

cityofnovi.org

CITY of NOVI CITY COUNCIL

Agenda Item C
April 21, 2008

SUBJECT: Approval of final costs for the 2008 Annual Appreciation Dinner in the amount of \$18,542.58 to the Sheraton Detroit Novi.

SUBMITTING DEPARTMENT: Neighborhood and Business Relations *SW*

CITY MANAGER APPROVAL *[Signature]*

BACKGROUND INFORMATION:

The 2008 Annual Appreciation Dinner was held in January with a record of 570 attendees.

The Sheraton Detroit Novi is one of only two venues in Novi which can accommodate a crowd this large, the other being the Rock Financial Showplace. The Rock Financial Showplace cannot offer a Friday or Saturday evening in January due to previously scheduled large exposition shows.

The Sheraton Detroit Novi kept the cost at \$26 per person (not including gratuity), the same as the price in 2007.

RECOMMENDED ACTION: Approval of final costs for the 2008 Annual Appreciation Dinner in the amount of \$18,542.58 to the Sheraton Detroit Novi.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

NEEDS TO GO ON AGENDA
FOR APPROVAL
715,000

COPY



21111 HAGGERTY ROAD, NOVI, MI 48375
TEL: (248) 349-4113
FAX: (248) 349-4105

INVOICE / STATEMENT

Page Number: 1



21111 HAGGERTY ROAD, NOVI, MI 48375
TEL: (248) 349-4113
FAX: (248) 349-4105

20160	19-MAR-08
ACCOUNT NO	STATEMENT DATE

20160	19-MAR-08
ACCOUNT NO	STATEMENT DATE

City of Novi
45175 West 10 Mile Road
Novi, MI 48375

Attn: **SHERYL WALSH**

City of Novi
45175 West 10 Mile Road
Novi, MI 48375

PAYMENT DUE UPON RECEIPT OF NOTICE

TO INSURE PROPER CREDIT DETACH THIS
STUB AND RETURN WITH YOUR PAYMENT

DATE	REFERENCE / DESCRIPTION	CHARGES	PMTS / CREDITS	AMOUNT DUE	DATE	REFERENCE	AMOUNT DUE
08-JAN-08	218477/Folio				08-JAN	218477	18542.58
	***City of Novi					** Total **	18542.58
19-MAR-08	5952/ADJ - Tax Exemp		32.76-				
04-JAN-08	Cash		2242.50-				
04-JAN-08	Catering	2242.50					
04-JAN-08	Catering	17964.00					
04-JAN-08	Presentation Service	578.76					
05-JAN-08	Twenty-One-One-Eleve	32.58					
		20817.84	2275.26-	18542.58			

101-299.00 - 882.000
Served

90 DAYS & OVER	60-90 DAYS	30-60 DAYS	CURRENT	BALANCE DUE	AMOUNT ENCLOSED	BALANCE DUE
	18542.58		0.00	18542.58		18542.58

INTEREST AT 1 1/2% PER MONTH (18% PER ANNUM) WILL BE CHARGED TO ALL ACCOUNTS OVER 30 DAYS PAST DUE.



Sheraton Detroit NOVI

21111 Haggerty Road • Novi, Michigan 48375 • (248) 349-4000 • Fax (248) 349-4302

Doc# 43,603
Page: 1 of 1
Created: 1/4/2008

Sheraton Detroit Novi
HOTEL

Banquet Check

Account: CITY OF NOVI	Event Date: 1/4/2008
Post As: City of Novi	Catering Mgr: Jamal Nehmeh
Address: 45175 West 10 Mile Road Novi, MI 48375	On-Site: Sheryl Walsh
	Code: Catering
	Master Acct #: COA04Z 20080104
Contact: Sheryl Walsh	Tax Exempt: TAX EXEMPT

Quantity	Food Description	Price	Amount
570	Plated Dinner Entree	26.00 Per person	14,820.00
Subtotal Food			14,820.00

Quantity	Resource Description	Price	Amount
2	Attended Coatcheck	75.00 per event	150.00
Subtotal Resource			150.00

Room Rental	Price	Amount
Room: Grand Ballroom Function: SET	0.00	0.00
Room: Grand Ballroom Function: RECP	0.00	0.00
Room: Grand Ballroom Function: DIN		
Subtotal Rental		0.00

Subtotal All Charges:	14,970.00
Service Charge (20%):	2,994.00
Sales Tax (6%):	0.00
Subtotal All Charges:	17,964.00
Grand Total:	17,964.00

Client Signature _____

Date _____

Sheraton Detroit Novi
 21111 Haggerty Rd
 Novi, MI 48375
 Tel: 248-374-1668 Fax: 248-374-1669

Daily Rental Order # 4420-1876

City of Novi
 Attn: Sheryl Walsh
 45175 West 10 Mile Road
 Novi, MI 48375

Contact Name: Sheryl Walsh
 Contact Phone: 248-735-5628
 Contact Fax: 248-347-0577
 DRO No: 4420-1876
 Hotel CS Manager: Jamal Nehmeh

DRO Date: **1/4/2008**
 Show Name: **City of Novi**
 Show Location: **Sheraton Detroit Novi Hotel**
21111 Haggerty Road
Novi, MI 48375
 Conveyance Method: Pickup
 Billing Method: Master

Ballroom A-D
Billing Ref: 43603
Relates to Job(s): 4420-1911

Equipment And Sales

Qty	Item Description	Rate	Subtotal
1	Handheld Microphone	\$25.00	\$25.00
2	7.5'X10 Frame & Legs	\$160.00	\$320.00
1	5 Channel Mixer (4 Mic/Line 1 Aux)	\$40.00	\$40.00
Equipment And Sales Subtotal			\$385.00

Labor

Qty	Item Description	Rate	OT Rate	DT Rate	Reg Days	OT Hrs	DT Hrs	Subtotal
Friday, January 4, 2008								
1	Technician To Set/Strike	\$35.00	\$52.50	\$70.00	2.00			\$70.00
Labor Subtotal								\$70.00

Ballroom A-D Subtotal: \$455.00

Added on-site

PSAV
Prepared For: City of Novi
DRO No: 4420-1876
Total: \$ 578.76

	Ext. Price
Subtotal	\$455.00
Service Charge	\$91.00
Damage Waiver	\$0.00
Tax	\$32.76
Total	\$578.76

~~X~~ TAX EXEMPT

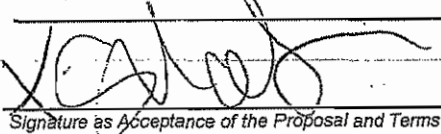
Thank you for your business.

Approved By: _____

Printed On: 1/4/2008 2:35PM

Prepared By: Gerard Hardy

Prepared For: City of Novi (Sheryl Walsh)



Signature as Acceptance of the Proposal and Terms

Date of Acceptance

Signed Acceptance must be received prior to delivery of equipment to Customer/show site.