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Ann Armstrong Dailey

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Vice Admiral Thor Hanson
USN (Retired)

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Captain Herbert E. Hetu
USN (Retired)

Hartwell - Style 5300 - Earth/Black (201)
One each Medium, Large and X-Large

*In
Appreciation
to*

Sharon Shirack

*for her dedication and efforts in
making the*

Living Memorial Ceremony

August 29, 1998

**Arlington National Cemetery
Arlington, Virginia**

*a major success by her planning and
execution preceding the*

7th Annual Reunion

of the

**USS Frank E. Evans Association, Inc.
DD 754**

"Lest We Forget"

*In
Appreciation
to*

Cal Rankin

*for his dedication and efforts in
making the*

Living Memorial Ceremony

August 29, 1998

Arlington National Cemetery

Arlington, Virginia

*a major success by his planning and
execution during the*

7th Annual Reunion

of the

USS Frank E. Evans Association, Inc.

DD 754

"Lest We Forget"

*In
Appreciation
to
Ken & Judy Adams
for their dedication and efforts in
making the
U.S.S. Frank E. Evans
Association
Annual Reunions*

*a major success by their
Planning, Organization and
Execution of Arrangements for
the previous five years.*

USS Frank E. Evans Association, Inc.
DD 754

August 29, 1998

"Lest We Forget"



STATUS: Inquiry REVISION
 FILE #: 673
 DATE: 1/19/98 SALES PERSON: Mary Gallagher
 MARKET: Association CODE:

GROUP RESERVATION

ORGANIZATION: USS Frank E. Evans Association

MEETING NAME:

CONTACT NAME: Ken Adams

TELEPHONE:

ADDRESS:

GUEST ROOM REQUIREMENTS

DATE	DAY	ROOM TYPE	# ROOMS	ACTUAL	ROOM RATE
08/27/98	Thursday	Double (2Beds)	55	0	\$89.00
08/28/98	Friday	Double (2Beds)	55	0	\$89.00
08/29/98	Saturday	Double (2Beds)	55	0	\$89.00

RESERVATION PROCEDURE

Individual Call-In

Guaranteed by Individuals

BILLING INSTRUCTIONS

Individual To Pay All Charges

Advance Deposit in full

CUT-OFF DATE FOR GUEST ROOMS: 08/01/1998

MASTER ACCOUNT BILLING:

BAGGAGE HANDLING: No

CONTACT: Ken Adams

CHARGE: \$0.00

ADDRESS: 1875 Village Bend Road
Mineral Wells, 76067

CREDIT INFORMATION:

DEPOSIT REQUIRED \$500.00 BY 2/27/98

DATE RECEIVED

CREDIT APPROVAL #

COMMENTS: Actual sleeping room types subject to change. Overnight rate does not include tax, currently 9.5%. Guests must call in by 8/1/98 to ensure group rate and availability. Minimum exists on food and beverage. For Thursday and Friday Reception and Dinner, there is a minimum of 60 people to be served. If only Reception is done, time is limited to 2 hours and there is a \$15.00 per person minimum for food (excluding bar). Dinner minimum is \$25.00 per person. These minimums do not include beverage costs. Saturday has a minimum of 110 people required. Non-refundable deposit of \$500.00 due 2/27/98. Second deposit of \$500.00 due 5/27/98. Balance for food and beverage due in full at least 10 days prior to event.

MEETING ROOM SPECIFICATIONS

DAY/DATE	TIME	FUNCTION	ROOM	SET-UP	#PPL	RENTAL
Thu, 8/27/98	6:00 pm -10:00 pm	Reception/Dinner	Ballroom AB	Rounds	75	N/C*
Fri, 8/28/98	6:00 pm -10:00 pm	Reception/Dinner	Ballroom AB	Rounds	75	N/C*
Sat, 8/29/98	9:00 am -12:00 pm	Meeting	Ballroom AB	Rounds	90	\$200.00
Sat, 8/29/98	6:00 pm -10:00 pm	Dinner	Ballroom ABCD	Rounds	110	N/C*
Sun, 8/30/98	8:00 am -10:30 am	Meeting	Ballroom AB	Rounds	90	\$200.00

Actual Meeting Rooms Subject To Change. See comments for certain restrictions.

ACCEPTANCE OF PROPOSAL

PLEASE READ PAGE TWO, SIGN BELOW, AND RETURN ALL COPIES BY 2/4/98. AN EXECUTED CONTRACT WILL BE SENT TO YOU FOR YOUR FILES. THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED.

Ken Adams 2/6/98

SIGNATURE OF CLIENT

DATE

HOTEL REPRESENTATIVE

DATE

**Holiday
Inn**
HOTEL & SUITES
Historic District Alexandria

Contract addendum between the Holiday Inn Hotel and Suites and
USS Frank E. Evans Association
August 27-30, 1998

The following addendum is in addition to the original contract, dated 1/19/98, Catering Requirements and Group Rooms Requirements.

1. Non-refundable deposit of \$500.00 is due 2/27/98. Second deposit of \$500.00 is due 5/27/98. Deposits will be applied to amount due for food, beverage and meeting room rental. ~~Prepayment in full is due at least 60 days prior to meeting.~~
2. Holiday Inn Hotel and Suites will offer 1 complimentary standard room per 25 paying rooms utilized (up to two rooms per night for three nights maximum).
3. Guests identifying themselves with USS Frank E. Evans Association will be able to secure room reservations up to three days prior and three days after contracted dates at the negotiated room rate of \$89.00. The contracted dates for overnight rooms are arrival on August 27 and departure on August 30, 1998.

The above specifications and conditions are satisfactory and are hereby accepted.

Ken Adams 2/6/98
Ken Adams Date

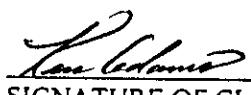
Mary Gallagher Date



GROUP ROOM REQUIREMENTS

- ◆ Your block of rooms will be held until the cut-off date indicated on the face of this contract. Reservations made after this cut-off date will be accepted on a space available basis, and may be subject to higher rates.
- ◆ Reservations made individually or by rooming list must be guaranteed by the appropriate deposit, credit card, or company letter of responsibility.
- ◆ The individual, company, or organization will be held responsible for one night's room and tax for any room not occupied but held on a guaranteed payment basis, unless cancellation is made by 6:00pm on the day of arrival.
- ◆ Rooms may not be ready for occupancy until 3:00pm on the day of arrival. Early arrivals will be honored on a space available basis. Check-out time is 12:00 noon. We ask that the 12:00 noon check-out time be honored on your departure date.
- ◆ The hotel reserves the right to make reasonable substitution of specific guest rooms/room types. In the event that the hotel must "walk" a guest to a comparable hotel, the Holiday Inn Hotel & Suites agrees to pay for one night's room and tax, one phone call, and transportation costs that may be incurred between the two hotels.
- ◆ In the event of cancellation, the organization is responsible for lost revenue if cancellation is made within three months of the start of the function. Cancellation charges equal to 70% of the anticipated overnight room and meeting room revenue, and 30% of the anticipated food and beverage revenue will be assessed. If the hotel can resell any portion of the rooms or meeting rooms, the organization will be credited accordingly. The hotel will make every effort to resell this space.
- ◆ This contract is subject to termination for cause, upon written notice, without liability to the terminating party due to acts of God, war, government regulation, or any other emergency beyond the party's control, making it illegal or impossible to provide the facilities or conduct the meeting. If the organization desires to hold the meeting when the Hotel is unable to perform all functions as specified herein, the Hotel will not be responsible or penalized for inferior quality or performance.

The above specifications and conditions are satisfactory and hereby accepted.

 2/6/98
SIGNATURE OF CLIENT DATE

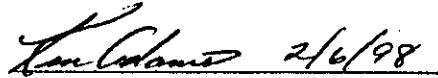
HOTEL REPRESENTATIVE DATE



CATERING REQUIREMENTS

- ◆ In order to service your group efficiently, we must be in receipt of banquet menus, meeting room arrangements, and other details pertaining to the function 30 days prior to the function date.
- ◆ A final minimum guarantee of attendance for all banquet functions is required three working days prior to the function which may be no less than 80% of the original estimate as contracted. The hotel will set up and be prepared to serve 5% over the guaranteed number for all meal functions. It is the sole responsibility of the client to provide the guaranteed number of meals to be served. If no guaranteed number is received, the hotel will assume the guarantee to be the number shown on the front side of the agreement.
- ◆ Charges will be based on the guaranteed number or the actual number of guests served, whichever is greater.
- ◆ For food functions of under 20 people, additional labor charges may apply.
- ◆ Function room assignments are based on the original number of people anticipated. The hotel reserves the right to change function room if there is a significant change in the final anticipated attendance for a function.
- ◆ Food and beverage prices do not include service charges or state and local taxes, and are subject to change without notice. Guaranteed prices will be given ninety (90) days prior to any function date.
- ◆ Food and beverage may not be brought into the hotel's public areas or function space by the patron or any guests attending functions in these areas. Charges may be assessed accordingly.
- ◆ The hotel reserves the right to cancel the function in the event that the nature of the function is different than originally represented or that, in the reasonable opinion of the Hotel, the function might create a nuisance or otherwise cause unusual disruption at the Hotel.
- ◆ The company or organization will be responsible for furnishing any assistive listening devices or translators that may be required under ADA, unless this contract expressly provides otherwise.
- ◆ The Hotel is relying upon the Food & Beverage functions outlined. The Group agrees that a loss will be incurred by the Hotel should there be a reduction in the number of Food and Beverage functions or the number of Food and Beverage covers. Should any of these functions listed be reduced, canceled, or re-scheduled off the Hotel property, the Hotel must be notified at least sixty (60) days prior. After this date, the group agrees to compensate Hotel for thirty percent (30%) of the estimated food and beverage revenue the Hotel would have received for such function based upon the current catering prices.
- ◆ This contract is subject to termination for cause, upon written notice, without liability to the terminating party due to acts of God, war, government regulation, or any other emergency beyond the party's control, making it illegal or impossible to provide the facilities or hold the meeting. If the organization desires to hold the meeting when the Hotel is unable to perform all functions as specified herein, the Hotel will not be responsible or penalized for inferior quality or performance.

The above specifications and conditions are satisfactory and hereby accepted.


2/6/98
SIGNATURE OF CLIENT DATE

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