

EXHIBIT F:

Transition Budget

In accordance with Section 3.28 of this Agreement, the approved Transition Budget for the costs and expenses that will be incurred by the Management Company and reimbursed by the Owner in transitioning the management of the Hotel is presented in this Exhibit F. It is anticipated that most of these expenses will be incurred or committed between the Execution Date and the Commencement Date of this Agreement.

Sample Transition Expenses

This list will be replaced by a Transition Budget agreed upon between the Owner and the Management Company. This list is presented for the information and guidance of respondents to the RFP for VAC-BRCA003-25.

Transition Period Labor

- Hotel staff including management, administrative, maintenance, housekeeping, food and beverage
- Management Company transition team
- FF&E loading & installation
- IT consulting and configuration
- Pre-opening management / purchasing fees

Sales and Marketing

- Transition marketing & sales
- Web site development
- Search placement, OTA setup
- Reservation center training (no fee)

Housekeeping, Laundry, And Housewares

- Bed and bath linen
- Commercial laundry equip (washers/dryers)
- Pressing machine
- Domestic washer and dryer
- Supplies/equipment inventory (housekeeping carts, vacuums, mops, walkie-talkies, guest supplies, etc.)
- Housewares
- Shelving

Maintenance

- Rekey management offices, storage, equipment, safe and departmental bank(s)
- Tools, equipment, radios
- Spare parts/hardware inventory
- Trash receptacles
- Trash compactor

Office and Administrative

- Office furniture
- Office supplies
- Printing/stationery/forms
- Collateral – regulatory, safety and marketing
- Administrative phone/internet/cellphones
- Office safe
- Front office guest safety deposit boxes
- Uniforms

Copier lease
Postage meter
Hotel licenses, permits and bank accounts
Utility account deposits
Working capital requirements

Information Technology

Property management system (PMS) licensing, set up, configuration & training
Server room
PMS server and interface
POS software hardware server, stations and printers
Credit card processing interface
Back office software
Res system interfaces
Main internet and corporate office network connection
Employee time clock system
Staff computers and printers
Hotel administrative network
Guest computers and printers
Function space AV equipment and set up
Inspect / repair guest in-room wired / wireless internet connections
Guest public\meeting area wireless internet access
Telephone system
Security system
Meeting room AV

Rooms Department

Guest room furnishings (either from current operator or new) (see list)
Lobby furnishings
Public space art
Function space furnishings

Food and Beverage Department

Licensing
Restaurant furnishings (tables, chairs, tray stands, waiter stations, etc.)
Kitchen equipment (ranges, ovens, grills, refrigeration, steamers, fryers, prep tables, pots, pans etc.)
Bar equipment
Janitorial equipment
China, linen, cutlery, glassware and serve ware
Food and beverage inventories
Miscellaneous equipment
Serving pieces

Retail Department

Retail FF&E - display racks, tables, counters and shelves
Retail inventory
Point of sale equipment

Other

Heavy equipment – plows, mowers, etc.
Transportation: cars , trucks and golf cars

Sample Guest Room Furnishing List

Inside door: fire safety/regulatory information
Headboard(s)
Mattress(es) with bed frame/platform
Coverlet
Bed scarf
Pillow shams
Accent pillows
Night stands
Night stand lamps/shades
Wall art
Full length mirror
Luggage stand
Bureau – 3 or 4 drawer
Table and/or desk
Desk chair
Desk lamp
Television
Mini fridge
Guest safe
Coffee maker/mini microwave
Iron & ironing board
Window treatments
Blackout draperies
Sheer draperies
Bathroom
Towel shelf/rack
Shampoo/conditioner/soap dispensers
Shower curtain & liner