

KORZENKO, JANNA

From: nstempak@gmail.com on behalf of Nicole Stempak <nstempak@kent.edu>
Sent: Thursday, February 02, 2012 11:52 AM
To: BEDFORD, DENISE A.D.; KORZENKO, JANNA
Subject: Ritz Carlton

Denise,

I contacted the Ritz Carton and here is what I was told:

There is a ballroom section available (they are split into three equal spaces). The ballroom would have speaker space in the front for panelists and attendees would sit at tables of I believe eight.

Ballrooms cost \$5,000 a day without food. With food, there is a \$12,000 minimum rental. The woman said that difference shouldn't be a problem once the cost of food is factored in.

The ballrooms have foyers, which is where lunch would be set up as a buffet. People would go get their food and return to their seats. The woman I spoke with said there could be vendor space in the back; she estimated five 6 foot tables could fit in the room and the rest could be in the foyer. Depending on vendor interest that could be an option -- one that would create a two-tier price for vendor location.

As for rooms, she doesn't handle arrangements but was able to tell me that a group consists of 10 or more rooms that would be at a discounted rate. Currently, the rate for fewer than 10 rooms is \$309 per night. There is an earlier cut off point for room rates than for the meeting space.

The woman said bookings do happen daily, so if we wait a while before choosing a location, we would need to call back to make sure the room is still available, if that makes sense. Does this seem reasonable to you, keeping in mind that we can adjust the cost of lunch an break sponsorships?

Nicole