

**MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE
OF THE LIBERTARIAN PARTY OF NEW YORK
HELD ON THURSDAY DECEMBER 14, 2023 ON THE ZOOM MEETING APP**

MEMBERS PRESENT

Andrew M. Kolstee, Chair
Duane J. Whitmer, 1st Vice Chair
Richard F. Purtell, 2nd Vice-Chair
Mark S. Braiman, Secretary
William Cody Anderson, Treasurer
Justin N. Carman, Member-At-Large (JD3)
Karyn A. Keniry-Thompson, Member-At-Large (JD4)
Keith C. Redhead, Member-At-Large (JD5)
William K. Schmidt, Member At-Large (JD9)

MEMBERS ABSENT

Maura E. Botsford, Member-At-Large (JD8)

OBSERVERS

David B. "Chance" Haywood, Member of the State Committee (JD1)
Daniel J. Castello, Member of the State Committee (JD5)
Adam M. Magoon, Member of the State Committee (JD5)
Craig L. Colwell, Member of the State Committee (JD6)
Steven G. Becker, Member of the State Committee (JD7)
Charles R. Roggen, Member of the State Committee (JD8)
Michael R. Rebmann, Member of the State Committee (JD8)
Carina D. Rocco, Dutchess County Chair
Samuel L. Kniffen, Ulster County Vice Chair, Acting Chair

The meeting was called to order at 7:02 p.m. by Andrew Kolstee, Chair. Secretary Mark Braiman conducted a roll call and determined that a quorum was present.

A request for public comment by Chair Andrew Kolstee received no comments.

Mark Braiman issued a Secretary's report (**Exhibit 1**) in writing. The Secretary requested approval the posted draft minutes for the Executive Committee meetings of December 18, 2022; January 15, 2023; May 21, 2023; June 25, 2023; August 31, 2023; September 25, 2023; and October 3, 2023; and the State Committee meetings of October 23, 2022; March 5, 2023; March 19, 2023; and June 4, 2023. Chair Andrew Kolstee indicated that the minutes of the Executive Committee meetings of September 25, 2023 and October 3, 2023 and the State Committee meeting of June 4, 2023 were not posted LPedia and that he had not had an opportunity to review the minutes of the meetings of May 21, 2023, June 25, 2023, or September 25, 2023.

The minutes of the **October 23, 2022 meeting of the State Committee, December 18, 2022 meeting of the Executive Committee, January 15, 2023 meeting of the Executive Committee, March 5, 2023 meeting of the State Committee, and March 19, 2023 meeting of the State Committee** were approved by voice vote.

Field Development Director Andrew Kolstee issued a report. Christopher Lyndaker resigned as Acting County Chair of Lewis County on December 12, 2023.

The renewal of the appointment of Jame VanDewalker as County Liaison of Allegany County on December 31, 2023, which will expire on March 31, 2024 was approved without objection.

The renewal of the appointment of Thomas Quiter as County Liaison of Chenango County on December 31, 2023, which will expire on March 31, 2024 was approved without objection.

The renewal of the appointment of Zachary Remian as County Liaison of Clinton County on December 31, 2023, which will expire on March 31, 2024 was approved without objection.

The renewal of the appointment of Jennifer O'Connor as Acting County Chair and County Liaison of Rensselaer County on December 31, 2023, which will expire on March 31, 2024 was approved without objection.

The renewal the appointment of Brian Wells as Acting County Chair and County Liaison of Washington County on December 31, 2023, which will expire on March 31, 2024 was approved without objection.

The renewal of the appointment of Rajib Maitra as Acting County Chair and County Liaison of Westchester County on December 31, 2023, which will expire on March 31, 2024 was approved without objection.

Communications Director Duane Whitmer issued a report discussing committee actions. The focus of the committee has been on New York's newly implemented traffic speed cameras. Whitmer emphasized the importance of the LPNY's efforts to stop the use of such surveillance to generate revenue to pay for police personnel. The committee has also discussed the qualified immunity issue. Motion by Duane Whitmer to **authorize an expenditure of up to six hundred dollars (\$600) for developing video content related to automated traffic speed cameras** was seconded by William Schmidt and passed without objection.

IT Director Justin Carman issued a report. Motion by Justin Carman on behalf of the IT Committee to **authorize the Chair to sign a contract with Blueswipe as a payment processor to integrate with the Humanitru database and authorize up to \$29 per month accordingly** passed without objection.

Motion by Justin Carman to **authorize the purchase of a NameHero Reseller account and authorize an expenditure of up to six hundred dollars (\$600) per year**. Andrew Kolstee supported this motion as it will allow individual candidates and/or counties to establish their own websites for a cost of about \$50 using this type of account. The motion passed without objection.

Andrew Kolstee issued a report on the five competing contracts for the Nominating Convention; First, the Hampton Inn in Albany (**Exhibit 2**), in which Chance Haywood inquired about. Second, the Saratoga Hilton (**Exhibit 3**), which has a food and beverage minimum of \$9,750. Third, the Saratoga Casino Hotel (**Exhibit 4**), in which Karyn Thompson inquired about. The food and beverage minimum is \$2,500 and the room rate is \$199. Fourth, the Westchester (Tarrytown) Marriott (**Exhibit 5**), in which Catrina Rocco inquired about. The meeting room is \$2,000, the food and beverage minimum is \$8,500, and the room rate \$189 and \$199. Fifth, the Harbor Hotel in Watkins Glen (**Exhibit 6**), which has a room rate of \$139, no parking fee, free meeting room, and the food and beverage estimate is \$10,000.

Motion by Duane Whitmer to **hold the 2024 LPNY Nominating Convention on March 16-17, 2024, at the Harbor Hotel in Watkins Glen, and to authorize the Chair to sign a contract pending negotiation of lower costs** was seconded by Richard Purtell, debated, and passed by voice vote.

Michael Rebmann was **appointed Chair of the 2024 LPNY Nominating Convention Planning Committee** without objection.

Treasurer William Cody Anderson issued a Treasurer's Report in writing (**Exhibit 7**) and the report was accepted without objection.

Motion by Mark Braiman to **reimbursement Andrew Kolstee a total of five hundred forty-five dollars and seventy-six cents (\$545.76) for OpaVote ballots and funds added to the LPNY NameHero account** was seconded by Duane Whitmer and passed by voice vote.

Motion by Duane Whitmer to **authorize an expenditure of up to three hundred fifty dollars (\$350.00) for a one-year Teams license to Canva for messaging and social media management** was seconded by Justin Carman and passed by voice vote.

Motion by Duane Whitmer to **allocate \$250.00 to Charles Roggen's campaign for Akron Village Trustee** seconded by Karyn Keniry-Thompson and passed by voice vote.

The Chair directed the Secretary to send the Treasurer a list of the approved transactions.

Karyn Keniry-Thompson mentioned that Nicholas Smith from Wilton was appointed to the Saratoga County Committee as an At-Large Member.

The Chair requested to enter Executive Session for the purpose of discussing political strategy.

The meeting entered Executive Session at 8:32 p.m. without objection.

Executive Session was adjourned at 9:11 p.m.

Motion by Duane Whitmer to **adjourn** was seconded by William Cody Anderson.

The meeting was adjourned at 9:11 p.m.

Mark Stephen Braiman,
Secretary.

Exhibit 1

Secretary's Report for LPNY Executive Committee Meeting of December 14, 2023.

The Secretary requests approval today of the posted (Draft) Minutes for Executive Committee meetings of December 18, 2022; January 15, 2023; May 21, 2023; June 25, 2023; August 31, 2023; September 25, 2023; and October 3, 2023; and State Committee meetings of October 23, 2022; March 5, 2023; March 19, 2023; and June 4, 2023. (See https://lpedia.org/wiki/Index_of_New_York_State_Party_Meetings. Scroll to near the bottom of the page for the list of 2022-2024 meetings, and then click on the appropriate link in the rightmost column for the minutes).

Exhibit 2

From: Chance Haywood me@chancehaywood.com
Subject: Fwd: Hampton Inn and Suites Albany Downtown
Date: December 13, 2023 at 5:56 PM
To: Andrew Kolstee akolstee@pry.org



Chance Haywood
212-203-8206
me@chancehaywood.com

Begin forwarded message:

From: Dominique McCray <Dominique.McCray@hilton.com>
Date: December 13, 2023 at 4:50:57 PM EST
To: me@chancehaywood.com
Subject: Hampton Inn and Suites Albany Downtown

Good morning,

Thank you for considering us for your meeting space and room block needs. We have a meeting room and rooms available for the date requested.

We are able to propose the following:

Meeting Room Rental: \$800.00 per day (3/16/24 and 3/17/24)
3/15/2024 – 15 Rooms
3/16/2024 – 25 Rooms
Room Rate: \$169 per night
\$18.00 parking per car, per night
Complimentary Breakfast and Wi-fi

Our Audio Visual is provided directly from TVI.

Contact: Tony Ferri
tferri@technical-video.com
518-867-3020

Catering is provided through Yonos/DP's

Contact: Donna Purnomo
djpurnomo@aol.com

Please let me know by EOD 12/21/23 if you would like to move forward with a contract.

Thank you,

Dominique McCray

Dominique McCray

Sales Manager

Hampton Inn and Suites Albany Downtown

25 Chapel Street

Albany, NY 12210

(518) 275-4501 Office

Dominique.McCray@Hilton.com



[Hampton.com](https://www.hampton.com)

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Yono's-DP Menu Banquet
Hampton Inn Meetings.pdf
106 KB



Exhibit 3 (page 1 of 3)



November 16, 2023

Andrew Kolstee, Chair
Libertarian Party of New York

Dear Andrew,

Thank you for considering The Saratoga Hilton for your 2024 Libertarian Party of New York Nominating Convention and Presidential Debate. We are looking forward to welcoming your group to Saratoga Springs.

Please be assured that your needs will be met and exceeded by The Saratoga Hilton and lovely location of Saratoga Springs.

The largest hotel in Saratoga Springs received recent updates completed in 2020. This renovation included improvements to all hotel public, meeting space and guest rooms, providing upgraded furniture, carpeting, wall coverings, and lighting. These were added to the previous \$7 million dollar renovation including refrigerators and microwaves in all guest rooms, along with the replacement of the previous HVAC window units with quieter, high efficiency models housed separately to allow for additional windows and views in all guest rooms.



Hotel Lobby



Front Desk

Location

Located in exciting Saratoga Springs, staying at The Saratoga Hilton provides a perfect mixture of business and pleasure – an alternative meeting destination away from the *busy pace* of the city, but with all the amenities a major city has to offer. **Easily accessible by car from all of New York and New England's popular cities by major interstates**, travel to The Saratoga Hilton Hotel will be worry-free. Ample parking is available for all guests and visitors of the hotel. For those traveling by air or train, the hotel is **only 30 minutes from the Albany International Airport** and **5 minutes from The Saratoga Springs Amtrak Station**. Rest assured your attendees will arrive without concern and will be in an open frame of mind, ready to participate.

Guestroom Accommodations

The Saratoga Hilton offers a variety of guest accommodations, designed with the intent of meeting your individual attendee's needs and expectations. The Hotel has 242 first class guestrooms and suites in a modern style with a locally authentic residential feel. The *Junior Suites* are 200 square feet larger than a standard king room and feature wet bars and a pull-out sofa, while the unique *Luxury Suites* with separate king bedrooms also provide ample space for business and social gatherings. For your convenience, amenities in all of our guestrooms include hair dryers, irons & ironing boards, coffee makers, safes, refrigerators, microwaves, telephones, and high-speed wireless internet access.



King Room



Junior Suite



Luxury Suite

Exhibit 3 (page 2 of 3)

Andrew Kolstee
November 16, 2023

Guest Room Commitment available at First Option

	Fri 03/15/2024	Sat 03/16/2024
	Rooms	Rooms
Run of House (King/Double)	15	25

Guest Room Rates

	Fri 03/15/2024	Sat 03/16/2024
	Rate	Rate
Run of House (King/Double)	\$149.00	\$149.00

Please note "run of house" means the hotel reserves the right to determine specific room types. The guest room rates are subject to state and local taxes, which currently total 13%. Rate is quoted for single and double occupancy. Each additional guest is subject to rate increase of \$15.00 per night. The rates quoted above are net rates and are not commissionable.

View 1 King Bed Here: [3D Model 1 King Bed](#)
View Junior Suite Here: [3D Model Junior Suite](#)
View Luxury Suite Here: [3D Model Luxury Suite](#)

The room block would have an applicable 30 day cut off date and be available to attendees through a booking link supplied by the sales manager. Access to real time reports will be available through the Event Dashboard, assigned to a member of the group staff for ease of access. Alternatively if a rooming list is a preferred method of providing the attendee accommodation needs, that can also be accepted 30 days prior to the event date.

We can provide the room block on a courtesy basis, meaning the agreement will not hold financial obligation to the group in regards to the performance of the overnight room block. All unreserved rooms within the block will be released on the date of the contracted cut off date and no penalties established to the group.

Parking

Self parking for **overnight** Hotel guests is \$12.00 per vehicle per night. Overnight guest are required to provide license plate number to the front desk upon check in for billing. Hotel parking is also available for **day guests**: first hour is free, \$6.00 for up to four hours, \$12.00 for over four hours. Day attendees will be directed to process payment using mobile device. These prices are inclusive of tax. (Please note City Center Parking structure is priced and charged independently from Hotel.)

Audio/Visual Rental

State of the art audio visual services are offered by CMI AV, The Saratoga Hilton's in house provider. Once audio visual needs are confirmed, we will introduce you to the CMI AV team to receive a quote for use of equipment and coordination during the duration of the event. If the group has equipment in existing inventory which can be brought into the space and used independently, that is welcomed. No outside AV companies may be contracted for the event without assessment of surcharge.

Function Space

The Saratoga Hilton's fifteen (15) function areas, including the Gallery and Pavilion, offer a variety of exceptional function settings to be considered. With 22,000+ sq. ft. of flexible function space for events for up to 800 people, the design of The Saratoga Hilton allows for privacy and separation of multiple group functions. Click here for a [virtual tour](#) and [capacity chart](#).

Here is the space I've penciled in based on our conversation. We understand agendas may change slightly after an agreement, and we want to be flexible. Should your agenda change, we will be pleased to accommodate the changes based on space availability. Dependent upon the changes, a charge may be applicable. Estimating the needs of an event so far in advance can be very difficult. We are here to assist you, whenever possible.

Date	Time	Event Class	Event Name	Room	Setup	AGR
Sat, 03/16/24	12:00 PM - 1:00 PM	Lunch Buffet	Lunch Buffet	Broadway Ballroom	Buffet - Standing	100
Sat, 03/16/24	12:00 PM - 5:30 PM	Meeting	Meeting	Broadway Ballroom	Classroom	100
Sat, 03/16/24	12:00 PM - 5:30 PM	Registration	Registration	South Lobby		2
Sat, 03/16/24	7:00 PM - 9:00 PM	Reception	Reception	Gallery	Reception	100
Sun, 03/17/24	8:00 AM - 9:00 AM	Breakfast Buffet	Breakfast Buffet	Broadway Ballroom	Buffet - Standing	100
Sun, 03/17/24	8:00 AM - 3:00 PM	Meeting	Meeting	Broadway Ballroom	Classroom	100
Sun, 03/17/24	12:00 PM - 1:00 PM	Lunch Buffet	Lunch Buffet	Broadway Ballroom	Buffet - Standing	100

Exhibit 3 (page 3 of 3)

Andrew Kolstee
November 16, 2023

Function Space Proposed

- Broadway Ballroom—3,462 sqft [View Here](#)
- Gallery—3,521 sqft [View Here](#)

Based upon the projected function space requirements, The Saratoga Hilton has agreed to provide the necessary function space, as described in the above agenda, at a reduced room rental of \$800.00 before 22% service charge and 7% tax for the total spaces utilized, reduced from \$3,000.00.

Food, beverage and room rental are subject to 22% service charge and 7% tax. No outside food or beverage permitted within the event spaces. A food and beverage minimum of \$9,750.00 will be applied to this event [Menus detailing food and beverage offerings have been sent alongside this proposal.](#)

- Breakfast—Continental starting at \$22.00 per person, Buffet starting at \$28.00 per person, Plated starting at \$20.00 per person
- Lunch—Boxed starting at \$30.00 per person, Buffet starting at \$34.00 per person, Plated starting at \$35.00 per person
- Dinner—Buffet starting at \$53.00 per person, Plated starting at \$45.00 per person
- Coffee—All Day Coffee \$22.00 per person, Half Day Coffee \$11.00 per person, Coffee by the Gallon \$68.00 per gallon
- Reception—Hors D'oeuvres starting at \$4.00 per piece, Stations starting at \$6.00 per person
- Bar Services—Beverage service can be provide by flat rate per person package costs as well as hosted consumption cost. When serving alcohol within event, spaces a bartender will be present with a bartending fee of \$150.00 before 7% tax for a 4 hour period per 100 attendees.

Leisure Time

The Saratoga Hilton Hotel offers abundant choices for dining, shopping, recreation, and relaxation. Our in-house restaurant, 534 Bistro, serves breakfast and dinner daily. All hotel guests receive complimentary access to our indoor heated pool and fitness center.



534 Bistro



Indoor Pool



Fitness Center

Only footsteps from the door of The Saratoga Hilton's Broadway entrance, guests will find *over 50* additional restaurants and pubs, incredible antiques, exciting gifts and jewelry, creative hair stylists, art galleries, museums, business services, and so much more.

Andrew, you can also find additional information on our [website](#). I will plan to follow up with you next week, but please let me know if you have any questions or need anything else in the meantime. I very much look forward to working with you!

Sincerely,

A handwritten signature in black ink that reads "Anastasia Nichols".

Anastasia Nichols
Catering Sales Manager
(518) 693-1003
anastasia.nichols@hilton.com

Exhibit 4

From: Karyn Thompson karyn4liberty@gmail.com
Subject: Fwd: Re: [EXTERNAL] Saratoga Casino Hotel- Libertarian Party of New York
Date: December 8, 2023 at 1:39 PM
To: Andrew Martin Kolstee akolstee@lpny.org

KT

----- Forwarded message -----
From: Kaitlin Nevins <KNeVins@saratogacasino.com>
Date: Fri, Dec 8, 2023, 11:54 AM
Subject: RE: [EXTERNAL] Re: Saratoga Casino Hotel- Libertarian Party of New York
To: Karyn Thompson <karyn4liberty@gmail.com>

Hello Karyn,

Thank you again for reaching out regarding your group.

Over your requested dates we can honor the rate of \$199, plus tax for hotel sleeping rooms

I have attached our menus for breakfast and lunch. I have also attached pricing for our audio-visual.

We can discount our meeting room rental to \$400 per day. There would be a food and beverage minimum of \$2,500.

Please let me know if you would like to move forward and I would be happy to send you the contract.

I can hold the meeting space for you until 12/15.

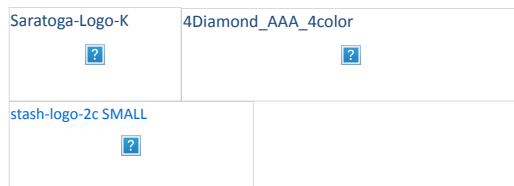
If you have any questions, please do not hesitate to reach out to me directly.

I hope to work with you!

Kaitlin Nevins/ Hotel Sales Manager

Saratoga Casino Hotel
342 Jefferson Street
Saratoga Springs, NY 12866
518-682-8107

www.saratogacasino.com



From: Karvn Thompson <karvn4liberty@gmail.com>

Exhibit 5 (page 1 of 2)



December 14, 2023

Catrina Rocco
(518) 331-9769
dclpchair@outlook.com

Dear Katrina:

We are excited about the opportunity to host the **Libertarian Party of New York** meeting. Our staff looks forward to introducing you to a brand of hospitality, upon which we have built our reputation for excellence.

You and your guests will feel confident in knowing that the staff at the Westchester Marriott is committed to providing a flawless event for you.

Currently we can offer the following group room availability:
Attendees

Date	Day	Standard Room	Total Rooms
03/15/2024	Fri	20	20
03/16/2024	Sat	20	20

Westchester Marriott is pleased to offer the following group room rates:

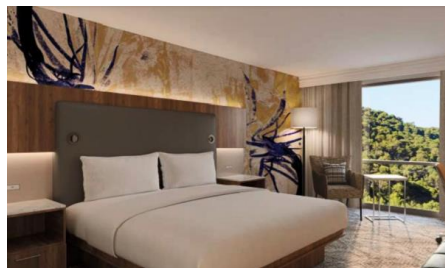
Start Date	End Date	Room Type	Single
03/15/2024	03/16/2024	King Room	\$189.00
03/15/2024	03/16/2024	Two Double Beds	\$199.00

The above rates are quoted in current year dollars. These rates are net of taxes and non-commissionable. Hotel room rates are subject to applicable state and local taxes (currently 14.375%) in effect at the time of check in.

ATTRITION

Hotel's cancellation policy for reservations remains in effect. Reservations may be cancelled for no charge before 11:59 PM local hotel time 1 day before check-in date. Hotel will assess a fee if cancelled after this deadline. Regardless of allowable attrition.

Relax and unwind in our newly reimagined guestrooms...



Page 1 of 2

Version 1.0

MARRIOTT CONFIDENTIAL AND PROPRIETARY INFORMATION

Exhibit 5 (page 2 of 2)

FUNCTION INFORMATION AGENDA/EVENT AGENDA

All prices are subject to a taxable administrative fee at 24% and a taxable Event Fee of 8% on food and beverage charges. The administrative and event fees are not a gratuity and are retained by the Hotel to cover administrative or other costs. Tax and Administrative Fee are subject to change. NO CHARGES OR FEES ON THIS CONTRACT, INCLUDING THE 24% ADMINISTRATIVE FEE AND 8% EVENT FEE, ARE PURPORTED OR INTENDED TO BE A GRATUITY FOR THE EMPLOYEES WHO PROVIDE SERVICES TO THE GUESTS AT THE EVENT. NO CHARGES OR FEES WILL BE DISTRIBUTED TO THE EMPLOYEES WHO PROVIDE SERVICES TO THE GUESTS AT THE EVENT AS A GRATUITY.

Event Agenda:

Food & Beverage Minimum: \$8,500.00
(minimum must be met before applicable taxes and fees are applied)

Date	Day	Start Time	End Time	Function Type	Setup	# People	Rental	Related Events
03/16/2024	Sat	10:00 AM	4:00 PM	Meeting	Schoolroom	70	\$2,000.00	Westchester Ballroom 12:00 PM Lunch
03/16/2024	Sat	6:00 PM	11:00 PM	Evening Show	Special	70		Westchester Ballroom
03/17/2024	Sun	8:30 AM	1:30 PM	Meeting	Lounge	70	\$2,000.00	8:00 AM Breakfast 12:00 PM Lunch

OUTSIDE FOOD AND BEVERAGE POLICY

All food and beverages served at functions associated with the Event must be provided, prepared, and served by Hotel, and must be consumed on Hotel premises.

CONVENIENCE FEE

If credit card is utilized as method of payment for Master Account, a 3% convenience fee will apply to all credit card transactions.

Catrina, thank you again for your consideration of our hotel and I hope we have the opportunity to work with you and on this program. Please do not hesitate to call me at (914) 333-1261 or email mbarry@westchestermarriott.com if you have any questions on the information outlined in this proposal.

Best Regards,

Michelle Barry
Sr. Group Sales Manager

Exhibit 6 (page 1 of 7)



WATKINS GLEN

Event Contract

Tuesday, December 12, 2023

Libertarian Party of New York
 Michael Rebmann
 P.O. Box 13402
 Albany NY 12212

Re: Libertarian Party of New York
Saturday, March 16, 2024 through Sunday, March 17, 2024

Dear Michael,

Thank you confirming your upcoming event at the Watkins Glen Harbor Hotel!!

The Watkins Glen Harbor Hotel and **Libertarian Party of New York** agree upon acceptance of this contract, that **Libertarian Party of New York** will hold the below function space at the Watkins Glen Harbor Hotel pursuant to the terms of this contract.

Function Space:

Date	Times	Description	Location	Setup	Guests	Price
3/16/2024	12:00 PM - 9:00 PM	Day 1	Seneca Ballroom	Rounds	50	Complimentary
3/17/2024	8:00 AM - 5:00 PM	Day 2	Seneca Ballroom	Rounds	50	Complimentary

*Meeting Room Rental Fees may be negotiated based on Food & Beverage expenditures

**Meeting Room Rental Fees are waived when utilizing the Affordable Meeting Package

Standard Meeting Room Rental Rates:

	<u>Half Day</u> <u>Sun-Thurs</u>	<u>Full Day</u> <u>Sun-Thurs</u>	<u>Half Day</u> <u>Fri-Sat</u>	<u>Full Day</u> <u>Fri-Sat</u>
Keuka	<u>\$150</u>	<u>\$300</u>	<u>\$200</u>	<u>\$400</u>
Seneca	<u>\$500</u>	<u>\$750</u>	<u>\$750</u>	<u>\$1500</u>
Cayuga	<u>\$500</u>	<u>\$750</u>	<u>\$750</u>	<u>\$1500</u>
Harbor (Seneca + Cayuga)	<u>\$1000</u>	<u>\$2000</u>	<u>\$1500</u>	<u>\$3000</u>

16 North Franklin Street, Watkins Glen, NY 14891

Phone 607-535-6116 Fax 607-535-6188

www.WatkinsGlenHarborHotel.com

Exhibit 6 (page 2 of 7)

Event Itinerary for Saturday, March 16, 2024

Location:	Seneca Ballroom		
Setup:	Half rounds for lunch & meeting; Full rounds for reception & dinner		
Itinerary:	<u>Time</u>	<u>Description</u>	<u>Services</u>
	12:00 PM	Guests arrive	
	12:00 PM	Lunch (Buffet)	Deli Buffet
	3:00 PM	Afternoon Break	Afternoon Energizer
	5:00 PM	Hors D'Oeuvres	Hors D'Oeuvres
	6:00 PM	Dinner (Buffet)	Open Bar- Package Finger Lakes Dinner Buffet
	9:00 PM	Guests depart	

Event Itinerary for Sunday, March 17, 2024

Location:	Seneca Ballroom		
Setup:	Half rounds		
Itinerary:	<u>Time</u>	<u>Description</u>	<u>Services</u>
	8:00 AM	Guests arrive	
	8:00 AM	Breakfast (Buffet)	Breakfast Buffet
	10:00 AM	Morning Break	Morning Break
	12:00 PM	Lunch (Buffet)	Deli Buffet
	1:00 PM	Afternoon Break	Afternoon Energizer
	5:00 PM	Guests depart	

Preliminary Billing Summary (Contract Value)

Item	Qty	Price	Ext. Price
Day 1 16 Mar			
Seneca Ballroom		750.00	<i>Complimentary</i>
Onsite AV Equipment Rental Fees			<i>Complimentary</i>
Deli Buffet	50ppl	20.95	1,047.50
Afternoon Energizer	50ppl	11.95	597.50
Hors D'Oeuvres		240.00	240.00
Finger Lakes Dinner Buffet	40ppl	37.95	1,518.00
4 Hour Premium Open Bar Package	40ppl	30.95	1,238.00
Day 2 17 Mar			
Seneca Ballroom		500.00	<i>Complimentary</i>
Onsite AV Equipment Rental Fees			<i>Complimentary</i>
Breakfast Buffet	50ppl	17.95	897.50
Morning Break	50ppl	10.95	547.50
Deli Buffet	50ppl	20.95	1,047.50
Afternoon Energizer	50ppl	11.95	597.50
	Subtotal		7,731.00
	Service Charge		1,546.20
	Sales Tax		742.18
	Grand Total		10,019.38

16 North Franklin Street, Watkins Glen, NY 14891
 Phone 607-535-6116 Fax 607-535-6188
www.WatkinsGlenHarborHotel.com

Exhibit 6 (page 3 of 7)

Audio Visual Equipment Rental Fees

<i>Handheld Microphones (2)</i>	<i>*Complimentary</i>
<i>Lavalier Microphones (2)</i>	<i>*Complimentary</i>
<i>Polycom Sound Station</i>	<i>*Complimentary</i>
<i>6x6 Pop Up Screen (1)</i>	\$25.00
<i>12x12 Pop Up Screen (2)</i>	\$50.00
<i>Bose Portable Speaker/Microphone</i>	\$125.00
<i>LCD Projector (2)</i>	\$175.00
<i>HDMI Splitter</i>	\$50.00
<i>Easel Pad with Markers</i>	\$25.00/each

** The Harbor Hotel will offer use of the A/V Equipment noted above.
Additional A/V must be provided by the client.*

** The Harbor Hotel has waived the above equipment rental fees as part of this Catering Event Contract.*

Food and Beverage:

All food and beverage will be provided by the Watkins Glen Harbor Hotel and shall be consumed on its property. If you have any special food requests the Hotel will do its best to accommodate your request.

The Food and beverage arrangements will be described in detail on the Banquet Event Order (BEO) which will be developed in consultation with the Watkins Glen Harbor Hotel with the Watkins Glen Harbor Hotel's Catering Manager, at least ninety (90) days before the date of the event. The Watkins Glen Harbor Hotel shall submit to you a final BEO. The estimated price will be adjusted to reflect the final arrangements.

Alcoholic beverages shall be dispensed only by the Watkins Glen Harbor Hotel employees and shall be consumed only on its property. Alcoholic beverage sales are regulated by the State of New York, Watkins Glen Harbor Hotel as a licensee is responsible for administration of these regulations. It is a policy that no liquor, beer, or wine may be brought into the facility from outside sources. The Hotel will request proper identification to verify age before serving any person alcoholic beverages. The Watkins Glen Harbor Hotel reserves the right to refuse service to any person who does not display proper identification or who appears to be intoxicated.

Guest Count and Guarantee:

*At time of booking an estimated number of guests will be required. This number will be considered your base number of guaranteed guests. **You will be allowed to vary no more than (10%) below the guest count listed on your contract.** This will be noted as your minimum guarantee number of guests. A final guarantee is required seven (7) business days prior to your event.*

If attendance falls below the guaranteed number of guests, the customer will be charged the guaranteed amount. If a guarantee is not received the Hotel will prepare and charge for the number of guests originally estimated at time of booking.

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Deposit and Payments Information:

A non-refundable deposit of \$3,005.81 is due at signing of this contract. This amount is equivalent to 30% (or minimum of \$500) of the group's total estimated F&B expenditure including room rental. The Watkins Glen Harbor Hotel requires this deposit on all banquet event orders which will be taken upon completion and agreement with **Libertarian Party of New York**. This deposit will be applied to your final bill at full value. No date will be considered confirmed until the Watkins Glen Harbor Hotel has received the deposit set forth above along with this signed contract. **This contract serves as the invoice for your initial deposit.**

Payment of the balance is due 7 days prior to the day of your event unless prior credit arrangements have been made. Final payment will be based on the actual number of guests OR the guaranteed number of guests, whichever is greater. Guaranteed guest count is due seven (7) days prior to the event.

If you are paying by credit card, please complete the attached credit card authorization form for Deposit.

Tax-Exempt Groups:

In order to qualify for tax exemption, a copy of your New York State tax-exempt certificate must be on file at the Hotel one month prior to the date of arrival.

In many cases tax-exempt status may only apply to an organization and not an individual. In this situation the tax-exempt organization must pay for the entire group and all expenses as one master bill.

Should individuals be responsible for their own charges, they must be qualified for tax-exempt status as an individual (ex. government employee). The Hotel then requires that each individual guest have a separate appropriate tax exemption certificate upon check-in.

Sales Tax and Service Charges:

Twenty percent (20%) service charge will be added to all food and beverage. Fifteen percent (15%) of which is to go to wait staff, and where applicable bus persons and/or bartenders engaged in the function and five percent (5%) for supervisory, sales personnel, and administrative. Eight percent (8%) New York State sales tax will be added to food, beverage, rental, and service charge.

Cancellation:

If it becomes necessary for you to cancel for any reason, the Watkins Glen Harbor Hotel will retain all deposits and payments previously paid. Client is also responsible to pay any delinquent deposits. You agree that a cancellation constitutes a breach of your obligations to the Watkins Glen Harbor Hotel and that the retention of the deposits and payments as a cancellation fee is fair and reasonable.

Miscellaneous:

The Watkins Glen Harbor Hotel may request that the customer obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the Hotel. The Hotel is not responsible for damage to or loss of any items left in the Hotel prior to or following any function.

The customer is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits or any other items to and from the Hotel. The Hotel must be notified in advance of shipping

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arrangements to insure proper acceptance and storage facilities for these items upon arrival to the Hotel.

The Hotel does not permit any tape, staples, nails, or other substance used to affix items to the walls or ceilings.

If a change from the original room set-up is requested on the day of the function, a set-up fee will be added to the final billing.

The Hotel reserves the right to move functions to appropriate function/meeting room spaces based on the final guarantee of attendees without prior notification.

The Hotel does not guarantee specific meeting rooms until final guarantees are received.

Function Guests will be admitted to the banquet rooms and expected to depart at the times stated on this catering contract.

Non-Performance:

*The performance of this contract between the Watkins Glen Harbor Hotel and **Libertarian Party of New York** is subject to, but not limited to, acts of God, war, epidemic, terrorism, riots, national emergencies, pandemic, labor strikes, government requisitions, restrictions on supplies or commodities, civil disorder, non-availability of food, beverages or supplies, curtailment of transportation by Federal or State mandate which would make it illegal, inadvisable or impossible to perform the obligations under this contract. Should any of these events occur, having the effect or preventing registrants/attendees from attending, the Watkins Glen Harbor Hotel or **Libertarian Party of New York** has the right to terminate this contract without penalty for any one of such reasons above by written notice upon which all deposits will be returned.*

Resolution of Disputes:

The parties acknowledge and agree that this agreement shall be deemed a contract made under the laws of the State of New York; and shall be construed and enforced in accordance with and governed by the law of the State of New York. The parties agree that in the event of legal action concerning matters related to this contract, any litigation shall be brought only in (Schuyler County, New York,) and action be commenced.

Authority:

This contract is the entire agreement between parties, superseding all prior proposals both oral and written, negotiations, representations, commitments and other communications between the parties, and may only be supplemented or changed in writing, signed by representatives of both parties. No representative of the Watkins Glen Harbor Hotel has been or is authorized to make any representation, which varies from the express terms of this contract, though this contract may be supplemented or amended in writing.

The persons signing this contract on behalf of the Watkins Glen Harbor Hotel and Group each warrant that they are authorized to make agreements and to bind their principals to this agreement.

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Acceptance:

*This contract will be deemed accepted only after a representative of Group has signed it and thereafter signed by a representative of the Hotel. Acceptance may be made by facsimile transmission and this contract may be executed in one or two counterparts, each of which when executed shall be deemed to be an original, and all of which shall be deemed to be the same agreement. **This contract will only be deemed valid until Tuesday, December 26, 2023.***

Marissa Brace

Sales Manager

Date

Responsible Party

Date

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WATKINS GLEN

Credit Card Authorization

**Re: Libertarian Party of New York
Saturday, March 16, 2024 through Sunday, March 17, 2024**

I, _____, authorize the Watkins Glen Harbor Hotel to charge the following credit card:

___ American Express # _____ Exp: ___/___

___ Visa/MasterCard # _____ Exp: ___/___

___ Discover # _____ Exp: ___/___

The following charges:

- | | |
|----------------------------------|-------------------------------|
| ___ All Charges | ___ Telephone (Local & LD) |
| ___ Room & Tax Only | ___ Restaurant & Room Service |
| ___ Other (Please specify below) | ___ Banquet/Function/Meeting |

For the stay of _____

If there are any questions, please contact me at _____

Cardholder Name (print) _____ Today's date: ___/___/20___

Cardholder signature: _____

**Please fill out completely and return via email to the attention of
Marissa Brace at mbrace@harthotels.com
This form must be received prior to the guest's arrival at the Hotel.**

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LPNY Treasurer's Report
December 14, 2023

Housekeeping Committee account balance as of December 14, 2023: **\$1772.17**
(-\$1541.86 since December 4)

Constituted Committee account balance as of December 14, 2023: **\$26,910.04**
(+793.62 since December 4)

Deposits to Housekeeping account since December 4:

None

Disbursements from Housekeeping account since December 4:

12/13 – Grasshopper - \$33.95

12/13 – Constant Contact - \$232.91

11/13 – Cancelled Productions, LLC (ESFS – Luis Perez appearance fee) - \$1275.00

Checks in transit:

11/16 – Duane Whitmer (reimbursement for tax letter postage) - \$170.23

TOTAL DISBURSEMENTS: \$1541.86

Deposits to CC account since December 4:

12/4 - Check donation \$100.00

12/4 – Insurance premium refund \$22.00

12/4 – Net cash donations from ESFS - \$212.00

Net Donations - \$459.62

TOTAL DEPOSITS: \$793.62

Exhibit 7 (page 2 of 2)

Disbursements from CC account since December 4:

None

Respectfully submitted,

W. Cody Anderson
Treasurer