



**SAIPAN DIAMOND HOTEL**

**1995 CONSTITUTIONAL CONVENTION PROPOSAL**

**MAY 1, 1995 TO JUNE 30, 1995**

**PREPARED FOR  
MR. JACK VILLAGOMEZ**

**PREPARED BY  
SCOTT DITTMER  
BANQUET DIRECTOR**



## REFRESHMENT AND PASTRIES RATE

- Coffee, ice tea and water shall be provided from 8:00am until 10:00pm.  
**TOTAL FOR 100 PAX: \$450.00 PER DAY BASED ON \$4.50 PER PAX**  
NOTE: Our normal local daily charge for refreshments is \$7.00 per pax
- Pastries shall be served (2) times each day for 30 minutes each serving or a total of 1 hour.  
**TOTAL FOR 100 PAX: \$450.00 PER DAY BASED ON \$4.50 PER PAX**  
NOTE: Our normal local daily charge for pastries is \$7.00 per pax

## LUNCH OR DINNER BUFFETS

- Chinese or Western lunch buffets are available for \$13.00 per person including ice tea
- Chinese or Western dinner buffets are available for \$19 per person including ice tea.
- Other menus are available for an additional charge

I have tentatively reserved May 1, 1995 and June 31, 1995 for a buffet based on 100 pax. Should you require further buffet service I must be notified no less than 1 week prior to the buffet date. This, of course, is based on available room.

I will require (1) person to be officially recognized as a liaison officer. All arrangements must be made by this person. This person must also have official approval to sign for and or authorize all expenses not covered in this proposal. I will require an official document submitted to me stating that, indeed, an elected official has this said authority.

It is my sincere hope that all areas have been thoroughly covered by this proposal. Should you require further assistance from my office in planning this event please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Dittmer", written over a horizontal line.

Scott Dittmer  
Banquet Director



## ROOM RENTALS

### MAIN CONSTITUTION CONVENTION ROOM

- HIBISCUS HALL B AND C
- PRICE: \$400.00 PER DAY (NOTE: Our normal local daily room rate is \$1,260.00)
- CAPACITY 120 PAX
- SOUND SYSTEM, MICROPHONES, PODIUMS, WHITE BOARDS ETC. ARE INCLUDED

/ TOTAL FOR 61 DAYS: \$24,400.00 TOTAL FOR 76 DAYS: \$30,400.00

### SAIPAN DELEGATION CONFERENCE ROOM

- HIBISCUS A
- PRICE \$200.00 PER DAY (NOTE: Our normal local daily room rental rate is \$525.00)
- CAPACITY 40 PAX
- ABLE TO INSTALL ADDITIONAL PHONE/FAX LINES AT YOUR EXPENSE
- ROOM ENOUGH FOR A XEROX MACHINE TO BE INSTALLED AT YOUR EXPENSE

/ TOTAL FOR 61 DAYS: \$12,200.00 TOTAL FOR 76 DAYS: \$15,200.00

### TINIAN DELEGATION CONFERENCE ROOM

- GUEST ROOM
- PRICE \$114.40 PER DAY (NOTE: This price is all inclusive of tax and is discounted at 35%)
- CAPACITY 4 PAX
- NOT ABLE TO INSTALL ADDITIONAL PHONE OR FAX LINES
- ONLY THE FOUR REGISTERED DELEGATES CAN GAIN ACCESS TO THE ROOM
- ANY VIOLATION OF THE ABOVE WILL RESULT IN THE FORFEITURE OF THE ROOM

TOTAL FOR 61 DAYS: \$6,978.40 TOTAL FOR 76 DAYS: \$8,694.40

### ROTA DELEGATION CONFERENCE ROOM

- GUEST ROOM
- PRICE \$114.40 PER DAY (NOTE: This price is all inclusive of tax and is discounted at 35%)
- CAPACITY 4 PAX
- NOT ABLE TO INSTALL ADDITIONAL PHONE OR FAX LINES
- ONLY THE FOUR REGISTERED DELEGATES CAN GAIN ACCESS TO THE ROOM
- ANY VIOLATION OF THE ABOVE WILL RESULT IN THE FORFEITURE OF THE ROOM

TOTAL FOR 61 DAYS: \$6,978.40 TOTAL FOR 76 DAYS: \$8,694.40

**TOTAL COST FOR ALL ROOMS 61 DAYS: \$50,556.80**

**TOTAL COST FOR ALL ROOMS 76 DAYS: \$62,988.80**



Please note that this proposal is based on the following information provide to me by Mr. Jack Villagoinez. Should there be any changes in numbers, rooms etc. these quotations would have to be revised to the agreement of both parties. This is not a contract. It is only a proposal and is subject to change upon the consent of both parties. Should you accept this proposal Saipan Diamond Hotel will require a 50% down payment before the commencement of the function with the balance to be paid upon the completion of the function.

**Guaranteed number of days:** 61 days of from the 1st of May, 1995 until the 31st of June, 1995  
a possible 15 day extension until July 15, 1995

**Time:** To begin at 8:00am every morning and finish no later than 10:00pm every evening

**Number of people:** A maximum number of 100 people for the main meeting room  
Saipan delegation: 19 people  
Rota delegation 4 people  
Tinian delegation 4 people



March 22, 1995

Mr. Jack Villagomez  
Constitution Convention  
Organizer  
234-2052/256-8888/322-2677

Mr. Villagomez, thank you very much for your phone call last week expressing interest in securing a site for the upcoming convention. I have "pulled" as many strings as I could and called in as many favors as were owed to me to come up with this proposal for you. I hope you will agree that it is not only economically feasible but a viable location for the convention.

Some of the benefits in having the Constitution Convention here at The Saipan Diamond Hotel are:

- *It's close proximity to the Library*
- *Easy access to the Court House and all of it's facilities*
- *Ten minutes from the airport*
- *Numerous restaurants located within walking distance*
- *Plenty of parking*
- *Joeten Susupe located across the street*
- *Banking facilities within walking distance*

In addition to all of these, there are the actual facilities here at the hotel:

- *Three different restaurants, Western, Chinese, Japanese*
- *Hibiscus hall; a private room located away from the lobby and general hotel population*
- *Restrooms located within a 1 minute walk of Hibiscus Hall*
- *Close proximity of the three separate rooms to the main meeting room*
- *Comfortable rooms with professional sound systems*
- *The ability to add additional phone/fax lines (hibiscus hall only)*

All in all, I am sure that you will agree that we here at The Saipan Diamond Hotel are ready and able to accommodate most all of your needs, in hopes that we may provide an atmosphere conducive to a successful Constitutional Convention. If I have overlooked anything or am mistaken about something please do not hesitate to contact me at your leisure.

Enclosed please find our proposal for: **THE 1995 CONSTITUTIONAL CONVENTION.**

Sincerely

Scott D. Dittmer  
Banquet Director

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Saipan Diamond Hotel  
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