



**OFFICE OF THE CIRCUIT EXECUTIVE
UNITED STATES COURTS FOR THE NINTH CIRCUIT**

JAMES R. BROWNING UNITED STATES COURTHOUSE
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May 2, 2024

Law Clerk Orientation Dinner Request for Proposals

The Ninth Circuit Court of Appeals is exploring venues for the 2024 Law Clerk Orientation Dinner. The closing date to submit proposals is **Friday, May 17, 2024**.

Date and Time:

- Wednesday, September 25, 2024 from 5:30pm – 8pm with no host reception (cash bar) from 5:30pm – 6pm and dinner from 6pm – 8pm.

Total Expected Attendees:

- 210

Preferred Location:

- San Francisco, CA

Meeting Room Set-up:

- Banquet rounds with 8 chairs per table for 210 attendees with space that is outdoors or has windows or doors that open for airflow
- Podium for announcements set in front of room

Food and Beverage:

- Plated three course dinner with three entrée options including one (1) vegetarian entrée (vegan entrée included upon request)
- No host, cash bar with hosted soft drinks with two (2) bar set-ups and two (2) bartenders per bar

A/V Needs:

- Sound system for general announcements. Group to provide additional A/V equipment as needed at no additional charge.

Please include with your proposal:

- Rates for the available dates
- Banquet menus and information on service charges
- A/V fee schedule

Information on rates and availability must be submitted in writing by **Friday, May 17, 2024**. Proposals submitted after this date will not be considered. Information regarding the judiciary contract clauses may be accessed electronically at this address: <https://www.uscourts.gov/sites/default/files/vol14-ch01-appx1b.pdf>

Quotes will be accepted directly from venues only. Quotes will not be accepted from third party agencies or brokers and any submitted quotes from third parties or brokers will be considered nonresponsive and will be excluded from consideration for award.

Contracting Office Address:

Ninth Circuit Court of Appeals
95 Seventh Street
San Francisco, CA 94103

Primary point of contact:

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