



**PARKWAY PLAZA**  
HOTEL & CONVENTION CENTRE

*123 West E Street • Casper, Wyoming 82601 • 307-235-1777*

*October 13, 2014*

*Laura Grott  
Wyoming Library Association  
PO Box 1387  
Cheyenne, WY 82003*

- *Bid Proposal for 2016 Wyoming Library Association Annual Conference*

*Dear Laura and Members of the Board,*

*The Parkway Plaza Hotel has always enjoyed on our going relationship with the Wyoming Library Association as well as hosting several past conferences. We are pleased to have the opportunity to submit a bid proposal for your 2016 Wyoming Library Association Annual Conference.*

**Available Dates:**

*At this time, we have secured all of our convention space on a tentative basis for*

***September 21-23, 2016***

***And***

***September 20-30, 2016***

**Guest Room Accommodations:**

*Today the Parkway Plaza Hotel offers more than 287 guest rooms including a wide combination of options. We have 15 mid-level suites that we consider our Business or Extended Stay Suites and 9 Deluxe VIP Suites. We would block a mixture of 100 renovated single and double guest rooms plus suites for your 2016 WLA Annual Conference.*

***Guaranteed 2016 Flat Rate-\$77.00 plus tax***

- *One Complimentary Presidential Suite that would be provided to the group to be used at your discretion.*
- *One comp room per 20 room nights sold over and above the comp suite for the duration.*
- *VIP Suite upgrades at the discounted rate provided above to be used at your discretion.*
- *The cut-off date for the rooms will be two weeks prior to arrival and will still be available after the cut-off date but will be based on availability. The conference will*

not incur any charge for guest rooms not picked up and they will be dropped back into regular hotel inventory.

- The above rate would be extended for three days prior to the block and three days after the block for conference attendees. Room block would be set up so individual attendees can call in and make their reservations at the above rate. The board can also submit a rooming list for any speakers and VIP's.

- Check in time is 3pm and check out time is 11am. Late checkouts and early check-ins are available on request.

- In the last two year's we have opened 140+ newly remodeled rooms in our 4 story "Towers" section of the hotel as well as the two story section. Renovations are continuing to guest rooms and are being done a few rooms at a time so as not to displace any group business.

### ***"Wyoming's Meeting Place"***

#### ***Meeting/Exhibit/Trade Show Space:***

*With over 25,000 square feet of convention and meeting space, the Parkway Plaza Hotel has gained the reputation for being "Wyoming's Meeting Place". We are one of Wyoming's largest meeting/convention facilities and hotel under one roof. Our size offers groups a great deal of flexibility.*

#### ***Key Issues:***

- The hotel will not charge your group any room rental, set up or tear down fees for your event based on your guest room needs and food function needs.

- Flexibility is the key with your event. We will certainly work with you on your set-ups and needs.

- Audio Visual equipment that is required by your group will be provided at no charge for the equipment that we have in-house including our LCD projectors. We currently have a large inventory of equipment including screens, podiums, microphones, PA Systems, TV's, DVD players, & Flipcharts. Any needs over and above what we have available would be charged out to you at our cost for rental with no mark up. There is wireless internet throughout the hotel and is being massively upgraded at the beginning of 2015.

- Our Registration Booth would be available for registration at no charge for your event and a key code would be provided to your group for this room so it is secure.

- Our Coat check would be available for storage before, during, and after the conference.

- We have plenty of space available in our convention centre to accommodate both your general session and concurrent session needs for the conference. As we did this year, our Ballroom will work great for your general session and meals, while the Mardi Gras & Natrona rooms will work very well for your vendors. We also have the American room, Wyoming room, Champagne room, & Tiffany rooms available for breakout rooms as well as several smaller rooms plus plenty of room for your hospitality room and board meetings.

- Our Mallway will work very well for a display area for auction items, etc.

- The Parkway has recently painted, installed new carpet, upgraded audio visual equipment as well as banquet chairs in the Ballrooms and meeting space. The Mallway

area has also recently undergone renovations with new carpet, paint and furniture as well.

- A convention centre layout is included for you to review.

### **Food and Beverage:**

The Parkway Plaza Hotel and Convention Centre has always had a very good reputation when it comes to our Food and Beverage Department. Our quality of service and quality of food will beat your group's expectations. Menus would be tailored to your event and we will work within your budget to produce distinctive events for you. The Parkway prepares all of our convention meals in our banquet kitchen by our experienced Chef & Culinary staff. All food functions including snacks and breaks will have china tableware and glasses and regular flatware. All tables will be clothed with linens and skirted where appropriate. All of your meal functions will be serviced by our knowledgeable & experienced wait staff and management.

- As a thank you for re-booking your conference with us the Parkway Plaza would like to offer to host a complimentary coffee break on whichever day you choose during the conference.

- We have included our current banquet menus for your review and they include inclusive pricing, however, once again, we can build your menus to your budget and theme. A final count for meal functions would need to be provided 72 hours prior to your convention and the hotel will prepare for 5% over your final guaranteed number.

### **Airport & Shuttle Transportation:**

The Natrona County International Airport is located eight miles from the Parkway Plaza Hotel. We do offer a complimentary airport shuttle from the hotel as well as a complimentary shuttle to several other places in Casper (based on availability). There is a complimentary phone at the airport that dials the hotel directly or we can schedule shuttles as guests make reservations. The front desk would be happy to schedule shuttles for in house guests as well.

### **Amenities:**

- Parkway Cafe
- "All That Jazz" Lounge
- Spa and Sauna
- Fitness Center
- Fax Service
- Free wireless internet
- In Room Coffee pots, Hairdryers, Microwaves, Fridges, Irons, & Ironing Boards
- Old Town Mini Golf & Family Fun
- Heated Indoor Pool
- Acres of Free Parking
- Guest Laundry
- On-Sight Security
- CoffeeWorks Coffee & Gift Shop
- 24 Hour on call Shuttle
- Hair Studio Hair Salon
- Poor Boy's Steakhouse-located One Block Away
- Business Center
- Toll Free Reservations at 1-800-270-7829

*In closing, we would love to see you in Casper for your 2016 Wyoming Library Association Annual Conference and the Parkway Plaza Hotel would be honored to serve, once again as your host hotel. If you have any questions or need clarification on any part of this bid proposal please do not hesitate to contact us. We look forward to the opportunity of working with you.*

*Sincerely,*

*Parkway Plaza Hotel*

*Stephanie Tampellini*

*Stephanie Tampellini  
Director of Sales*