



Proposal
from:



Balboa Bay Resort
1221 West Coast
Highway
Newport Beach,
California

Chapter Regional Conference

Proposal submitted date: Mar 17, 2020

Lead source: balboabayresort.com

Proposal due date: 3/27/2020 (Decision: 4/24/2020)

Request type: Meeting

Overview

Sales contact: Nicole Coleman
Job title: National Sales Manager
Phone: 9496304351
Email: ncoleman@balboabayresort.com

Proposal Introduction: Thank you for your consideration of Balboa Bay Resort. We would be delighted to partner with you for this meeting. Please see my proposal details below. Thank you again for the opportunity!

Please note that we are not currently holding event space at this time but will be pleased to do so upon request of a contract.

Supplier Additional Comments: Jeff,

Thank you for your consideration! We would love to partner with you on this event. Please let me know if there is a good day to go over any finer details and this proposal. Thank you again for the opportunity!

Supplier Contact Additional Information: Luxury, comfort, style and service - perfectly balanced along the waterfront in Newport Beach. An intimate setting with 159 spacious guest rooms and 10 water view suites. Elegant meeting space with floor to ceiling windows with natural lighting and adjacent patios - a location not to be missed.

Guest rooms

Available event dates: 1 : Aug 22, 2021 - Aug 24, 2021

1st option

Night 1: Sunday, August 22, 2021

Guest room	Quantity	Rate (USD)
Single (1 bed)	125	\$229.00

Night 2: Monday, August 23, 2021

Guest room	Quantity	Rate (USD)
Single (1 bed)	125	\$229.00

Meeting space

Our intimate, waterfront property is a perfect setting for your group to nearly take over in August! Our Bayfront Lawn is the perfect setting for your welcome reception. \$500 setup fee Our Grand Ballroom is nearly 7000 sq ft, so we would reserve 2 sections for your program providing ample space for seating and AV. Meals would be in the adjacent Coconut Grove for no additional fee! For your Dinner on Day 2, our Commodore Room is perfectly suited to overlook the Bay and yachts. The adjoining patio is great for a cocktail before moving in for dinner!

Estimated costs

The prices above are provided for your budgeting purposes only and can vary according to your selections and specific requirements.

Food and beverage

Cost item	Amount	Additional information
Hors d'oeuvres	\$24.00 per person	Tax/Service: Tax and service
Break (Drinks only)	\$6.50 per item	Tax/Service: Tax and service
Buffet dinner	\$100.00 per person	Tax/Service: Tax and service
Plated dinner	\$73.00 per person	Tax/Service: Tax and service
Boxed lunch	\$48.00 per person	Tax/Service: Tax and service

Cost item	Amount	Additional information
Reception (Food)	\$50.00 per person	Tax/Service: Tax and service
Break (PM)	\$20.00 per person	Tax/Service: Tax and service
Plated breakfast	\$35.00 per person	Tax/Service: Tax and service
Reception (Light appetizers)	\$8.00 per item	Tax/Service: Tax and service
Break (Snacks and drinks)	\$22.00 per person	Tax/Service: Tax and service
Buffet lunch	\$64.00 per person	Tax/Service: Tax and service
Buffet breakfast	\$46.00 per person	Tax/Service: Tax and service
Continental breakfast	\$38.00 per person	Tax/Service: Tax and service
Reception (Beverage)	\$20.00 per person	Tax/Service: Tax and service
Plated lunch	\$57.00 per person	Tax/Service: Tax and service
1 gallon of regular coffee	\$90.00 per item	Tax/Service: Tax and service
Break (AM)	\$20.00 per person	Tax/Service: Tax and service

Additional information

Cost item	Amount	Additional information
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Cost item	Amount	Additional information
Internet (Guest room)	Complimentary	Included in the Hospitality Service Fee
Parking (Valet)	\$38.00 per day	Tax/Service: Inclusive
Parking (Self)	\$6.00 per hour	Tax/Service: Inclusive
Resort	\$35.00 per day	Tax/Service: Tax Bottle of wine in room upon arrival, WiFi, 2 bottled waters daily, fitness studio, shuttle within 2 mile radius, local/800 calls, faxes in/out, boarding pass printing & coffee service in room and lobby
Housekeeping	\$3.00 per day	Tax/Service: Inclusive Suggested
Internet (Meeting room)	Included in package	Wifi comp throughout property. Dedicated Internet available for additional fees.

Rental

Cost item	Amount	Additional information
AV patch	\$75.00 per item	Tax/Service: Tax and service
Power drop	\$30.00 per item	Tax/Service: Tax and service
Breakout (Total)	N/A	
General session	N/A	
Total meeting rooms	N/A	

Transportation

Cost item	Amount	Additional information
Transportation (Local)	Complimentary	N/A
Transportation (Airport)	\$30.00 per person	Tax/Service: Inclusive Average one way taxi cost from Orange County Airport
Food and beverage minimum:	\$44,000.00	
Food and beverage service tax/charge:	33%	




Additional fees

Our Daily Hospitality Service Fee of \$35.00 is charged per room, per night and includes the following resort amenities:

- Bottle of our estate wine placed in room on arrival day
- Wireless internet service in guest room for unlimited devices
- Complimentary shuttle within 2 mile radius
- 24 hour access to the fitness center
- 24 hour access to the business center for boarding pass printing
- In room Keurig style coffee and tea service
- Freshly brewed coffee and tea service in the lobby from 6am until 9am
- Unlimited local and 1-800 telephone calls
- Bottled water in room replenished daily (up to 2 maximum)
- Choice of newspaper delivered daily to room

Tax	Amount
Applicable tax	8%
Occupancy	13%
Service charge	25%

Uploaded files

 BBR Events Brochure	1.4 MB
 Audio Visual Pricing Guide	802.6 KB
 2020 Banquet Menu	2.5 MB

Comments

Five Star Audio Visual is our in-house AV provider.