

Connecticut Regional Convention Committee, Inc.

REQUEST FOR PROPOSAL ENTERTAINMENT FOR 2021 CONVENTION

[This form can also be downloaded at www.ctrca.org]

Contact Information

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entertainment@ctnac.org

Connecticut Regional Convention Committee, Inc

Entertainment Subcommittee

3000 Whitney Avenue, Suite 235

Hamden, CT 06518

Timetable. The following timetable will govern all Requests for Proposals.

<u>EVENT</u>	<u>DATE</u>
Issue Request for Proposal	June 3, 2020
Deadline to Submit Proposal	September 30, 2020
Selection of Vendor(s)	November 14, 2020

ENTERTAINMENT PROPOSAL FORM

Organization. Connecticut Regional Convention Committee, Inc. (CRCC, Inc.)

Profile. CRCC, Inc. is a non-profit Connecticut corporation operating exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. CRCC, Inc. is formed to manage and direct a Regional Convention for the Connecticut Region of Narcotics Anonymous.

Purpose. This Request for Proposal (“Proposal”) is designed to obtain bids from vendors (“Vendors”) to provide services/entertainment for the 2021 Connecticut Regional Convention of Narcotics Anonymous (“Convention”).

The Event. CRCC, Inc. conducts an annual Regional Conventions in the State Connecticut. The Convention is held on the first full weekend after the New Year (*January 1st*). The Convention runs from Friday afternoon (*around 3:00 p.m.*) until Sunday at noon. The Convention consists of non-stop meetings and workshops geared toward the primary purpose of Narcotics Anonymous, which is to carry the message of recovery from addiction to the addicts who still suffer. In addition to around-the-clock meetings throughout the weekend, the Convention also consists of the various types of entertainment listed in this Proposal.

Convention Dates. The dates for the Convention are January 8, 9, and 10, 2021.

VENDOR INFORMATION/PROPOSAL

Company Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ - Contact Person: _____

Telephone: () _____ - Email: _____

Tax Identification Number (TIN) / Social Security Number (SSN) _____

Event Bid Is Being Submitted For

Amount of Bid

Check All Services/Event You Are Bidding On

[Amount to be Paid]

Sound System Rental Fee (*Friday thru Sunday*)

\$ _____

Services to be Provided: A sound system sufficient for the audio and musical needs of the Convention for the **Friday and Saturday Night Main Meetings**, and the **Sunday Morning Main Meeting**. All three meetings are held in the main ballroom with a theatre-style set-up (*1,200 capacity*). The Friday and Saturday Main Meetings begin at 8:00 p.m. and run for approximately 2 hours. - The Sunday Morning Main Meeting begins between 9:00 a.m. – 10:00 a.m. **Minimum Equipment Required for Event Sound System.** Please contact the Convention Entertainment Chairperson or Vice Chairperson for any questions concerning minimum equipment requirements to service the event. Sound System set-up no later than Thursday evening/night.

Disc Jockey (Friday Night Dance - Approx. 2 ½ hours) \$ _____

Disc Jockey (Saturday Night Dance - Approx. 4 hours) \$ _____

Dances. There will be two (2) dances held during the Convention (*Friday and Saturday*). The Friday night dance will begin shortly after the Comedy Show (*approximately 12:00 a.m.*) and the Saturday night dance will begin shortly after the Main Meeting (*approximately 10:30 p.m.*). Both dances are held in the main ballroom of the Convention Hotel.

Disc Jockey (Comedy Show - Friday Night) \$ _____

Comedy Show Support. Lighting, Audio and Music supports for the Comedy Show.

Disc Jockey or Live Band (Music for Saturday Banquet) \$ _____

Disc Jockey - (Other) Event: _____ \$ _____

Other: Services needed that require use of Event Sound System

Comedians (Comedy Show - Fri. Night - Approx. 2 hrs) \$ _____

Comedy Show. The Comedy Show consists of one (1) host comedian and one (1) or two (2) additional comedians to perform. The Comedy Show is also held in the Convention Hotel's main ballroom, runs for approximately 2 hours, with an approximate attendance ranging from 300 to 500 attendees.

Disc Jockey - Karaoke (Saturday Night) \$ _____

Karaoke. All equipment sufficient for event and at least one person to operate equipment. Event to begin shortly after the Saturday night main meetings (*approximately 10:30 p.m.*). The events will run for approximately 4 hours from the time they start.

TOTAL \$ _____

Special Requests, Accommodations, etc.

VENDOR:

BY: _____

Duly Authorized

Date

ENTERTAINMENT PROPOSAL TERMS

Acknowledgements. This Proposal has been designed to include the specific terms upon which CRCC, Inc. is willing to negotiate. Acceptance of these terms, and the Vendor's ability to perform, is hereby acknowledged by the submission of a Proposal.

All Proposals must be submitted with the use of this form and all sections relevant to the vendor and the services being proposed must be filled out completely. All Proposals are binding by the terms proposed. If accepted, the terms of the Proposal (*or the terms negotiated therefrom*) shall establish the Contract between the Vendor and CRCC, Inc. This Proposal will only become a valid Contract between the Vendor and CRCC, Inc. when signed by an authorized member of CRCC, Inc.'s Board of Directors.

As a condition to any Proposal being considered and selected, neither the Vendor, nor anyone working with the Vendor, will possess, consume, or otherwise engage in any use of drugs (*including alcohol*) before or during performance. The Vendor further acknowledges that, if they remain at the Convention after services have been rendered that they will remain bound not to possess, consume or otherwise engage in any use of drugs (*including alcohol*).

Indemnity. All Vendors hereby agree to indemnify and hold CRCC, Inc. and the Convention Hotel harmless from any loss, liability, costs, or damages arising from actual or threatened claims or causes of action associated with their equipment and/or personnel.

Merchandise Sales Prohibited. All Vendors acknowledge that the sale of **any** merchandise including but not limited to CD's and other promotional items is prohibited and cannot be brought on the premises of the Hotel or distributed/sold outside

Multiple Bids. If you would like to submit a bid for more than one event, you may submit one form that includes all bids.

FOR BOARD OF DIRECTORS USE ONLY

Contract Amount

Approved

HOTELS AND HOSPITALITY SUBCOMMITTEE BUDGET

- | | | |
|---|----------|--|
| <input type="checkbox"/> Event Sound System Fee (<i>Thursday thru Sunday</i>) | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Disc Jockey or Live Band (<i>Music for Banquet</i>) | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Other: _____ | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SUB-TOTAL APPROVED FOR HOTELS AND HOSPITALITY | \$ _____ | |

ENTERTAINMENT SUBCOMMITTEE BUDGET

- | | | |
|--|----------|--|
| <input type="checkbox"/> Dis Jockey (<i>Friday Night Dance</i>) | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Disc Jockey (<i>Saturday Night Dance</i>) | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Disc Jockey (<i>Light, Sound and Music for Comedy Show</i>) | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Disc Jockey (<i>Saturday Night Karaoke</i>) | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Disc Jockey (<i>Other</i>) | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Comedians (<i>Friday Night Comedy Show</i>) | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Other: _____ | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SUB-TOTAL APPROVED FOR ENTERTAINMENT | \$ _____ | |

SPECIAL REQUESTS, ACCOMMODATIONS, ETC.

- | | | |
|--|----------|--|
| <input type="checkbox"/> _____ | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> _____ | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SUB-TOTAL APPROVED FOR SPECIAL REQUESTS | \$ _____ | |
| TOTAL APPROVED FOR CONTRACT | \$ _____ | |

**CONNECTICUT REGIONAL
CONVENTION COMMITTEE, Inc.:**

BY: _____

Date

Duly Authorized