STATEMENT OF WORK
LODGING/VENUE FOR HAWAII NATIONAL GUARD TEEN SUMMIT

Description of Services: NON-PERSONAL SERVICES: Contractor will provide lodging with individual beds, meeting space and meals for the Hawaii National Guard State Teen Summit June 8-13, 2018

1.0) Room reservations/Check In

1.1) Individual beds must be available for 36 Attendees. Separate beds will be available for males and females.

1.2) Contract will hold 36 beds open for event.

1.3) Check In will be on Friday 08 JUN 2018 approximately 1500.

1.4) Check Out will be on Tuesday 13 JUN 2018 approximately 1000.

1.5) 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 heating, cooling and electricity.

2.3) Attendees will be lodged in one area.

3.0) Facilities Available

3.1) Venue must have dining facility, which can accommodate 30 attendees with meals.

3.2) Meeting room will be available at 1500 on 08 JUN 2018 until 1100 13 JUN 2018

4.0) Meals

4.1) Facility must provide catered meals on the following dates and times.

4.1)1. 08 JUN 2018 1745-1815 Dinner

4.1)2. 09 JUN 2018 0800-0830 Breakfast 1200-1300 Lunch
1745-1815 Dinner

4.1)3. 10 JUN 2018 0800-0830 Breakfast 1200-1300 Lunch
1745-1815 Dinner

4.1)4. 11 JUN 2018 0800-0830 Breakfast 1200-1300 Lunch
1745-1815 Dinner

4.1)5. 12 JUN 2018 0800-0830 Breakfast 1200-1300 Lunch
1745-1815 Dinner

4.1)6. 13 JUN 2018 0800-0830 Breakfast

4.2) 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 36 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.