PM	Registration	<ul style="list-style-type: none"> 24-hour Hold
Thu, Jun 12, 2025	6:30 AM-7:30 AM	Yoga <i>Notes or Exceptions: Empty Room</i>	Other (Meeting Room Required) 15 people
Thu, Jun 12, 2025	7:45 AM-8:45 AM	Breakfast & Book Discussion <i>Notes or Exceptions: Crescent Rounds of 6</i>	Crescent Rounds (Cabaret) (Meeting Room Required) 40 people
Thu, Jun 12, 2025	7:45 AM-8:45 AM	Continental Breakfast <i>Notes or Exceptions: General Session Room Foyer</i>	Flow 150 people
Thu, Jun 12, 2025	8:00 AM-8:45 AM	Breakout Session	Hollow Square (Meeting Room Required) 20 people

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Thu, Jun 12, 2025	8:00 AM-8:45 AM	Breakout Session	Hollow Square (Meeting Room Required) 20 people
Thu, Jun 12, 2025	8:00 AM-5:00 PM	General Session <i>Notes or Exceptions: Crescent Rounds of 6</i>	Crescent Rounds (Cabaret) (Meeting Room Required) 150 people • 24-hour Hold
Thu, Jun 12, 2025	8:45 AM-5:00 PM	All Day Beverage Break <i>Notes or Exceptions: General Session Foyer</i>	Flow 150 people
Thu, Jun 12, 2025	12:00 PM-1:00 PM	Lunch Breakout Session	Hollow Square (Meeting Room Required) 30 people
Thu, Jun 12, 2025	12:00 PM-4:00 PM	Breakout Session	Hollow Square (Meeting Room Required) 30 people
Thu, Jun 12, 2025	2:30 PM-2:45 PM	Break <i>Notes or Exceptions: General Session Foyer</i>	Flow 100 people
Thu, Jun 12, 2025	4:00 PM-5:00 PM	Breakout Session <i>Notes or Exceptions: Special Set-Up - Diagram will be provided</i>	40 people
Thu, Jun 12, 2025	6:00 PM-9:00 PM	Reception <i>Notes or Exceptions: General Session Foyer</i>	Reception (Meeting Room Required) 150 people
Fri, Jun 13, 2025	12:00 AM-1:00 PM	Storage Office	
Fri, Jun 13, 2025	12:00 AM-1:00 PM	Hospitality	150 people
Fri, Jun 13, 2025	12:00 AM-1:00 PM	Registration	
Fri, Jun 13, 2025	6:30 AM-7:30 AM	Yoga <i>Notes or Exceptions: Empty Room</i>	Other (Meeting Room Required) 15 people
Fri, Jun 13, 2025	8:00 AM-8:45 AM	Breakout Session	Hollow Square (Meeting Room Required) 20 people
Fri, Jun 13, 2025	8:00 AM-8:45 AM	Breakout Session	Hollow Square (Meeting Room Required) 20 people
Fri, Jun 13, 2025	8:00 AM-9:00 AM	Continental Breakfast <i>Notes or Exceptions: General Session Room Foyer</i>	Flow 150 people
Fri, Jun 13, 2025	9:00 AM-12:00 PM	Beverage Break <i>Notes or Exceptions: General Session Foyer</i>	Flow 120 people
Fri, Jun 13, 2025	9:00 AM-12:30 PM	General Session <i>Notes or Exceptions: Crescent Rounds of 6</i>	Crescent Rounds (Cabaret) (Meeting Room Required) 120 people

Additional Questions

1. Concessions offered: (Multiple choice) (Required)

- No attrition liability
- 10% allowable attrition
- 15% allowable attrition
- 20% allowable attrition
- 25% allowable attrition
- 30% allowable attrition
- 1 per 50 comp cumulative
- 1 per 45 comp cumulative
- 1 per 40 comp cumulative
- 1 per 35 comp cumulative
- 1 per 30 comp cumulative
- 1 per 25 comp cumulative
- Discounted staff rooms
- Upgrades - #TBD
- Complimentary VIP Amenities - #TBD
- Early check-in for VIPs
- Late check-out for VIPs
- Complimentary guest room internet
- Complimentary meeting room internet
- Complimentary meeting room rental
- 24 hr hold on all meeting rooms
- 10% F&B discount
- 15% F&B discount
- 20% F&B discount
- 10% discount on in-house AV
- Discount parking
- Hotel reward points
- Double hotel reward points
- Triple hotel reward points
- Pre/Post rates not offered
- Rates offered 1 day pre/post
- Rates offered 2 day pre/post
- Rates offered 3 day pre/post
- Complimentary airport transfers - # TBD
- Complimentary guest rooms for site visit - # TBD
- Complimentary guest rooms for pre-planning visit - # TBD
- Waived Resort Fee
- Discounted Resort Fee
- 10% shipping & handling discount
- 15% shipping & handling discount
- Other

2. List renovations in the past 5 years and scheduled to be completed. (Comment) (Required)

3. HelmsBriscoe will be paid a placement fee which is non-cancelable and non transferable to any other party for the booking of this meeting. HelmsBriscoe is acting with full consent and the client is aware of the placement fee payable to HelmsBriscoe by your organization. Indicate your agreement to the placement fee by providing your name, title and the date of your response in the area below. (Comment) (Required)

4. Please select your current Forbes and/or AAA Rating? (Multiple choice) (Required)

- 1 Star
- 2 Star
- 3 Star
- 4 Star
- 5 Star
- Not Rated - Star
- 1 Diamond
- 2 Diamond
- 3 Diamond
- 4 Diamond
- 5 Diamond
- Not Rated - Diamond

5. Accounts Payable Contact First & Last Name: (Comment) (Required)

6. Accounts Payable Phone Number: (Comment) (Required)

7. Accounts Payable Email Address: (Comment) (Required)

8. Accounts Payable Fax: (Comment) (Required)

9. Indicate your agreement to the placement fee by providing your name, title and the date of your response in the area below. (Comment) (Required)