



260 Mall Boulevard King of Prussia, Pennsylvania 19406
Main (610) 265-7500 ♦ Sales (610) 908-6041 ♦ Fax (610) 265-4076

September 3, 2015

Mrs. Annie Marcucci, CMP, CTC
American Baptist Churches USA
PO Box 851
Valley Forge, PA 19482

RE: American Baptist Churches USA/Board of General Ministries Meeting 2016

Dear Ms. Marcucci, CMP,

Thank you for your interest in the Award-Winning Crowne Plaza Philadelphia- King of Prussia Hotel. Your consideration is certainly appreciated!

We understand the purpose of your event is the American Baptist Churches USA/Board of General Ministries Meeting 2016. Our goal is to offer you superior service, while providing you with a productive environment. Our staff will support you and your program needs to ensure a successful event. Please allow us to share with you some information about our hotel's location and unique features, which will be beneficial to you and your organization

Ideal Location:

- Directly across the street from the King of Prussia Mall - Premier Shopping Destination
- Less than two miles from Valley Forge Historical National Park – American Revolution Site
- 19 miles from Downtown Philadelphia / 24 miles from Philadelphia International Airport
- Easily accessible from Pennsylvania Turnpike and Schuylkill Expressway/Interstate 76



PHILADELPHIA



KING OF PRUSSIA MALL



VALLEY FORGE PARK

Stylish Guest Accommodations:

- 226 Stylish Guest Accommodations including Five Executive Suites
- All Guests Rooms offer Free Internet Access, both wired and wireless
- Private Club Level with Lounge featuring Continental Breakfast & Reception
- Each Room features Sleep Advantage Bedding Program with Relaxation Amenities
- Complimentary Access to LA Fitness Center, adjacent to hotel
- Courtesy Shuttle Transportation – Complimentary within a 5-mile radius
- On-Site Restaurant and Lounge with Award-Winning Culinary Team



WELCOME TO OUR LOBBY



SLEEP ADVANTAGE BEDDING

View Online Photo Gallery: <http://cpvalleyforge.com/gallery.asp>

Meeting / Event Offerings:

- Over 24,000 Square Feet of Flexible Event Space
- Largest Lobby-Level Ballroom in King of Prussia, 8400 square feet
- Liberty Conference Center, Our On-Site IACC-Approved* Conference Facility
- Valley Forge Amphitheater; 130-Seats offering data ports and power outlets
- Dedicated Crowne Meeting Director, Experienced and Certified Meeting Professional

*Accredited Member of International Association of Conference Centers



VALLEY FORGE AMPHITHEATER



INDEPENDENCE BALLROOM

View Online Floor Plans: http://cpvalleyforge.com/me_floorplans.asp

American Baptist Churches USA Proposal

Thank you for your interest in the Award-Winning Crowne Plaza Philadelphia- King of Prussia Hotel. Your consideration is certainly appreciated! We would be honored to accommodate your event.

Overnight Accommodations - Available Dates:

Run of House		
Mon	11/14	6
Tue	11/15	12
Wed	11/16	30
Thu	11/17	40
Fri	11/18	42
Sat	11/19	2

Every Guest Room Includes: Crowne Plaza Sleep Advantage Bedding Program featuring comfortable bedding & relaxation amenities, coffee & coffee makers, irons & ironing boards, MP3 docking, television with premium channels, on-command movies, two telephones with voice-messaging and data ports, complimentary wireless/wired high speed internet access.

Club Level Rooms: In addition to the standard guest room features the club level rooms offer courtesy bathrobes and umbrellas. This private club level is key-access only and includes complimentary continental breakfast and evening reception served in our club lounge, Monday morning through Friday morning.

Unique Guest Amenities: Complimentary Access to LA Fitness Center - adjacent to hotel, Courtesy Shuttle Service - complimentary within a 5-mile radius and Award-Winning Restaurant.

American Baptist Churches USA Guest Room Rate:

Room	Rate
Run of House	\$115.00

All rates are subject to the prevailing state and local occupancy taxes. Currently, occupancy taxes total 8% and are subject to change. These rates are net, non-commissionable.

Meeting & Event Space:

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
11/15/2016	5:00 PM	9:00 PM	Dinner	Wayne	U-Shape	12	*Complimentary
11/16/2016	8:00 AM	12:00 PM	Meeting	Wayne	U-Shape	12	*
11/16/2016	12:00 PM	6:00 PM	Registration	Front Door Lobby	Registration		*
11/16/2016	1:00 PM	5:00 PM	Meeting	Wayne	U-Shape	12	*
11/16/2016	5:00 PM	7:00 PM	Dinner	Berwyn	Hollow Square	11	*
11/16/2016	5:00 PM	11:00 PM	Meeting	Dekalb 206	Conference	10	*
11/16/2016	8:00 PM	9:00 PM	Meeting	Wayne	U-Shape	12	*
11/17/2016	7:00 AM	8:30 AM	Breakfast buffet	stirlings	Exisitng	30	*
11/17/2016	9:00 AM	1:30 PM	Lunch	Berwyn	Hollow Square	11	*
11/17/2016	12:00 PM	1:30 PM	Lunch	stirlings	Exisitng	35	*
11/17/2016	2:00 PM	6:00 PM	Meeting	Independence North	Crescent Rounds	55	*
11/17/2016	6:30 PM	7:30 PM	Dinner	Independence South	Rounds	50	*
11/17/2016	7:30 PM	8:00 PM	Meeting	Independence North	Crescent Rounds	55	*
11/18/2016	7:00 AM	8:15 AM	Meeting	Dekalb 206	Conference	2	*
11/18/2016	7:00 AM	8:30 AM	Breakfast buffet	stirlings	Exisitng	35	*
11/18/2016	7:00 AM	8:30 AM	Breakfast	Wayne	Conference	8	*
11/18/2016	8:30 AM	12:00 PM	Meeting	Independence North	Crescent Rounds	55	*
11/18/2016	12:00 PM	1:30 PM	Lunch	Radnor	Hollow Square	11	*
11/18/2016	12:00 PM	1:30 PM	Lunch Buffet	stirlings	Exisitng	40	*
11/18/2016	2:00 PM	5:00 PM	Meeting	Von Steuben 306	Conference	10	*
11/18/2016	2:00 PM	5:00 PM	Meeting	Dekalb 206	Conference	10	*
11/18/2016	2:00 PM	5:00 PM	Meeting	Mifflin 106	Conference	8	*
11/18/2016	2:00 PM	5:00 PM	Meeting	DuPortail 406	Conference	8	*

11/18/2016	2:00 PM	5:00 PM	Meeting	Wayne	Conference	10	*
11/18/2016	5:30 PM	7:30 PM	Dinner	Independence South	Rounds	50	*
11/18/2016	7:30 PM	9:30 PM	Special Event	Amphitheater	Exisitng	40	*
11/19/2016	7:00 AM	8:30 AM	Breakfast buffet	stirlings	Exisitng	45	*
11/19/2016	8:30 AM	11:30 AM	Meeting	Independence North	Crescent Rounds	55	*
11/19/2016	11:30 AM	1:30 PM	Lunch Buffet	stirlings	Exisitng	30	*
11/19/2016	11:30 AM	1:30 PM	Lunch	Wayne	Rounds	34	*

Our current average price(s) per person listed below:

Continental Breakfast \$14.00	Lunch (Plated) \$25.00	Dinner (Buffet) \$38.00
Breakfast (Plated) \$17.00	Lunch (Buffet) \$25.00	Day Meeting Package \$75.00
Breakfast (Buffet) \$24.00	Dinner (Plated) \$38.00	

All charges are subject to a 21% banquet service charge plus 6% Pennsylvania State Tax. For your convenience, all of our banquet menus are available on our website at

http://cpvalleyforge.com/me_banquet.asp

***FOOD & BEVERAGE MINIMUM COMMITMENT:**

Event Description	Cost per Unit	Expected # of persons	Total Estimated Cost
Tuesday, November 15, 2016			
Dinner	\$38.00	12	\$456.00
Wednesday, November 16, 2016			
Dinner	\$38.00	11	\$418.00
Thursday, November 17, 2016			
Breakfast Buffet	\$13.95	30	\$418.50
Committee Lunch	\$24.00	11	\$264.00
BMG Lunch	\$16.95	35	\$593.25
Dinner	\$38.00	50	\$1,900.00
Friday, November 18, 2016			
Breakfast Buffet	\$13.95	35	\$488.25
BGM Finance Breakfast	\$15.00	8	\$120.00
BGM Executive Lunch	\$16.95	40	\$678.00
BGM Dinner	\$38.00	50	\$1,900.00
Saturday, November 19, 2016			
Breakfast Buffet	\$13.95	45	\$627.75
BGM Lunch	\$16.95	30	\$508.50
Reunion Lunch	\$24.00	34	\$816.00
		Sub-Total	\$9,452.25
		21% Service Charge	\$1,984.97
		6% State sales tax	Tax Exempt
		Total	\$11,437.22

All anticipated fees to be paid by **American Baptist Churches USA** will be direct billed to American Baptist Churches USA.

Additional American Baptist Churches USA Offerings:

- One Complimentary Guest Room for every 40 consumed by American Baptist Churches USA per night basis
- One Complimentary Upgrade at Group Rate, based upon availability
- One Complimentary VIP Amenity, particular item to be discussed
- Complimentary Guest Room Internet, both wired and wireless
- Complimentary local calls, credit card calls and toll free calls from guest room
- Complimentary high speed wireless internet access in meeting rooms
- Complimentary box handling for up to 10 boxes (restrictions apply)

- Complimentary parking

What Sets Us Apart From Our Competition?

Our skilled staff, of course! With our team of talented professionals, we have established our hotel as a market leader both in customer service and culinary expertise. In an effort to create a positive and productive meeting experience, we offer both a Crowne Meeting Director and a Crowne Meeting Manager, which will **serve as your main point of contact for all aspects of your program**, including room reservation updates, menu selection, and audio visual requirements and meeting room setup. Your CMD/CMM will be on-site and available for immediate response at all times.

- **Crowne Meeting Managers: Danielle Werkeiser**

Additionally, your CMD will meet you at the end of each day's program to conduct a **Daily Meeting Debrief**. At the Daily Meeting Debrief, your CMD will review your expenditures and discuss any special challenges or potential changes to ensure a successful meeting experience.

International Association of Conference Centers Member:

As a certified IACC conference center, one of only 378 members in 22 countries around the world, we are part of an exclusive group who are passionate about delivering the IACC Meetings experience. We are very pleased to be a member, living the standards that IACC has become known for.

Award-Winning Culinary Expertise:

Executive Chef, Mark Spaulding

Professional Profile: *Chef Mark Spaulding graduated from the Philadelphia Restaurant School. Chef Spaulding brings his culinary expertise to all of the sumptuous dishes created in the kitchen of the Crowne Plaza, whether it's an intimate dinner for two, a wedding for 250, or a corporate event for 800. Chef Spaulding has inventively designed the exquisite cuisine with the most distinguished palate in mind.*

So, when we say we are better than our competition – we truly believe that to be the case ! We are proud of our staff and their accomplishments. We are fortunate to have such an impressive team of professionals. **Most importantly our clients agree!** They are quick to share with us their feedback time and time again! Our staff is why they return to our hotel.

View Online Client Letters: http://cpvalleyforge.com/me_testimonials.asp

Award- Winning Hotel:

Intercontinental Hotels Group has awarded the Crowne Plaza Philadelphia- King of Prussia its highest honor for quality and service, the **Quality of Excellence Award 2013**. Also, selected **Top Place to Work 2011-2013-** by Philadelphia Inquirer.

Other Client Recognition Accomplishments: Awarded through Crowne Plaza Corporate guests surveys. Where do we rank amongst other Crowne Plaza Brand Hotels in the country?

- **Ranked #1 in Meeting Satisfaction Tracking System**
- **Ranked #3 in Crowne-o-meter (Brand Consistency Index)**
- **Ranked #3 in Guest Relations (Outstanding Guest Service)**
- **Ranked #9 in Overall Satisfaction Survey (Commendable Performance)**

Please note; we are not currently holding space for your group. If I can be of further assistance to you, please contact my office at (610) 908-6042.

This proposal has been created from the information you have shared with us. If you would like to discuss any additional details or to tour our hotel, please contact us. We value this opportunity and would be honored to host **American Baptist Churches USA/Board of General Ministries 16!**

Sincerely,

Laura Kollosch
Sales Manager