



October 2, 2018

Dear Deborah,

RE: NA Peninsula Area Conference

Thank you for considering DoubleTree by Hilton Williamsburg for your 2020 fall conference. Ideally located near the area's renowned golf courses and the historic charm of Colonial Williamsburg, our inviting hotel provides a dynamic backdrop for corporate and social gatherings. In addition to our prime setting, you and your guests will enjoy personalized services along with thoughtful amenities designed to make your stay a pleasant and productive experience. From our extensive recreational offerings and delectable restaurants to innovative event space, we have everything you need for success both in and out of the boardroom.

DoubleTree by Hilton Williamsburg features 45,000 square feet of sophisticated function space in addition to a professional event staff and award-winning catering team. Whether you are planning an intimate board meeting, product launch, or a lavish reception for over 1,000 guests, we have the perfect venue for all of your event needs. Discover the impeccable service and technology-rich settings that have set us apart as the region's premier conference hotel.

Please take a moment to review the links above for a comprehensive overview of our hotel offerings.

Angela Davis

Angela Davis
Sales Manager
DoubleTree by Hilton Williamsburg
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PROPOSAL PREPARED FOR: NA PENINSULA AREA CONFERENCE

Room Block		NA Peninsula Area Conference 11/06/2020 - 11/08/2020			
Room	Fri 11/06/2020		Sat 11/07/2020		Total
Queen/Queen					
Double	100	\$ 139.00	100	\$ 139.00	200
Daily Total	100		100		200
Total Number of Rooms:					200

All guestrooms are subject to 12% sales tax + a \$2.00 occupancy fee per room per night

Hotel will offer one complimentary room per 50 rooms utilized during the slated dates of the conference

A fee of \$200 applies to have bed removed from Hospitality Suite. It is permissible for organization to provide its own light snacks and beverage in the hospitality suite; however, there are to be no open flames

Event Agenda

Time	Name	Room	Type	Rental Fee	Guests	Setup
Fri 11/06/2020						
12:00 PM - 11:00 PM	Meeting	Room AB	Meeting	\$ 300.00	70	Theater Style
12:00 PM - 11:00 PM	Meeting	Rooms 2&3	Meeting	\$ 300.00	70	Theater Style
4:00 PM - 11:00 PM	Registration	Promenade	Registration			
6:00 PM - 11:00 PM	Merchandise	Central Lounge	Vendors	\$ 300.00		(8) 6ft. Tables
6:00 PM - 11:00 PM	Marathon Room	Room D	Meeting	\$ 300.00		Theater Style
10:00 PM - 12:00 AM	Dance	Adams Ballroom	Dance	\$ 1,000.00		Round Tables/Dance Floor
Sat 11/07/2020						
8:00 AM - 11:00 PM	Meeting	Room AB	Meeting	\$ 300.00	70	Theater Style
8:00 AM - 11:00 PM	Meeting	Rooms 2&3	Meeting	\$ 300.00	70	Theater Style
8:00 AM - 11:00 PM	Registration	Promenade	Registration			
8:00 AM - 11:00 PM	General Session	Auditorium	Meeting	\$ 1,000.00	300	Theater Style
8:00 AM - 11:00 PM	Merchandise	Central Lounge	Vendors			same set
8:00 AM - 11:00 PM	Marathon Room	Room D	Meeting	\$ 300.00		Theater Style
6:00 PM - 9:00 PM	Dinner	Adams Ballroom	Banquet Dinner		100	Round Tables
Sun 11/08/2020						
8:00 AM - 12:00 PM	Meeting	Rooms 2&3	Meeting	\$ 300.00	70	Theater Style

Based on the specification outlined, group must meet a Food and Beverage minimum of \$8000.00 excluding tax and service charges.

Estimated Costs

Room Cost Overview	Total
Guestrooms	\$ 27,800.00
Tax (11%)	\$ 3,058.00
Total	\$ 30,858.00

Dear Deborah,

Effortless Charm and Genuine Service Near Busch Gardens, Golf & More

Surrounded by 14 championship golf courses and just 15 miles from Newport News/Williamsburg International Airport, DoubleTree by Hilton Williamsburg welcomes guests with effortless charm and genuine hospitality. Here, refined function space and our experienced planners make meetings memorable and special events truly spectacular. We are also conveniently located near Busch Gardens, 14 championship golf courses and numerous shopping destinations, ensuring free time can be enjoyed to the fullest. With event space that caters to groups from six to 1,600, our award-winning conference center sets the stage for success.

"Rooms that Work," Equipped with the Latest Business-Friendly Amenities

Your experience begins in our comfortable accommodations where complimentary wireless Internet access, spacious desks and plush bedding creates a stylish yet productive retreat. For guests seeking extended stays or additional room for entertaining, our 14 versatile suites boast a separate living area among other thoughtful amenities. Wake up to fresh flavors and friendly service at the Harvest Grille, followed by tasty sandwiches or grab-and-go favorites from the Williamsburg Café. And after a busy day of meetings, indulge in some mouthwatering pub fare along with the latest sports game at Pitchers Lounge. You can even take time to work out, lounge beside our indoor/outdoor connected pool or gather your group for some friendly competition on our tennis and basketball courts. And with a diverse range of acclaimed golf courses located within a few miles of the hotel, our concierge will be delighted to help arrange tee-times for your executives, along with other executive outings and team building opportunities.

Choose from 45,000 Sq. Ft. of Stunning Event Space

DoubleTree by Hilton Williamsburg showcases an array of diverse venues, ranging from the 13,300-square-foot President's Ballroom that can accommodate over 1,600 attendees to a 600-seat Auditorium as well as a 100-seat Amphitheater and 41 additional meeting rooms ideal for six to 270 guests. Our state-of-the-art facilities are complemented by a full list of audiovisual enhancements and delicious catering menus designed to impress every guest on your list. And with our professional staff taking care of the details, you can stay focused on your upcoming agenda.

Sincerely,



Brian Pinkham
General Manager
DoubleTree by Hilton Williamsburg
Phone: +1-757-259-5601

ACCOMMODATIONS

DoubleTree by Hilton Williamsburg features 281 well-appointed guest rooms and 14 spacious suites designed to provide a home away from home. Enjoy deluxe bedding and residential-style comforts including a microwave, mini-fridge and in-room coffee maker. Guests traveling on business will also appreciate the wired and wireless Internet access, work desk and comfortable chair. Whether you are here for a board meeting or a black-tie wedding, you'll find everything you need for a pleasant and productive stay.

AVAILABLE AMENITIES

- High Speed Wired & Wireless Internet Access
- Work Desks & Chairs
- Coffee Makers/Tea Service
- Expanded Cable Channels
- Mini Refrigerators
- Phone with Voicemail
- Hair Dryers
- Irons & Ironing Boards
- Individual Climate Control
- Pay-Per-View Movies
- Alarm Clocks
- 100% Smoke-Free Rooms
- ADA Accessible Rooms

AVAILABLE GUEST SERVICES

- Concierge
- Virtual Concierge
- Business Center
- Valet Dry Cleaning
- [Recreation](#) Options
- In-Room Dining
- Local Restaurant Delivery
- Safe Deposit Boxes
- Complimentary Parking
- Gift Shop/Newsstand



RECREATION

Whether you prefer to stay active between meetings or just want to relax, DoubleTree by Hilton Williamsburg features activities to suit every taste. Keep up with your daily workouts at our modern fitness center, ideally outfitted with cardio-equipment and free weights. The glorious waters of our indoor/outdoor connecting pool are perfect for some morning laps, or unwind between meetings in our modern fitness center. If sports are your passion, our tennis and basketball courts offer the perfect opportunity to show off your skills. We are also located close to 14 championship golf courses, and our friendly concierge team would be happy to help plan tee times for your group or other activities based on your guests' interests.

- Indoor/Outdoor Connecting Pool
- Fitness Center
 - Cardiovascular Equipment
 - Free Weights
- Tennis Courts (Seasonal)
- Basketball Court
- Nearby
 - [14 Championship Golf Courses](#)
 - Kings Mill Golf Club
 - The Golden Horseshoe Club
 - Williamsburg National
 - Colonial Heritage Club
 - Busch Gardens Williamsburg
 - Historic Williamsburg
 - Premier Shopping Destinations
 - Colonial Williamsburg Merchants Square
 - The Village Shops at Kingsmill
 - Williamsburg Outlet Mall
 - Williamsburg Premium Outlets



DINING

A delicious meal is always on the menu at DoubleTree by Hilton Williamsburg's three inviting restaurants. From hearty breakfast fare to sandwiches on-the-go and freshly-brewed coffee, we've got exactly what you are craving. You can also enjoy a meal in the privacy of your guest room or suite through our convenient in-room dining services.

HARVEST GRILLE

Start the morning right with a deliciously fresh breakfast at Harvest Grille. Traditional American favorites and stylish yet casual ambiance make every morning brighter. Harvest Grille is open for breakfast.

PITCHERS LOUNGE

Boasting mouthwatering pub fare and 22 satellite televisions, Pitchers Lounge is the perfect setting for a midday break or casual dinner. Enjoy a pint while you watch the latest sports games. Pitchers Lounge is open for lunch and dinner.

WILLIAMSBURG CAFÉ

When you just need a little something on the way to a morning meeting or between appointments, the Williamsburg Café has you covered with tasty grab-and-go options available throughout the day, including Fresh-brewed coffee and oven-fresh pizza. Williamsburg Café is open for breakfast, lunch and dinner.

IN-ROOM DINING

Enjoy the convenience of our scrumptious menu items delivered promptly to your guest room or suite between 6AM and 11PM.



FREQUENTLY ASKED QUESTIONS

WHY DOUBLETREE BY HILTON WILLIAMSBURG?

Conveniently located just minutes from Busch Gardens, Colonial Williamsburg and championship golf courses, DoubleTree by Hilton Williamsburg offers the perfect setting for mixing business with leisure. Your group will feel right at home in our 295 contemporary guest rooms and suites, along with 45,000 square feet of flexible function space to suit any meeting, banquet or special occasion. Awaken your senses with a full American breakfast at Harvest Grille, grab a freshly-brewed coffee or tasty sandwich from the Williamsburg Café and catch your favorite sports team while savoring hearty pub fare at Pitchers Lounge. Between meetings, take time to work out in the fitness center, go for a swim in our indoor/outdoor connecting pool or stay active with a game of tennis or basketball. For guests interested in teambuilding activities or golf outings, our knowledgeable team will be delighted to help with recommendations and reservations for your group. Whether you're in town for a conference or hosting a first-class celebration, at DoubleTree by Hilton Williamsburg there's no limit to the success you can achieve.

WHY WILLIAMSBURG?

In a city famed for its rich heritage and premier golf, Williamsburg's accessibility and broad appeal make it an ideal destination for corporate events and celebrating special occasions. Tee off on award-winning golf courses, step back in time at Colonial Williamsburg or experience the non-stop excitement of Busch Gardens. From upscale boutiques to premium outlets, a shopper's paradise awaits at the area's numerous malls and marketplaces. From its year-round outdoor recreation to engaging museums and important historic sites, Williamsburg offers something special for every visitor.

IS THE HOTEL EASILY ACCESSIBLE BY AIR?

Yes, we are just 15 miles from [Newport News/Williamsburg International Airport](#) (PHF), which serves over one million annual passengers and offers direct flights to Orlando, Atlanta, Denver, Charlotte and Philadelphia. We are also 35 miles from [Richmond International Airport](#) (RIC) and 45 miles from [Norfolk International Airport](#) (ORF).

IS THERE A FITNESS CENTER?

Our fitness center offers a full range of cardiovascular equipment along with free weights. Enjoy a few laps in the indoor/outdoor connecting pool. [Learn more.](#)

WILL I BE NEAR AREA ATTRACTIONS?

We are centrally located just a short drive from the shops and museums of Colonial Williamsburg as well as the excitement of Busch Gardens and 14 championship golf courses. [Learn more.](#)

EVENTS

DoubleTree by Hilton Williamsburg offers 45,000 square feet of versatile function space, ready to host your next sales presentation, banquet or large-scale conference. Gather up to 1,650 attendees in the dazzling 13,303-square-foot President's Ballroom, which is also divisible into 10 smaller spaces. The 173-seat Amphitheater is ideal for seminars while our 741-seat Auditorium provides the perfect backdrop for product launches and presentations. We also offer 41 meeting rooms that can hold anywhere from six to 270 attendees. Our experienced event services managers will work with you every step of the way, arranging all the details from delectable catering options to audiovisual support. From our award-winning culinary team to the full-service business center, it's easy to see why we are Virginia's premier event destination.

- 45,000 Sq. Ft. of Function Space
- 13,303 Sq. Ft. President's Ballroom
- 741-Seat Auditorium
- 173-Seat Amphitheater
- 41 Function Rooms
- Event Services
- [Weddings & Social Events](#)
- Up to 1,657 Guests
- Business Center
- Technology
 - On-Site Audiovisual

We look forward to working with you.



SOCIAL EVENTS & WEDDINGS

Whether you are planning a special banquet for family and friends or a charity gala for more than 1,000 guests, DoubleTree by Hilton Williamsburg will make yours an event to remember. Our diverse event venues can be transformed to suit a variety of occasions and guest lists. The elegant 13,303-square-foot President's Ballroom can host over 1,600 guests, but can also be divided into 10 smaller rooms to best accommodate your group. For more intimate gatherings, choose from 41 additional function rooms ideal for banquets and receptions from six to 270 guests. You will also enjoy the services of our professional events team, ready to take your ideas and create a completely customized event from start to finish.

WEDDINGS

Let DoubleTree by Hilton Williamsburg bring your wedding dreams to life. Our elegant venues can easily be tailored to fit your unique theme and style. Whether chic and modern, timelessly romantic or something in between, our wedding specialists will infuse your special day with the distinctive details that reflect your theme and style. You can also choose from a variety of romantic settings including our stunning President's Ballroom along with 41 additional room options. Whether you envision a night of dinner and dancing or a morning ceremony followed by a light brunch, our customizable wedding packages take the stress out of planning. And with our professional staff taking care of everything from delicious catering menus to entertainment and décor, you can relax and enjoy spending time with your loved ones. Your family and friends will also enjoy our prime location near Colonial Williamsburg, Busch Gardens and 14 championship golf courses. The wedding of your dreams begins at DoubleTree by Hilton Williamsburg.

All of our romantic Williamsburg wedding packages include:

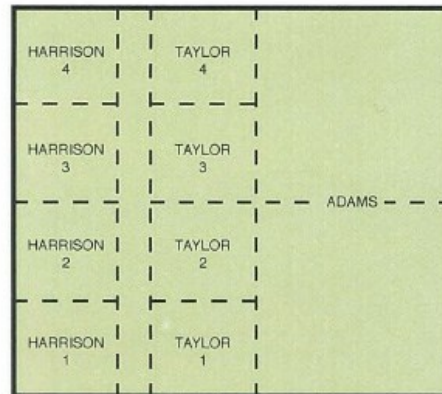
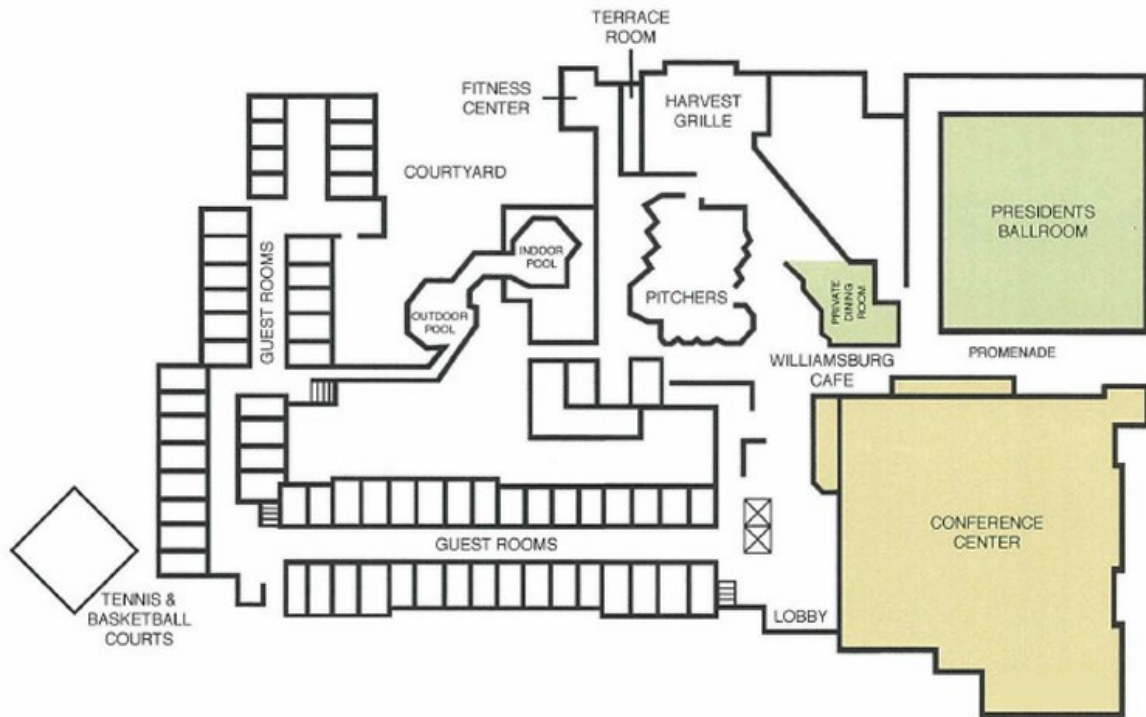
- White Floor Length Linens with White Napkins
- Table Centerpieces
- Stage for the Head Table or Band
- Cake, DJ, Gift & Guest Book Tables
- Dance Floor
- Discounted Audio/Visual Packages for Couples Slide Show
- White Glove Butler Service for Hors d'oeuvres
- Champagne Toast
- Cake Cutting Service
- Special Guest Room Rates
- Complimentary Guest Room for the Bride & Groom



Presidents Ballroom

Room Name	Dimensions W x L x H	Square Footage	Theater	Classroom	Conference	U- Shape	Reception	Banquet
Presidents Ballroom	99'9" x 128'8" x 13'6"	13,303	1,657	921	-	-	1,100	1,032
Adams	48'6" x 109'6" x 12'8"	5,280	561	324	-	-	600	410
Harrison 1	25'1" x 35'7" x 13'6"	900	91	45	40	32	70	50
Harrison 2	24'9" x 35'7" x 13'6"	881	91	45	40	32	70	50
Harrison 3	24'9" x 35'7" x 13'6"	881	91	45	40	32	70	50
Harrison 4	24'6" x 35'8" x 13'6"	881	91	45	40	32	70	50
Harrison 1-4 (comb.)	99'2" x 36'0" x 13'6"	3,660	385	200	80	80	360	-
Taylor 1	25'2" x 36'0" x 13'6"	961	91	45	40	32	70	50
Taylor 2	24'9" x 36'0" x 13'6"	892	91	45	40	32	70	50
Taylor 3	24'9" x 36'0" x 13'6"	892	91	45	40	32	70	50
Taylor 4	24'9" x 36'0" x 13'6"	877	91	45	40	32	50	-
Taylor 1-4 (comb.)	99'2" x 36'0" x 13'6"	3,660	385	200	80	80	360	-

Floor Plan

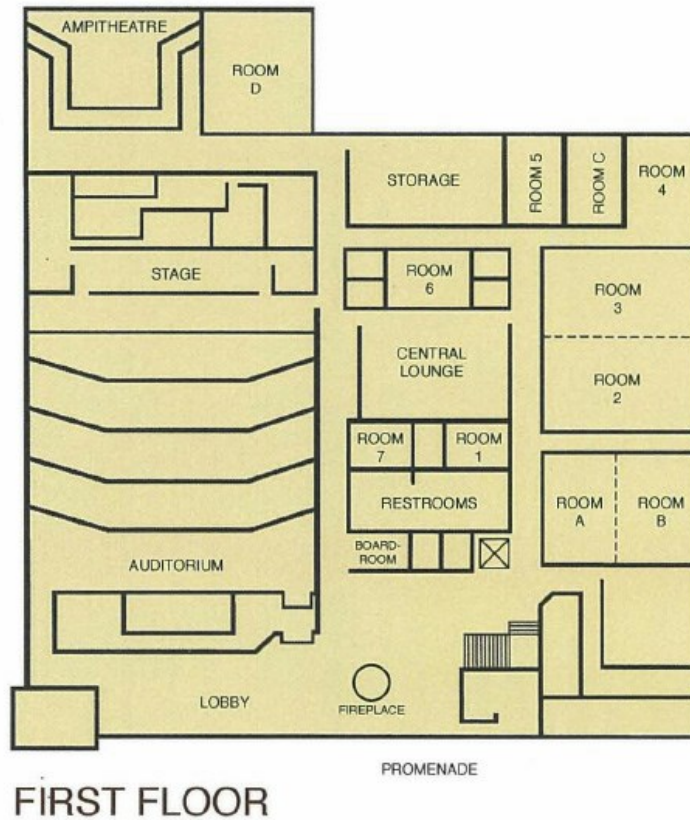


PRESIDENTS BALLROOM

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Room Name	Dimensions W x L x H	Square Footage	Theater	Classroom	Conference	U- Shape	Reception	Banquet
Lobby	-	-	-	-	-	-	150	-
Ampitheatre	45'1" x 45'1" x 16'7"	2,030	173	105	-	-	80	-
Auditorium	75'4" x 74'11" x 20'5"	5,786	714	417	-	-	350	350
Room A	20'11" x 29'9" x 9'11"	617	55	24	28	26	50	-
Room B	21'0" x 29'10" x 9'11"	626	60	24	28	26	50	-
Rooms A & B (comb.)	29'9" x 42'1" x 9'11"	1,239	111	63	46	41	100	20
Room C	15'1" x 24'1" x 9'9"	360	32	15	16	17	30	10
Room D	30'3" x 35'7" x 9'11"	1,057	112	60	40	35	80	60
Room 1	13'3" x 16'9" x 9'9"	222	21	8	10	10	15	-
Room 2	24'2" x 42'2" x 9'11"	1,019	117	63	40	38	80	-
Room 3	24'3" x 42'2" x 9'11"	1,021	84	45	40	38	80	-
Rooms 2 & 3 (comb.)	42'2" x 48'8" x 9'11"	2,034	180	105	84	50	160	60
Room 4	21' x 30'9" x 9'10"	644	61	30	34	26	40	30
Room 5	15'10" x 23'11" x 9'9"	378	32	18	14	17	20	10
Room 6	16'3" x 21'6" x 9'10"	347	25	13	16	17	20	10
Room 7	10' x 16'10" x 9'10"	219	18	7	10	6	10	-
Central Lounge	39'11" x 29'2" x 9'10"	1,161	110	66	46	38	80	90

Floor Plan



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Conference Center Second Floor

Room Name	Dimensions W x L x H	Square Footage	Theater	Classroom	Conference	U- Shape	Reception	Banquet
Room E	17'10" x 17'11" x 9'4"	309	21	8	16	10	20	10
Room F	32'10" x 20' x 9'10"	657	63	24	34	29	40	40
Room G	14'8" x 20'1" x 9'10"	293	25	10	16	11	20	10
Room H	27'3" x 27'1" x 9'9"	737	83	36	34	26	40	48
Room I	21' x 33'2" x 9'10"	682	71	37	34	26	40	40
Room J	21'3" x 33'2" x 9'10"	681	61	34	34	26	40	-
Room 8	237" x 32'9" x 9'10"	768	73	45	34	26	40	48

Room 9	16'2" x 18'3" x 9'10"	293	23	9	8	11	20	10
Room 10	16'3" x 18'3" x 9'9"	295	20	9	8	11	20	10
Room 11	32'11 " x 36'11" x 9'6"	1,210	125	66	4+	35	80	60
Room 12	19'11" X 27'10" X 9'10"	554	50	22	28	23	40	30
Room 13	16'3" x 18'10" x 9'6"	307	20	12	8	11	20	10
Room 14	16'3" x 23'2" x 9'9"	368	36	15	16	17	20	10
Room 15	34'6" x 32'11" x 9'10"	1,120	124	69	46	35	80	60
Room 16	33'2" x 33'10" x 9'9"	1,114	113	60	40	35	80	-
Room 17	33'1" x 33'11 " x 9'10"	1,109	119	54	40	32	80	-
Room 18	52'7" x 81 '3" x 9'10"	2,455	270	159	64	56	200	180

Floor Plan



SECOND FLOOR

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