



(INSERT GROUP NAME) - (INSERT GROUP DATES)

It is the pleasure of the Executive Hotel Vintage Court in San Francisco, California to present the following proposal for the **(insert group)**. Located in Union Square neighborhood within an easy walking distance from the Moscone Convention Center, Financial District, Chinatown and Nob Hill. Our 106-rooms boutique hotel with wine country charm is the perfect and quiet home away from home for your groups. Our San Francisco Sports Grill and Bar is available for your entertainment after a busy work day.

EVENT INFORMATION:

The following meeting rooms are available for your group:

DATE	START TIME	END TIME	EVENT	EVENT SPACE	ROOM RENTAL FEE	FOOD & BEVERAGE MINIMUM

8th Floor BOARDROOM SERVICES include:

- Boardroom set up for 10 people
- Additional 10 chairs available (totaling 20 people in the room)
- Complimentary Wi-Fi
- TV Monitor and HDMI code
- Whiteboard
- Flipchart
- Carafe of water
- Bathroom
- An Enclosed Private Room with natural light
- 245 square ft (17" wide x 14.5" long, 12" ceiling)



8th Floor PENTHOUSE SUITE SERVICES include:

- Living Room set up for 10 people
- Conference set up for 6 people
- Full kitchen
- TV Monitor and HDMI code
- Complimentary Wi-Fi
- Two Bathrooms
- Balcony
- Self- Laundry
- Connecting Guestroom (King Bed)
- An Enclosed Private Suite Room with natural light
- Space Rental Time (3pm check in – next day 12noon check out)



Lobby Level WINE CELLAR ROOM SERVICES Include:

- Conference Set up for 10 people
- Complimentary Wi-Fi
- Carafe of water
- An Enclosed Private Room
- Fixed wine cellar temperature



Lobby Level SAN FRANCISCO SPORTS GRILL & BAR SERVICES Include:

- Reception Up to 100 people for Buyout
- Lounge & Community Table for Semi Private Events for 20 people
- Theater Style up to 50 people
- Rounds up to 50 people (with existing restaurant tables)
- Classroom set up to 18 people (3 people x 6 tables)
- U-shape style up to 16 people (4 people + 4 people + 8 people)
- Conference Style up to 10 people
- Bar up to 10 people
- Multiple TV monitors
- Complimentary Wi-Fi
- Open Space with natural light
- 1,250 square ft



LOBBY LOUNGE SERVICES Include:

- Reception style up to XXX people
- Complimentary Wi-Fi
- Open Space with natural light



TOTAL MEETING ROOM RENTAL: \$0000.00 ++

- Rates do not include applicable state and local taxes, currently 16.25%
- Rates do not include Service Charge of 20%.
- Rates do not include Food & Beverage Sales Tax of 9.5%

The above proposal was created on (INSERT DATE) and is valid for 5 business days (INSERT DATE). At this time hotel is not holding the space until the meetings and events agreement is signed.

Please let me know if you have any additional questions. If you are interested in hosting your group at the Executive Hotel Vintage Court, please contact me as soon as possible. I am also available for site tours by appointment only to see the room and meeting spaces. I look forward to working with you and host your event at our property.

Warm Regards,

Sergio Fernandez

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Executive Hotel Vintage Court

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