



cityofnovi.org

CITY of NOVI CITY COUNCIL

Agenda Item D
July 18, 2011

SUBJECT: Approval of an agreement with the Sheraton Detroit Novi to host the 2012 Appreciation Dinner, an annual event honoring Boards, Commissions, Committees and Employees for their dedication to Novi, on January 6, 2012 for the estimated amount of \$14,000.

SUBMITTING DEPARTMENT: Neighborhood and Business Relations

CITY MANAGER APPROVAL: 

EXPENDITURE REQUIRED	\$ 14,000 (approximate)
AMOUNT BUDGETED	\$ 28,990
APPROPRIATION REQUIRED	N/A
LINE ITEM NUMBER	101-295.00-882.000

BACKGROUND INFORMATION:

The 2012 Annual Appreciation Dinner is scheduled for January 6, 2012. The annual event honors and pays tribute to the more than 250 citizen volunteers (board, commission, and community members) who donate their time and talents to the betterment of Novi.

The event has grown significantly over the past few years and the Sheraton Detroit Novi is one of only two venues in Novi which can accommodate a crowd of approximately 500, the other being the Suburban Collection Showplace. The Suburban Collection Showplace cannot offer a Friday or Saturday evening in January due to previously scheduled large exposition shows.

The Sheraton Detroit Novi has agreed to keep the cost at \$26 per person (not including gratuity), the same price as the past four years. A 22% service charge will be added to all food, beverage and audio visual prices. The recommended approximate approval amount of \$14,000 includes food for an estimated attendance of 400, coat check and audiovisual equipment and set-up for the event. The total budgeted amount for the Appreciation Dinner includes linens, floral arrangements, invitations, etc.

RECOMMENDED ACTION: Approval of an agreement with the Sheraton Detroit Novi to host the 2012 Appreciation Dinner, an annual event honoring Boards, Commissions, Committees and Employees for their dedication to Novi, on January 6, 2012 for the estimated amount of \$14,000.

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Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Fischer				
Council Member Margolis				

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



Sheraton Detroit Novi

H O T E L

LETTER OF AGREEMENT BETWEEN SHERATON DETROIT NOVI AND CITY OF NOVI

Monday, July 11, 2011

CITY OF NOVI
Sheryl Walsh
45175 West 10 Mile Road
Novi, MI 48375
Ph: 248-735-5628
Fax: 248-347-0577

Haggerty Hotel Associates LLC, dba
Sheraton Detroit Novi
Melissa Makowski
21111 Haggerty Road
Novi, Michigan 48375
Ph: 248-349-4000
Fax: 248-349-4302

RE: City of Novi
MEETING DATES: 1/6/2012 - 1/7/2012

CITY OF NOVI ("Group") and Sheraton Detroit Novi ("Hotel") agree as follows:

SCHEDULE OF EVENTS

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
Thursday 1/5/2012	8:00 AM	11:00 PM	Storage	Forum Amphitheatre			.00
Friday, 1/6/2012	8:00 AM	11:00 PM	Storage	Forum Amphitheatre			.00
Friday, 1/6/2012	2:00 PM	7:00 PM	Setup	DaVinci's Market			.00
Friday, 1/6/2012	2:00 PM	7:00 PM	Setup	Grand Ballroom			.00
Friday, 1/6/2012	2:00 PM	7:00 PM	Setup	Assembly			.00
Friday, 1/6/2012	6:30 PM	12:00 AM	Coat Room	Coatroom			.00
Friday, 1/6/2012	7:00 PM	12:00 AM	Reception	Grand Ballroom	See Diagram	400	.00
Friday, 1/6/2012	7:00 PM	12:00 AM	Reception	DaVinci's Market			.00
Friday, 1/6/2012	7:00 PM	12:00 AM	Reception	Assembly			.00
Saturday 1/7/2012	8:00 AM	5:00 PM	Storage	Forum Amphitheatre			.00

*The required minimum of food and beverage revenue for this event is \$10,000 (exclusive of service charge and tax). Should the revenue drop below the stated amount, CITY OF NOVI agrees to pay the difference in the form of room rental.

Specially prepared menu at \$26 per person plus service charge of 22%

BANQUETS AND MEETING ROOM ASSIGNMENTS

The above program outlines the function space we currently have reserved. All changes and/or additions will be subject to availability. The hotel reserves the right to reassign function rooms in the event the originally reserved rooms should become inappropriate, at the sole discretion of the hotel.

As other groups may be utilizing the same room prior to or following your function, please adhere to the times agreed upon. Should CITY OF NOVI require additional time to accommodate schedule changes, presetting of the room, clean up, etc., please contact Melissa Makowski to discuss availability and rental fees. Any major room setup changes occurring after the agreed upon setup on the day of the event, may result in additional fees to CITY OF NOVI.

FOOD AND BEVERAGE

Please refer to the banquet menus for your food and beverage selections. A 22% service charge, or the prevailing rate, will be added to all food, beverage, audiovisual and room rental prices. A 6% sales tax will be added to all food, beverage, audiovisual, room rental and service charge prices. An additional \$50.00 service fee is applicable for group meal functions of less than 20 people. All meeting requirements, menu requests and other food and beverage selections should be confirmed no later than two weeks in advance of the event.

A final guarantee is required three business days prior to your event by 12:00 P.M. (noon). The guarantee may not be less than 80% of the original estimate and will be considered the minimum guarantee for which you will be charged. This number is not subject to reduction. If the guarantee is not received by the Catering and Convention Services Department, the original expected number will be used for preparation and billing. Upon request, the Sheraton Detroit Novi can prepare and set for 5% over the guarantee. A fee will be assessed for events that require an over-set above 5%.

Outside food and beverage may not be brought into the hotel. In addition, food and beverage purchased through the Sheraton Detroit Novi Catering and Convention Services Department may not be taken from the hotel premises.

GUEST ROOM RATES

Room	Single Rate	Double Rate
Run of House	\$ 79 .00	\$ 79 .00

APPLICABLE TAX (SUBJECT TO CHANGE): 13%

GUEST ROOM BILLING INSTRUCTIONS: Individuals to Pay Own Charges

RESERVATIONS DUE BY: Friday, December 23, 2011

RESERVATION METHOD: Individual Call In

GUEST ROOMS

On Friday, December 23, 2011, we will release the unused portion of your room block. If the group rate is not available after the cut-off date, due to space and rate availability, the prevailing corporate rates will apply for any reservations confirmed. The Sheraton Detroit Novi has 93 rooms with (2) two double beds and 118 rooms with (1) single bed. Room type requests will be accepted on an availability basis. Rollaway beds are available at \$15.00 per night.

Should CITY OF NOVI require additional dates either prior to or following the agreed upon room block, please contact Melissa Makowski to discuss availability and possible rate changes.

The hotel's check in time is 3:00 P.M. Room assignments prior to that time are based on availability. Should baggage storage be required, our Guest Services Staff is available to accommodate your needs. The hotel's check out time is 12:00 P.M. Reservations can be made by calling 1-866-837-4180.

GUEST ROOM ATTRITION

Should the event cancel or the number of actual rooms utilized be less than 80% of the Total Room Nights held, CITY OF NOVI agrees to pay for the number of Sleeping Rooms cancelled or not utilized.

DECORATIONS/BANNERS

The Sheraton Detroit Novi requires that nothing shall be posted on, nailed to, or otherwise attached to the walls, floors or ceilings of the hotel without arrangements made through Melissa Makowski. Glitter, sparkles, confetti, silly string and bubbles are not permitted at the Sheraton Detroit Novi. There will be a \$250.00 cleanup fee assessed if these items are used.

Any personal items left after the conclusion of the event will be held until the following day. After that point, the hotel will not be held responsible for any lost or damaged items.

ENTERTAINMENT

Musicians, bands, entertainment, etc., contracted by CITY OF NOVI are the sole responsibility of CITY OF NOVI. The Catering and Convention Services Department will provide entertainment information upon your request.

AUDIOVISUAL REQUIREMENTS

The Sheraton Detroit Novi will be the sole contracted provider of audiovisual equipment. The Director of Catering must approve any exceptions to this. Any outside audiovisual will result in a connection fee of \$150.00. Please contact Melissa Makowski to arrange for audiovisual services.

If audiovisual equipment is cancelled more than 24 hours prior to the event, the charges will be waived. If cancellation is within 24 hours of the event, CITY OF NOVI will be responsible for 50% of the value of cancelled equipment. If audiovisual equipment is cancelled the day of the event after the room has been set, CITY OF NOVI will be responsible for 100% of the value of cancelled equipment.

SHIPPING AND RECEIVING

Any materials shipped to the Sheraton Detroit Novi should not arrive earlier than five days prior to the function and may not remain on property longer than two days after the completion of the function or additional fees may be assessed. Should materials arrive prior to the five days a \$5.00 per day fee will be charged to CITY OF NOVI. For each box delivered to your function space or removed, there will be a \$3.00 charge per box or \$25.00 per every 50 pounds. All materials must have the name of the group and be addressed to Jamal Nehmeh with shipping charges paid by CITY OF NOVI.

Please address packages to:

CITY OF NOVI
c/o: Jamal Nehmeh
Sheraton Detroit Novi
21111 Haggerty Road Novi, MI 48375
Hold For:
Name of Event:
Arrival Date:

A delivery charge will not be assessed for any overnight envelopes. Pallets will be delivered at a fee of \$25.00 per every 50 pounds. Should CITY OF NOVI require a dedicated Sheraton Detroit Novi employee for the delivery of boxes they will be charged a labor fee of \$35.00 per hour per employee. Each dedicated employee must be arranged for with Jamal Nehmeh no later than seventy-two business hours prior to the function and a three-hour minimum labor fee will be charged.

SECURITY/LIABILITY

The Sheraton Detroit Novi will not assume any responsibility for the damage and/or loss of any merchandise or articles left in the Hotel prior to, during, or following an event. In the instance that valuable items are to be left in any banquet or meeting area, it is recommended that a security company be hired by the client having been advised that the Hotel will not assume responsibility for such damage and/or loss. The Sheraton Detroit Novi reserves the right to inspect and control all private functions.

Notwithstanding anything to the contrary contained in the Agreement/Contract, Client shall indemnify, defend, and hold harmless Operator and Owner of the Sheraton Detroit Novi and their respective parent companies, subsidiaries and affiliates, including partnerships in which they have a general and/or limited partner interest, and respective officers, directors, trustees, employees and agents from and against any and all claims, demands, suits, lawsuits or proceedings (the "Claim") asserted against any or all of them arising directly or indirectly out of the acts or omissions of Client, its employees, agents, and affiliated parties, including, without limitation, all damage costs, attorney's fees, fines and other liabilities incurred by the aforementioned indemnities in connection with the Claim.

FUNCTION PAYMENT POLICIES

It is understood that:

*Guests will be responsible for their own guest room, tax and incidental charges upon checkout and the Group will be responsible for all scheduled food & beverage and service charges.

Payment Method:

Direct Bill

Tax Exempt

CANCELLATION POLICIES

CITY OF NOVI agrees to notify the Sheraton Detroit Novi in writing to cancel this contract. CITY OF NOVI assumes responsibility and will make payment on the fee based on the length of notice to the event date as listed below. This fee will include the advance deposit received. The cancellation fee represents liquidated damages and is not a penalty.

NOTIFICATION OF CANCELLATION
PRIOR TO FUNCTION DATE

AMOUNT OWED TO THE
SHERATON DETROIT NOVI

30 days
31-60 days
61-90 days
91-date of signed contract

100% of rental and minimum
75% of rental and minimum
50% of rental and minimum
25% of rental and minimum

CHANGES, ADDITIONS, STIPULATIONS OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or CITY OF NOVI will not be considered agreed to or binding to the other unless such modifications have been initialed or otherwise approved in writing by the other.

SIGNATURE

This contract, with exhibits attached (if any), constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing signed by Hotel and Group.

The undersigned represent that they are authorized to sign and enter into this contract.

If either party uses a fax transmittal, then the fax copy shall serve as an original until an actual original is executed and received by both parties.

In the event this Agreement is executed by a third party on behalf of a client, the attached Joinder and Consent to Agreement must be executed by the client. If such Joinder is not received by the Hotel within 30 days after the date set forth on page one of this Agreement, the Hotel shall have the option to terminate this Agreement by giving written notice to you and all applicable cancellation and related fees shall be paid by you to Hotel within 15 days thereafter.

Please sign and return this confirmation agreement by July 31, 2011 indicating your approval of these arrangements or the Sheraton Detroit Novi reserves the right to release this space.

ACCEPTED AND AGREED TO:

CITY OF NOVI
45175 West 10 Mile Road
Novi, MI 48375

Haggerty Hotel Associates LLC, dba
Sheraton Detroit Novi
21111 Haggerty Road
Novi, Michigan 48375

By _____
Event Planner

By _____
Melissa Makowski Director of Catering

Date _____

Date _____

By _____
Officer

By _____
Director of Sales

Date _____

Date _____