



**Visit Baltimore Group Tour and Group Event
Request for Proposal for Hotel Room Block and/or Leisure Tour requests**

Return to: Eric Masterton

Dir. of Tourism, email to emasterton@baltimore.org

Ph: 410-659-7090

***Required Information**

Event Name*:	
Date of Tour/Wedding/Reunion*:	
Dates of hotel stay*:	
Alternate Dates:	
Contact Name*:	
Title*:(Tour Planner, Bride etc....)	
Address*:	
Phone*:	
Fax:	
E-mail*:	
Expected Attendance*:	

Guest Room Block (What are your hotel needs?)*

Day:	Friday	Saturday	Sunday			
Date:						
# Of Rooms			Check out			

Deadline to receive proposals*:

Decision Date*:

Banquet or Meeting Room requirement:

Day:		Hours:		Meals:
Day:		Hours:		Meals:
Day:		Hours:		Meals:

Would you like special off-site “exceptional spaces” venues to contact you?

Do you have audio/visual needs for any of the events? If yes, what are they?

Special requirements (VIP upgrades, Hospitality Suites, Double-Double or Quads, performance space, reception or wedding venue, coach parking etc.):

Deciding factors (e.g., rate; location etc...):

Area for hotel search: (Inner Harbor, BWI, Other): (please circle one)

Desired Rate (we specify reasonable requests for you) **Inner Harbor**

Does your group need transportation while here? YES NO (please circle) **Coach, shuttle, van, rental cars?**

Would you like us to prospect for group rates on area attractions for you? If yes, what are you interested in? Boat cruises, tours, museums, restaurants etc....

Other Information:

NOTE: Please be advised that all pricing you receive as a result of this request (hotels, tours, restaurants) are subject to rate change and availability. We suggest getting a contract for your room block or other quotes as quickly as possible.