



CITY of NOVI CITY COUNCIL

Agenda Item C
July 8, 2013

SUBJECT: Approval of an agreement with the Sheraton Detroit Novi to host the 2013 Evening of Appreciation, an annual event honoring Boards, Commissions, Committees and Employees for their dedication to Novi, on Friday, December 13, 2013 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 2013 Annual Appreciation Dinner is scheduled for December 13, 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. After receiving quotes from both venues, the Suburban Collection Showplace was \$6.40 more per person, estimated at \$2,500 greater than the Sheraton.

The Sheraton Detroit Novi has agreed to a cost at \$27.50 per person (not including gratuity. A 22% service charge will be added to all food costs. The recommended approximate approval amount of \$14,000 includes food for an estimated attendance of 400, coat check and any 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 2013 Evening of Appreciation, an annual event honoring Boards, Commissions, Committees and Employees for their dedication to Novi, on Friday, December 13, 2013 for the estimated amount of \$14,000.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Casey				
Council Member Fischer				

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

MEMORANDUM



TO: CLAY J. PEARSON, CITY MANAGER
FROM: SHERYL WALSH, DIRECTOR OF COMMUNICATIONS
SUBJECT: EVENING OF APPRECIATION & STATE OF THE CITY ADDRESS
DATE: APRIL 11, 2013

4/11/13
To: Mayor & City Council Members

Some tweaks in scheduling suggested to try.

The City of Novi has the honor, annually, of hosting two events which recognize and celebrate the year's accomplishments and those who have contributed to the community's achievements. The events, the Evening of Appreciation and State of the City Address, have historically been held in early to mid-January, with the 2013 events being coordinated six days apart.

Always seeking ways to enhance Novi's events, several City staff and officials looked at improvement options for the upcoming fiscal year. Each event with its 2013-14 recommendation is highlighted below.

Evening of Appreciation

← suggest change from Jan to December

A **Friday, December 13, 2013**, date is being held at the Novi Sheraton for the Annual Evening of Appreciation. 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 Sheraton Detroit Novi has agreed to the cost at \$27.50 per person (not including gratuity, up \$1.50 per person from a price they had held consistent for five years. Hosting this event in December provides ample time between this and the State of the City Address. //

State of the City Address

A sold-out crowd of 240 community business leaders gathered at the Baronette Renaissance to hear the 2013 State of the City Address on Thursday, January 17. Although feedback received was overwhelmingly positive regarding everything from the hospitality of the staff to the food and from the venue to the first-class coordination of the event, when staff solicited prices for the 2014 event, the cost has increased dramatically (\$10 per person, from \$20 to \$30) so alternate options were investigated. Quotations were solicited for the possibility of a breakfast Address and found to be offered at a favorable price of \$14.95 per person at the Suburban Collection Showplace. The date of Thursday, January 30, 2014 has been reserved. X

Hosting the State of the City Address in the morning will afford attendees the opportunity to start their business day networking and listening to an update on Novi's future, rather than possibly "watching the clock" while on their lunch hour. The State of the City Address will only be **offered once** in the morning and broadcast throughout February and March on Novi Television. *

To provide Homeowner Association Leader's an inside look at the City and the opportunity to network with their Elected Officials, we will host a pre-Fall for Novi Breakfast on **Saturday, September 21, 2013**, invitation only, for neighborhood leaders. The "private" breakfast will be held at 9 a.m. at the Civic Center prior to the opening of Fall for Novi at 11 a.m. to the general public. This will give community leaders the opportunity to interact one-on-one with City Council and City staff leadership, as well as visit the informational booths. //

We look forward to coordinating and hosting these enhanced offerings. I anticipate bringing the contracts for the Evening of Appreciation and State of the City Address to City Council for their consideration soon. If you have any questions, please let me know.



Sheraton Detroit Novi
HOTEL

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

File Number:
Today's Date: July 1, 2013
Catering Mgr: SShamam

CATERING AGREEMENT

GROUP INFORMATION

ACCOUNT: **City of Novi**
POST AS: **City of Novi**
CONTACT: **Sheryl Walsh**
ADDRESS: **45175 West 10 Mile Road**
Novi, MI 48375
TELEPHONE: **248-735-5628**
EMAIL: **swalsh@cityofnovi.org**

EVENT AGENDA

Day	Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
Friday	12/13/2013	08:00 AM	11:00 PM	*Catering	Forum Amphitheatre	Existing	0	Waived
Friday	12/13/2013	08:00 AM	11:00 PM	Storage	Forum Amphitheatre	Existing	0	
Friday	12/13/2013	12:00 PM	11:59 PM	*Catering	Grand Ballroom	See Attached Diagram	350	
Friday	12/13/2013	12:00 PM	07:00 PM	Setup	Grand Ballroom	See Attached Diagram	330	
Friday	12/13/2013	07:00 PM	11:59 PM	Cash Bar	Grand Ballroom	See Attached Diagram	330	
Friday	12/13/2013	07:00 PM	11:59 PM	Reception	Grand Ballroom	See Attached Diagram	330	
Friday	12/13/2013	07:45 PM	09:45 PM	Dinner	Grand Ballroom	See Attached Diagram	330	
Friday	12/13/2013	09:00 PM	11:00 PM	Dessert Buffet	Grand Ballroom	See Attached Diagram	330	
Friday	12/13/2013	06:30 PM	12:00 AM	*Catering	Coatroom	Existing	300	
Friday	12/13/2013	06:30 PM	11:59 PM	Coat Room	Coatroom	Existing	0	

ALL ROOMS SUBJECT TO CHANGE*

Changes to the meeting room set-up, after the room has been set, per the contract, will result in an additional charge of \$100.

BILLING INFORMATION

Event Payment: Catering

CREDIT CARD BILLING ARRANGEMENTS

Upon signing, a secured web link will be provided to establish credit card authorization. The card provided will be charged 3 business days prior to your event for the estimated master account charges. The terms of the contract will not be executed until a form of payment is provided.

Credit Card e-Authorization: Easy as 1-2-3

1. You will receive an email with a one-time access link to a secure website where you can submit your Credit Card e-Authorization Form online
2. After completing the online form, you will receive an email notification confirming that the Credit Card e-Authorization Form has been received by the hotel
3. The hotel will be notified and will take action to complete the authorization and deposit if applicable

***All Deposits are Non-refundable**

* For direct billing, please complete the enclosed credit application.

TERMS AND CONDITIONS

Strolling Dinner Package Offered at \$27.50 per person plus 22% service charge

FOOD AND BEVERAGE: No food or beverage of any kind will be permitted to be brought into the hotel by the Customer or any of the Customer's guests.

FOOD AND BEVERAGE MINIMUM: Based on the approximate number of guests set forth above, a minimum of \$7000 in food and beverage revenue will be required to be spent at your function. This minimum does not include service charges, tax, labor charges, audio visual, parking, or any other miscellaneous charges incurred. Should your final count drop below the approximate number of guests listed above, we will be happy to advise you on additional alternatives in food and beverage which will bring you back up to the agreed upon minimum revenue figures for your function.

GUARANTEED ATTENDANCE: The guaranteed attendance must be submitted to the hotel three business days prior to the event. It is the responsibility of the group representative to provide the guaranteed attendance. If a guaranteed attendance is not provided, the original expected attendance will be used for preparation and billing.

MENU: Menu selection and set-up details should be arranged 14 days in advance of your event. Menu prices can be guaranteed up to (6) months prior to the scheduled date of a function.

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

SERVICE CHARGES: All food, beverage, room rental and AV charges are subject to a 22% service charge and a 6% sales tax. **GROUP IS TAX EXEMPT AND MUST PROVIDE TAX EXEMPT LETTER**

PAYMENT: Payment in full is due at the time the guaranteed attendance is provided. Payment can either be in the form of cash or certified funds. Check payments must be received two weeks prior to event date. Direct billing is only allowed with prior approval.

BANNERS: No items may be affixed to the walls of doors. With advance notice, our engineering staff will be happy to hang up one banner at no charge. Additional requests will incur a labor charge.

SIGNAGE: All customer signage must have Sheraton Detroit Novi Hotel approval prior to posting.

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 Shaina Shamam with shipping charges paid by City of Novi.

Please address packages to: City of Novi Copy
c/o: Shaina Shamam
Attn: person to receive package
Sheraton Detroit Novi
21111 Haggerty Road
Novi, MI 48375

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 Shaina Shamam 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.

CANCELLATIONS:

NOTIFICATION OF CANCELLATION PRIOR TO FUNCTION DATE	AMOUNT OWED TO THE SHERATON DETROIT NOVI
30 days	100% of rental and minimum
31-60 days	75% of rental and minimum
61-90 days	50% of rental and minimum
91-date of signed contract	25% of rental and minimum

Payment is due within 30 days of receipt of invoice.

Customer agrees to be responsible for any damage done to the function room or any other part of the Hotel by the Customer, his guests, invitees, employees, independent contractors or other agents under Customer's control.

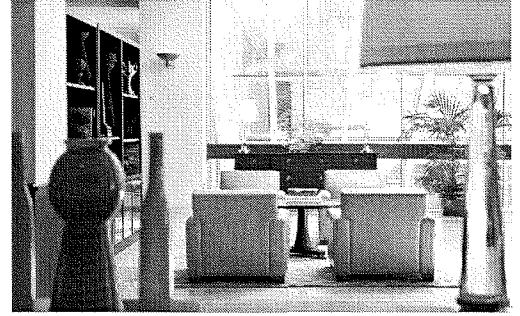
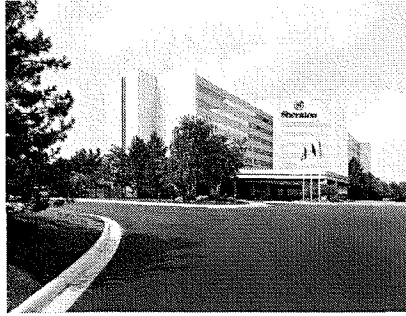
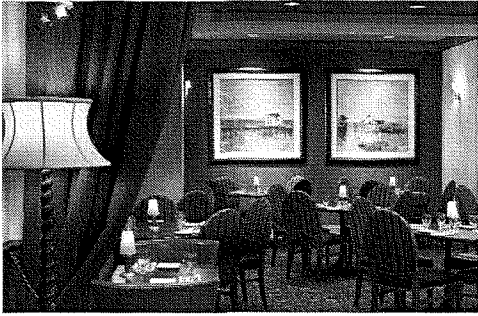
This agreement (and any additional pages attached hereto) constitutes the entire agreement between the parties and may not be amended or changed unless done so in writing and signed by Novi Sheraton and City of Novi.

Please sign and return this confirmation agreement by 3.20.13 indicating your approval of these arrangements or the Sheraton Detroit Novi reserves the right to release this space.

All of us at the Sheraton Detroit Novi Hotel would like to welcome you. We look forward to a most successful event

_____	Director of Catering	July 1, 2013
Shaina Shamam	Title	Date

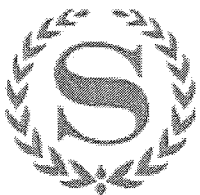
_____	_____	_____
Organization's Authorized Signature	Title	Date



Celebrate

City of Novi Dinner 7:00PM – Midnight

Proposal Provided by:
Shaina Shamam
Director of Catering
Sheraton Detroit Novi Hotel
21111 Haggerty Rd.
Novi, MI 48375
(248) 349-6252
F: (248) 349-4302
[sshmam@sheratondetnovi.com](mailto:sshamam@sheratondetnovi.com)



Sheraton
Detroit Novi
HOTEL

Guestroom Rate:
\$99.00 per night

**Rate will be available the night of the event.

Stationed Dinner

Signature Mirror

Elaborate display of domestic and imported cheeses,
fresh seasonal fruit, crisp vegetable crudité's and dips

Salad Station

Caesar Salad tossed with classic dressing,
croutons and crisp romaine lettuce

Carving Station

Herb Roasted Whole Breast of Turkey
Mini Rolls, Cranberry Relish, and Herb mayonnaise

Mashed Potato Station

Yukon Gold, Redskin and Roasted Garlic Mashed Potatoes.
Sour cream, Candied Pecans, Crumbled Bacon and Mushroom Bordelaise

Sweet Table

Assorted Holiday Tortes, Cakes and Pies
Deluxe French Miniature Pastries

Deluxe Coffee Station

Regular and decaf Starbucks coffee, herbal tea selection
whipped cream, cinnamon sticks, chocolate curls, rock candy swizzle sticks,
raspberry, french vanilla and amaretto flavored coffee syrups

Cash bar

\$33.55 per person inclusive of service charge (Tax Exempt)

\$27.50 per person plus 22% service charge

**Pricing includes the use of the Grand ballroom, all necessary tables, chairs, staging, podium,
attendant fees and coatcheck. All food stations are based on 2 hours of service.**

AV equipment is not included.

2 complimentary guest rooms for staff members

Suburban- City of Novi Sample Proposed Menu

Domestic and Imported Cheese Display with Flat Bread and Crackers

Salad Station with Mesclun and Caesar Salad mix and Assorted Toppings that include Dried Cherries, Gorgonzola Cheese, Candied Pecans, Grape Tomatoes, Red Onion, Basil Crostini and Raspberry or Balsamic Vinaigrettes

Potato Station with Yukon Gold Potatoes, Redskin, and Sweet Potatoes, served with Grated Cheese, Scallions, Sour Cream, Bacon Bits, Roasted Mushroom Sauce, Brown Sugar, Cinnamon, and Whipped Butter

Dessert Table of Assorted Petite Pastries to include, but not limited to, French Truffles, Cheesecake, Crème Brulee Spoons, Tiramisu Tower, Fruit Soup Shots, Berry Mousse Bites, Caramel Cream Puffs, and Citrus Tarts

Coffee Bar to include Coffee, Assorted syrups and toppings

\$32.75 per person *NON INCLUSIVE OF SERVICE CHARGE*

To add a Carving Station of **Hickory Smoked Pork Loin** or **Herb Roasted Turkey Breast**, add \$6.95 per person