

██████████, Cork Drive
Bethel Park, Pa. 15102
Nov. 25th. 1987

Dear J.C.:

Yesterday David Renshaw and I made a tour of the Hilton Hotel with Joe Santo from the Sales staff and they are once again refurbishing the property.

They appear to be the best suited property for 1989 with the large ballroom and comfortable rooms. They have space for about 425 in the Le Bateau, Kings Garden North and South for meal functions. Any larger meal functions would be held in the ballroom. I have reserved an overflow one hundred rooms with the Westin William Penn, but we must remember that the Hilton must be thought of first in order to avoid any space rental costs. They will ask for a signed contract and I suggest a clause in the contract read that the room rates will not be more than 10% than the rate already quoted.

I've done nothing on Benedum Theater as I'm not sure that it is needed. If the committee thinks otherwise, I'll contact them.

Religious service could be considered for 1st. Presbyterian Church (seating approx. 1000) or Trinity Cathedral (seating 700). Perhaps it is best just to join their regular Sunday service.

I'm sorry that I will not be with you on Saturday as our family plans for Philadelphia have been long in the making. Best wishes.

Cordially,

John T. Watkins

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