

STATEMENT OF WORK
LODGING/VENUE FOR HAWAII NATIONAL GUARD ANNUAL YOUTH CAMP

Description of Services: NON-PERSONAL SERVICES: Contractor will provide lodging with individual beds, meeting space and meals for the Hawaii National Guard Annual Youth Camp on 08-12 JUL 2018

1.0) Room reservations/Check In

- 1.1) Individual beds must be available for 48 Attendees. Separate beds will be available for males and females. All lodging will be under contract.
- 1.2) Contract will hold 48 beds open for event.
- 1.3) Check In will be on Sunday 08 JUL 2018 approximately 1300.
- 1.4) Check Out will be on Thursday 12 JUL 2018 approximately 1100.
- 1.5) These numbers are for planning purposes only. A final number of participants will be given to the facility no later than 7 days prior to the event.
- 1.6) Government reserves the right to cancel this contract up to 7 days prior.

2.0) Room Accommodations

- 2.1) Occupants will have access to proper restroom/ shower facilities in their rooms.
- 2.2) Rooms will have electricity.
- 2.3) Attendees will be on one or two floors of the venue with each floor having an adult occupant.

3.0) Facilities Available

- 3.1) Venue must have secured large meeting room, which can accommodate 50 attendees.
- 3.2) Meeting room will be available at 1300 on 08 JUL 2018 until 1100 12 JUL 2018.

4.0) Meals

- 4.1) Facility must provide catered meals on the following dates and times.
 - 4.1)1. 08 JUL 2018 1745-1815 Dinner

- 4.1)2. 09 JUL 2018 0800-0830 Breakfast 1200-1300 Lunch
1730-1800 Dinner
- 4.1)3. 10 JUL 2018 0800-0830 Breakfast 1230-1300 Lunch
1730-1800 Dinner
- 4.1)4. 11 JUL 2018 0800-0830 Breakfast 1230-1300 Lunch
1730-1800 Dinner
- 4.1)5. 12 JUL 2018 0800-0830 Breakfast
- 4.2) Meals will be served in the in dinning facility.
- 4.3) Catering will provided alternative meals for attendees with food allergies at no additional cost.

5.0) **Payment Procedures**

- 5.1) Venue fees, all meals, lodging space for 48 participants and meeting space will be paid for under contract. An invoice will be sent to the National Guard contract office no later than one week after event for reimbursement.
- 5.2) The government reserves the right to cancel the event no later than 7 days to event with no cost or liability for payment.