Hotel Requirements

ORGANIZATION: United States Probation Office of the Western District of Texas

NAME OF EVENT: ORT Training

DATE(S) OF EVENT: August 31, 2026, through September 4, 2026

QUOTE DUE BY: July 9, 2026, 1:00 p.m. (CST) (Quote should be valid for 60 days)

REQUIREMENTS:

Section I. Meeting Room Rental –

Note: should be large to allow for half room to be set up as training and other side to be empty for training area.

Days	Monday August 31st	Tuesday September 1st	Wednesday September 2nd	Thursday September 3rd	Friday September 4th	
Period	noon – 5:00 pm	7:00 am – 5:00 pm	7:00 am – 5:00 pm	7:00 am – 5:00 pm	7:00 am – 11:00 am	
Number of Meeting Room(s)	1	1	1	1	1	
Meeting Room Setup (Classroom, U-shape, Crescent Round)	Crescent Round	Crescent Round			Crescent Round	
Attendees	35	35	35	35	35	
Room Rental Rate						Subtotal: $
Service Charge Fee (%)						Subtotal: $
					Meeting Room Total	$

Section II. Audio/Visual Equipment (Note: located on side with tables and chairs.)

Equipment	Qty	Days	Monday August 31st	Tuesday September 1st	Wednesday September 2nd	Thursday September 3rd	Friday September 4th	
		Period	noon – 5:00 pm	7:00 am – 5:00 pm	7:00 am – 5:00 pm	7:00 am – 5:00 pm	7:00 am – 11:00 am	
Large Screen 7.5'x10' fast fold	2		$	$	$	$	$	
LCD Projector	1		$	$	$	$	$	
Wireless Handheld Microphone	1		$	$	$	$	$	
Flipchart & Easel with Markers	1		$	$	$	$	$	
Podium	1		$	$	$	$	$	
AV Rate								Subtotal: $
Service Charge Fee (%)								Subtotal: $
AV Total								$

Section III. Light Refreshments (Note: Include menu in response. If there is not a restaurant within 1 mile of premises, include lunch menu as well.)

Equipment	Qty	Time	Monday August 31st	Tuesday September 1st	Wednesday September 2nd	Thursday September 3rd	Friday September 4th	
AM Refreshments	37	10:00 AM		$	$	$	$	
PM Refreshments	37	2:00 PM	$	$	$	$		
Light Refreshments								Subtotal: $
Service Charge Fee (%)								Subtotal: $
Light Refreshment Total								$

Section V. Lodging

*Note – Payment will be made individually upon checkout. Hotel receipt must include form of payment and reflect a zero balance. Check in on Monday and check out Friday. In the event guest arrives prior to the check-in date or remains past the check-out date, the hotel will offer an extension of the group rate on a space available basis.

A rooming list will be completed by the Judiciary which will contain each guest's name, arrival/departure and any special needs. Hotel will use the list to make the required reservations and provide Judiciary with confirmation number(s). Guests will have the opportunity to verify and amend their departure at the time of check-in with no penalty or additional charges.

Dates	4 Nights (Monday – Thursday)	Total
Number of Guest Rooms	35	140
Daily Room Rate	$	

Section V. Parking

*Note – Payment will be made individually upon checkout. Hotel receipt must include last four digits of card used and reflect a zero balance.

Parking	Cost
Valet	
Self	

Grand Total-

	Amount
Meeting Room	$
Audio/Visual Equipment	$
Light Refreshments	$
Grand Total	$

The Judiciary is **tax exempt**; therefore, rates **do not include state taxes**. The tax-exempt number is 53-0197981F.