



**DEPARTMENT OF MENTAL HEALTH**  
hope. recovery. wellbeing.

LISA H. WONG, Psy.D.  
Director

Curley L. Bonds, M.D.  
Chief Medical Officer

Rimmi Hundal, M.A.  
Chief Deputy Director

October 21, 2025

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

19 October 21, 2025

EDWARD YEN  
EXECUTIVE OFFICER

**APPROVAL TO EXECUTE A NEW CONTRACT  
WITH INTERCONTINENTAL HOTELS GROUP DBA INTECONTINENTAL LOS ANGELES  
DOWNTOWN TO DELIVER A LARGE-SCALE MULTICULTURAL MENTAL HEALTH  
CONFERENCE  
(All Supervisor Districts)  
(3 Votes)**

**SUBJECT**

Approval to execute a new Contract with InterContinental Hotel Groups dba InterContinental Los Angeles Downtown to deliver a large-scale multicultural mental health conference for two days in March of 2026 with a focus on integrated models of care addressing mental health and substance abuse disorders.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Approve and authorize the Director of Mental Health (Director), or designee, to negotiate, sign, and execute a Contract, substantially similar to Attachment I, with InterContinental Hotels Group dba InterContinental Los Angeles Downtown (InterContinental) at a cost not to exceed \$490,670 to host a conference on March 18-19, 2026 for the following: site rental fees, food and beverage fees, audio, video, lighting and scenic equipment rental and labor fees. The conference will be fully funded by Mental Health Services Act Prevention Early Intervention (PEI) revenue.

2. Delegate authority to the Director, or designee, to sign, and execute future amendments to the Contract in Recommendation 1, if necessary to revise the TCA provided that: (1) it will not exceed an increase of 10 percent from the Board-approved TCA in Recommendation 1; and (2) sufficient funds are available. These amendments will be subject to prior review and approval as to form by County

Counsel, with written notice to the Board and Chief Executive Office (CEO).

3. Delegate authority to the Director, or designee, to terminate the Contract described in Recommendation 1 in accordance with the cancellation policy. The Director, or her designee, will provide written notification to your Board and CEO of such termination action.

4. Exempt the Contract with InterContinental in recommendation 1 from Board Policy 4.095 (Incidental Expense), specifically from the annual incidental expense limit.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

This conference will offer an in-depth exploration of integrated care models that address both mental health and substance use disorders. The event is designed to foster collaboration and innovation, by bringing together providers, stakeholders, and community members who are dedicated to supporting underrepresented and underserved cultural populations. Together with the attendees, they will engage in meaningful discussions and share strategies aimed at creating a more equitable and effective systems of care.

Board approval of Recommendation 1 will allow DMH to execute a new Contract with InterContinental to host a Multicultural Mental Health Conference to be held on March 18-19, 2026.

Board approval of Recommendation 2 will allow DMH to amend the Contract if necessary in a timely manner.

Board approval of Recommendation 3 will allow DMH to terminate the Contract in accordance with the cancellation policy, as necessary.

Board approval of Recommendation 4 will allow DMH to request an exception to Board Policy 4.095 – Incidental Expense, for this conference as it applies to meals, food, and non-alcoholic beverage items provided to County employees for conferences and events (e.g., training) to allow for higher per incident expenditure amount for this event.

### **Implementation of Strategic Plan Goals**

These recommended actions support the County's Strategic Plan North Star 1, Make Investments that Transform Lives, specifically Focus Area Goal A – Healthy Individuals and Families and North Star 2, Foster Vibrant and Resilient Communities, specifically Focus Area Goal A – Public Health.

### **FISCAL IMPACT/FINANCING**

The conference cost, not to exceed \$490,670 is fully funded by MHSAs PEI revenue and is included in DMH's FY2025-26 annual budget.

There is no net County cost impact associated with the recommended actions.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The conference will be held on March 18-19, 2026, with an estimated 800 participants attending.

In alignment with the DMH's mission, DMH is requesting an exception from Board Policy 4.095 – Incidental Expense, as it relates to the provision of meals, food, and non-alcoholic beverages provided to County employees attending conferences and departmental events, including trainings. The exception will allow for a higher per incident expenditure amount for this event as the estimated allotment for food and non-alcoholic beverages is expected to be higher than the current allowable under the policy.

The Contract (Attachment I) has been reviewed and approved as to form by County Counsel.

Mutual indemnification language has been added to the contract. As such the contractor would be responsible for any loss arising from this contract, unless the loss or damage is caused by the County. The proposed indemnification provision is within reason and does not significantly impact the County.

### **CONTRACTING PROCESS**

DMH solicited quotes from venues that met the conference selection requirements, including the InterContinental, Universal Hilton Hotel, and the Westin Los Angeles Airport Hotel. Each of these sites were evaluated for location spaciousness, accessibility via public transportation, and parking accommodations. Findings were shared and reviewed by the conference planning committee. Only InterContinental met all requirements, including convenient access to public transportation, having the required amount of conference space for the number of expected attendees and providing Americans with Disabilities Act accommodations for individuals who were wheelchair bound. As such, the committee voted in favor of the InterContinental Hotel as the conference venue.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

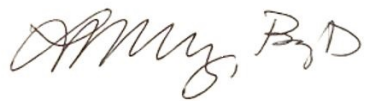
This conference will advance equitable, integrated care by fostering collaboration and culturally responsive solutions for underserved communities.

The Honorable Board of Supervisors

10/21/2025

Page 4

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa H. Wong, Psy.D.", written in a cursive style.

LISA H. WONG, Psy.D.

Director

LHW:RH:KN:SK:HB:atm

Enclosures

c: Executive Office, Board of Supervisors  
Chief Executive Office  
County Counsel

DATE: Wednesday, September 17, 2025  
 ACCOUNT/GROUP: Los Angeles County Department of Mental Health  
 POST AS: 2026 Multicultural Conference

CONTACT: Alan Chung Chiu Wu  
 ADDRESS: 510 S. Vermont Avenue, 17th Floor  
 Los Angeles, CA 90020  
 E-MAIL: awu@dmh.lacounty.gov  
 PHONE: (213) 943-8243

CATERING CONTACT Richard Hoyt, Director of Catering & Convention Services  
 E-MAIL: richard.hoyt@ihg.com  
 PHONE: 213-274-0035

**CATERING CONTRACT**

Pursuant to this contract, once accepted, Los Angeles County Department of Mental Health will hold the following events at InterContinental Los Angeles Downtown (“Hotel”).

Date	Start Time	End Time	Function	Room	Setup	Agr
Tue, 3-17-26			Continental Breakfast	Wilshire Grand Ballroom I, II, III	Rounds	800
Tue, 3-17-26			Boxed Lunch	Wilshire Grand Ballroom I, II, III	Rounds	800
Tue, 3-17-26	7:00 AM	11:00 PM	Exhibits	Wilshire Grand Ballroom Foyer	Table-Top	35
Tue, 3-17-26	7:00 AM	11:00 PM	Meeting	Roosevelt	Theatre Style	104
Tue, 3-17-26	7:00 AM	11:00 PM	Meeting	Westwood	Theatre Style	50
Tue, 3-17-26	7:00 AM	11:00 PM	Meeting	Wilshire Grand Ballroom I, II, III	Rounds	850
Tue, 3-17-26	7:00 AM	11:00 PM	Meeting	Hollywood Ballroom I	Theatre Style	252
Tue, 3-17-26	7:00 AM	11:00 PM	Meeting	Ladera Heights	Theatre Style	55
Tue, 3-17-26	7:00 AM	11:00 PM	Meeting	Hancock Park	Theatre Style	104
Tue, 3-17-26	7:00 AM	11:00 PM	Meeting	Silver Lake	Theatre Style	104
Tue, 3-17-26	7:00 AM	11:00 PM	Meeting	Hollywood Ballroom II	Theatre Style	112
Tue, 3-17-26	7:00 AM	11:00 PM	Meeting	Boyle Heights	Theatre Style	52
Tue, 3-17-26	7:00 AM	11:00 PM	Meeting	K-Town	Theatre Style	50
Tue, 3-17-26	7:00 AM	11:00 PM	Meeting	Echo Park	Theatre Style	52
Tue, 3-17-26	7:00 AM	11:00 PM	Office	Los Feliz	Office	
Tue, 3-17-26	7:00 AM	11:00 PM	Office	Glassell Park	Office	
Wed, 3-18-26			Continental Breakfast	Wilshire Grand Ballroom I, II, III	Rounds	800
Wed, 3-18-26			Boxed Lunch	Wilshire Grand Ballroom I, II, III	Rounds	800

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Wed, 3-18-26	7:00 AM	9:00 PM	Office	Glassell Park	Office	

Meeting Room Rental of **\$25,000.00**, plus 9.75% tax

InterContinental Los Angeles Downtown offers parking for your event at \$28.00 + Tax/car.

Would you like to host parking: Yes  No

Note: On-Site parking is limited to approximately (600) vehicles

All reservations and this agreement are subject to the rules and regulations of the Hotel and the following conditions:

#### FOOD AND BEVERAGE MINIMUM

Based on the function space and event(s) set forth above, a minimum of **\$195,200.00** in catered food and beverage revenues is required by the Hotel in connection with these event(s). This minimum does not include room service, hotel restaurants and bars not sponsored as part of the events. It also does not include taxes or service charge, room rental, audio/visual equipment or labor fees, parking, or any other miscellaneous charges incurred during the course of the event(s). The Service Charge is not a tip. A portion of the Service Charge may be retained by the Hotel to cover expenses associated with your event. If you fail to meet the minimum revenue commitment, the difference will be charged to you as function space rental, or your Catering Manager may suggest additional food and beverage items that could be added to satisfy this requirement.

Because of the Hotel's large capacity to prepare and serve food, the parties recognize that it is exceptionally unlikely that the Hotel would be able to mitigate any losses caused by underutilization (attrition) or cancellation of the program. The parties agree that prospectively calculating the damages Hotel would suffer as the result of cancellation or attrition would be exceptionally difficult. Therefore, the amounts due for underutilization or cancellation set forth herein are intended as liquidated damages.

#### MENU SELECTIONS AND PRICING

To ensure every detail is handled in a professional manner, the Hotel requires that all menu selections be finalized three (3) weeks prior to the event(s). Because food and beverage prices fluctuate based on market conditions, menu prices are subject to change and will not be confirmed more than three (3) months prior to the event.

Continental Breakfast Day 1):	from \$49.00
Continental Breakfast (Day 2):	from \$49.00
Box Lunch (Day 1):	from \$68.00
Lunch Buffet (Day 2)	from \$78.00

900 WILSHIRE BOULEVARD ☞ LOS ANGELES, CA 90017 ☞ PHONE: 213 688-7777 ☞ FAX: 213 260-6046  
WEBSITE: [WWW.INTERCONTINENTAL.COM/LOSANGELESDTWN](http://WWW.INTERCONTINENTAL.COM/LOSANGELESDTWN) ☞ RESERVATIONS: 888 773-2888

CLIENT INITIALS: \_\_\_\_\_

**Sample Menus provided as per the attached document.** The above ranges do not include sales tax and service charge, which are currently 9.75% tax and 25.50% (subject to change) service charge. Service charges are taxable.

Until specific menus and prices are established, the hotel will compute any performance or cancellation damages due using the minimum menu prices above and number of attendees listed in the program schedule.

### **GUARANTEED ATTENDANCE**

Though this number will not affect the minimum food and beverage requirement, a guaranteed number of attendees for all event(s) must be received NO LATER THAN 12:00PM, three (3) business days before the date of the function. For events occurring on a Sunday, Monday or Tuesday, a guarantee must be provided the prior Friday. A guaranteed attendance figure must also be provided for each entrée being served including vegetarian, vegan, gluten-free or other specialty meals. This will be the number for whom the Hotel shall prepare food and staff accordingly. The group will be charged accordingly for the guaranteed attendance or number of persons actually served, whichever is greater. If a guarantee is not given to the Hotel by the specified time and date, the original estimated attendance will be considered the final guarantee. The Hotel will not guarantee service, accommodations or menu items for more than three percent (3%) over the guaranteed attendance and will over set by five percent (5%) of the guaranteed guest count.

### **SERVICE CHARGES, ADMINISTRATIVE FEES and TAX**

All food and beverages are subject to a current 17% taxable banquet service charge and a current 8.5% taxable banquet administrative fee. The administrative fee is for administration of the banquet and catering events. The service charge will be distributed for those who provide service to the guest. The administrative fee will not be distributed to the employees who provide services to the guest.

All Meeting Room Rentals are subject to a 25.50% Administrative fee. **Administrative fee is waived.**

The Hotel is pleased to provide In-House Event Technology services through Encore. No other production/audio visual company is allowed to provide audio visual equipment unless authorized by the hotel. Certain restrictions, guidelines, access fees and proof of insurance may be required if Encore is not used. Any discounted AV pricing provided as a concession only applies if Encore is the sole provider of equipment. Audiovisual fees are subject to a 25% taxable event technology administrative fee.

All food, beverage, audio visuals and certain room rentals are subject to applicable sales tax (9.75%). Banquet service charges, administrative fees and taxes are subject to change without notice.

### **DEPOSIT AND PAYMENT REQUIREMENTS**

A Non-Refundable Deposit of **25%** of the estimated total Food & Beverage charges is due when the Group/Event signs the contract. Unless credit has been established in advance by the Group/Event with the Hotel, an additional payment equivalent to **50%** of the estimated total charges is due ninety (90) Days prior to the Event. Any remaining balance is to be paid in the form of EFT, cashier's check, credit card or certified bank check and is due no less than ten (10) days prior to the event day. The hotel requires all Catering Events are paid in full a minimum of ten (10) days prior to event day. Any overage charges such as increased guest count, food and/or beverage consumption charges, hosted valet parking rates, etc. will require final estimated charges be calculated and paid for prior to event day. If a valid credit card is not on file to collect these overage charges, the hotel will require that the final charges be collected by check and account for an additional 20% of additional estimated charges.

If Los Angeles County Department of Mental Health deem the Event to be canceled, in which case cancellation charges will apply and the Hotel will retain any deposits on hand and apply them towards the total cancellation fee due. For your convenience, we will send a credit authorization form per your request if you wish to pay by credit card. Please complete the form and return it to us through SERTIFI.

The deposit schedule is as follows:

<b>\$195,200.00</b>	<b>Food &amp; Beverage Minimum</b>
<b>\$ 25,000.00</b>	<b>Meeting Room Rental</b>
<b>\$ 49,776.00</b>	<b>25.5% Service Charge on Food &amp; Beverage Minimum</b>
<b>\$ 26,322.66</b>	<b>9.75% Sales Tax on Food &amp; Beverage Minimum, Service Charge and Meeting Room Rental</b>
<b>\$296,298.66</b>	<b>Total</b>

Transaction Type	Charge Type	Date	Amount
Initial Deposit	Credit Card, Check or Wire Transfer	October 31, 2025	\$74,074.66
Second Deposit	Credit Card, Check or Wire Transfer	November 28, 2025	\$148,149.33
Final Deposit	Credit Card, Check or Wire Transfer	March 3, 2026	\$74,074.67
Balance Due Three Days Prior based upon Final Guarantee (if higher than 800 people)			

### AUDIO-VISUAL REQUIREMENTS

The Hotel is pleased to provide In-House Event Technology services through Encore. No other production/audio visual company is allowed to provide audio visual equipment unless authorized by the hotel. Certain restrictions, guidelines, access fees and proof of insurance may be required if Encore is not used. Any discounted AV pricing provided as a concession only applies if Encore is the sole provider of equipment. Audiovisual fees are subject to a 25% taxable event technology administrative fee.

The Hotel works exclusively with **Encore** as our audio-visual supplier. Should the Group choose to utilize an outside vendor or its own equipment, the outside vendor must comply with the requirements herein regarding outside contractors, the Hotel's standards must be adhered to as outlined by the Catering Manager, and additional labor and/or equipment fees may apply. If the Group chooses to utilize an outside audio visual company, a liaison of **Encore** will be required to oversee the Group's load-in and load-out. The role of the liaison is purely supervisory, and he or she is not permitted to assist or operate any equipment. A minimum of 5 hours at prevailing published labor rates will be charged for the services of the liaison. All local Catering accounts will be extended a 15% off discount of Encore (Power and Equipment) current published prices.

Existing in-house sound systems and equipment, power, rigging, and Internet are exclusive for operation by the Hotel and **Encore**. No outside vendor may patch into these systems without prior approval and charges will be incurred.

Anticipated Audio-Visual revenue is **\$130,000** as per Encore Technology proposal. Based on the function space and event(s) set forth above, a revenue minimum of **\$100,000.00** in Encore audio-visual revenues is required by the Hotel in connection with these event(s).

### OUTSIDE CONTRACTORS – VENDOR INSURANCE MUST BE ON FILE WITH THE HOTEL PRIOR TO YOUR EVENT.

The Hotel offers all services necessary for a successful meeting. However, if Group finds it necessary to use outside services, any companies, firms, agencies, individuals and groups hired by or on behalf of Group shall be subject to prior written approval of the Hotel, and Hotel may have a list of approved contractors. Upon prior reasonable notice to the Hotel from Group, Hotel shall cooperate with such contractors and provide them with facilities at the premises to the

extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the Hotel premises by other guests and members of the Hotel. Group's contracts with its contractors will all specify that contractor and the Group will indemnify and hold Hotel harmless from any and all damages or liabilities which may arise by such Contractors or through their use. **Any contracted company working at Hotel is required to carry and maintain workers' compensation insurance in statutory amounts; comprehensive general public liability insurance covering automobile, personal injury and property damage with single limits of not less than one million dollars per person per occurrence. Such insurance shall be primary and not contributory with Hotel.** Damage to the Hotel premises by the Group or appointed contractors will be the Group's responsibility. Group will accept full responsibility for any damages resulting from any action or omission of their individual attendees in conjunction with organized Group activities. The Hotel reserves the right to advance approval of all specifications, including electrical requirements, form all outside contractors, and to charge a fee for outside services brought into the Hotel. Group bears all responsibility for the payment of any charges incurred at the Hotel by its contractors.

## **INSURANCE AND INDEMNIFICATION**

Los Angeles County is self insured and will meet the required insurance obligations under this contract.

The Hotel shall indemnify, defend and hold harmless the Group and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Hotel's negligence in connection with the provision of services or the use of the Hotel facilities. The Hotel shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

The Group shall indemnify, defend and hold harmless Hotel and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Group's negligence and/or its members', agents', employees', independent contractors' or Exhibitors' negligence in connection with the use of the Hotel facilities. The Group shall not have waived or be deemed to have waived, by reason of this paragraph, any defense which it may have with respect to such claims.

## **HOTEL POLICIES**

### **FOOD AND BEVERAGE**

For licensing and quality control purposes, all food and beverages served on the Hotel's property must be supplied and prepared by the Hotel. No outside food and beverage is permitted for consumption in any banquet space without the express written permission of the Hotel in advance of the event, and in each case a corkage fee will be incurred. Corkage fees are based on the nature of the item(s). No food items supplied and prepared by the Hotel may be removed from the property.

### **SIGNAGE**

Signs and banners are not permitted to be placed in the Hotel's public areas without prior approval. Within the Group's contracted meeting space and public areas, all signs must be professionally printed and their placement and posting be pre-approved by the Catering Manager. Nothing shall be posted, nailed, screwed, taped or otherwise attached to walls, floors, or other parts of the building or furniture. Distribution of gummed stickers or labels is strictly prohibited. If Group desires to hang or adhere posters, banners, flip chart paper or other material in meeting rooms, sleeping rooms or public space, the Catering Manager must be notified of this request in advance, and will assist Group with the request in order to avoid damage to rooms, walls, etc. Any damage to Hotel as a result of not having prior approval will be billed to Group.

## PLACEMENT OF TABLES, DÉCOR, PROPS, AND STAGING

Tables must be located in compliance with the local Fire Department regulations pertaining to mandatory aisles, fire exits and the use of candles. Group is responsible for ensuring that decorations, props, or staging brought into the Hotel comply with local fire department regulations. Group may not utilize pyrotechnics. Group may not use any items that create amplified noise, smell or visual effect (e.g. fog machines, dry ice, confetti) without prior written approval by Hotel. Group will be liable for any extraordinary cleaning costs.

## AUXILLARY AIDS

Group agrees that no less than three (3) weeks prior to the event, it will furnish to Hotel a list of any auxiliary aids needed by your attendees in meeting or function space in connection with the event. Group agrees to pay all charges associated with the provision of such aids by Hotel.

## SHIPPING & RECEIVING

Arrangements for delivery of packages should be made through the Hotel contact. You must prepay all packages sent to the Hotel. Due to limitations in secured storage space, the Hotel will accept packages no earlier than 48 hours prior to an event or group arrival.

- Boxes/packages must be marked with the responsible party's name, Group name, Function name, and Date
- A Tracking Number should be shared with your Catering and Conference Services Manager in advance
- A Handling Charge will be applied follows:

Boxes up to 3ft x 2ft x 2ft	\$10.00 each
Equipment & Display Cases	\$25.00 each
Crates & Pallets	\$250.00 each

Charges will be placed on Master Account unless otherwise directed. Additional labor charges may be incurred, at the discretion of the Hotel if special handling is required. Hotel will not be responsible for any damages or loss to any packages or boxes.

## PROMOTIONAL MATERIALS

Hotel has the right to review and approve, in advance, any advertisements or promotional materials in connection with Group function which specifically refers to the Hotel or uses its name or logo.

## FUNCTION SPACE ASSIGNMENTS

The Hotel reserves the right at any time to make reasonable substitutions in the contracted meeting and banquet rooms and/or menu selections as it deems necessary. The Hotel reserves the right to assign another room for your function in the event the room originally designated for your function shall be deemed unavailable or inappropriate, in the Hotel's sole opinion. In the event of increased costs or unavailability of commodities or menu items, the Hotel may, at its option, make reasonable substitutions in menu items.

## MUSIC

Loud music and bands are not allowed in any public areas or meeting rooms during daily business hours. Any use of amplifiers or live music must be approved in advance in writing. We reserve the right to control decibel levels in all areas of the Hotel. You represent and warrant that all copyright and publishing fees for all compositions, materials or arrangements performed or played at your event have been paid in full and you agree to indemnify, defend and hold

harmless Hotel and its management company for any and all claims and damages related to the performance of any copyrighted works.

#### **GROUP MATERIALS BROUGHT INTO THE HOTEL**

The Hotel is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the Hotel, and/or for the loss of equipment, exhibits or other materials left in meeting rooms. All displays and/or decorations proposed by Group will be subject to the prior written approval of Hotel in each instance. Any personal property of Group or Group's guests or invitees brought onto Hotel premises and left thereon, either prior to or following the Event, will be at sole risk of the Group and Hotel will not be liable for any loss of or damage to this property for any reason. Group acknowledges that the Hotel does not maintain insurance covering Group's property and that it is the sole responsibility of Group to obtain business interruption, and property damage, and other potentially applicable, insurance covering such losses by Group.

#### **COMPLIANCE WITH LAWS AND REGULATIONS**

Group agrees to conduct the Event in an orderly manner in full compliance with applicable laws, regulations, and Hotel rules. Should Hotel incur any fees or costs associated with Group's compliance with such laws, regulations and rules, Group will be responsible for those fees. Group assumes full responsibility for the conduct of all persons in attendance at the Event and for any damage done to any part of Hotel's premises during any time the premises are under control of Group.

#### **SECURITY**

If required, at the sole judgment of Hotel, in order to maintain adequate security measures in light of the size and nature of the Event, Group shall provide, at its expense, security personnel for the Event supplied by a reputable licensed guard or security agency doing business in the city or county in which the Hotel is located, which agency shall be subject to the prior approval of Hotel. Security personnel provided by Group shall not carry weapons and are to coordinate with Hotel's regular security force and will concern themselves only with access to the space reserved hereunder (or substituted therefore), restricting their presence to those areas of the Hotel premises.

#### **EVENT PARKING**

Hotel Valet parking is \$65.00 + tax per car, per day, for overnight guests.  
Hotel parking is available for event attendees at a rate of \$28.00 + tax per car.

#### **FORCE MAJEURE**

No damages shall be due for a failure of performance due to Acts of God, war, terrorist act, government regulation, riots, disaster or strikes, any one of which make performance impossible, or due to restrictions on commodities or supplies. If, for any reason, the space reserved hereunder is not available for the Event, Hotel may substitute other space, and Group agrees to accept such substitutions. In no event will Hotel be liable for consequential damages of any nature for any reason. Further, if in the event the Hotel shall have any liability to you (whether under this contract or otherwise), the amount of such liability shall not exceed the amount of your deposit, plus fifty percent (50%) of the Minimum Charge.

#### **CANCELLATION POLICY**

In the event of a cancellation of your events(s) occurring [0 to 30] days prior to the first event, liquidated damages equivalent to **100%** percent of the contracted food, beverage, and meeting room rentals will be due the Hotel, plus applicable taxes and service charges. The Service Charge is not a tip. A portion of the Service Charge may be retained by the Hotel to cover expenses associated with your event.

In the event of a cancellation of your event(s) occurring [31 to 90] days prior to the first event, liquidated damages

equivalent to **75%** percent of the contracted food, beverage, and meeting room rentals will be due the Hotel, plus applicable taxes and service charges. The Service Charge is not a tip. A portion of the Service Charge may be retained by the Hotel to cover expenses associated with your event.

In the event of a cancellation of your event(s) occurring [90] days or more prior to the first event, liquidated damages equivalent to **50%** percent of the contracted food, beverage, and meeting room rentals will be due the Hotel, plus applicable taxes and service charges. The Service Charge is not a tip. A portion of the Service Charge may be retained by the Hotel to cover expenses associated with your event.

The above stated percentages are based on the contracted food and beverage minimum established previously. Liquidated damages resulting from cancellation shall be due and payable at the time of cancellation.

### **IHG Business Rewards**

IHG Business Rewards points will be credited to Meeting Planner's member account six to eight weeks after the qualifying meeting has been held and paid for in accordance with the Agreement. Meeting Planner does not need to attend the meeting or event to take advantage of the IHG Business Rewards Program.

The IHG Business Rewards program full terms and conditions apply and may be viewed at [www.ihg.com.hotels.us.en.businessrewards/home](http://www.ihg.com.hotels.us.en.businessrewards/home)

### **IHG Business Rewards Member Information:**

**Name:**

**Rewards Member Number:**

**Email Address:**

A maximum of 60,000 points will be awarded with this group to the Meeting Planner.

### **MISCELLANEOUS PROVISIONS**

This contract is made and to be performed in Los Angeles, CA and shall be governed by and construed in accordance with California law. By executing this agreement, Group consents to the exercise of personal jurisdiction over it by the courts of the State of California and agrees that all litigation regarding this contract shall be brought and maintained only in the courts of California. In the event of litigation arising from or associated with this contract, the parties agree that the prevailing party therein shall recover its attorneys' fees and all litigation expenses, charges and costs incurred therein. This contract is the entire agreement between the 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 a representative of the Group and the Hotel. Group may not assign any benefits arising under or associated in any way with this contract without prior written consent of Hotel. No food and/or beverage of any kind will be permitted to be brought into the Hotel, or any suite used as a hospitality suite, by the Group or any of the Group's guests. Additionally, should the Hotel, in its sole discretion, deem collection action necessary, whether prior to, during or subsequent to litigation, the entire cost of collection, including attorneys' fees, costs, shall be paid by Group. This contract shall be deemed accepted only after it has been signed by a representative of the Group 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 more counterparts, each of which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

### **AUTHORIZED SIGNATURES**

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

900 WILSHIRE BOULEVARD ☎ LOS ANGELES, CA 90017 ☎ PHONE: 213 688-7777 ☎ FAX: 213 260-6046  
WEBSITE: [WWW.INTERCONTINENTAL.COM/LOSANGELESDTWN](http://WWW.INTERCONTINENTAL.COM/LOSANGELESDTWN) ☎ RESERVATIONS: 888 773-2888

CLIENT INITIALS: \_\_\_\_\_

Please sign and return ALL pages of this contract along with security deposit on or before **Friday, October 31, 2025** to secure your event date or space can be released without notice.

The undersigned are authorized to sign and enter into this contract.

ACCEPTED AND AGREED TO:

**Los Angeles County Department of Mental Health**

**InterContinental Los Angeles Downtown**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name:

Richard Hoyt

Title:

Director of Catering & Convention Services

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH  
ARISE DIVISION/UNDERSERVED CULTURAL COMMUNITY (UsCC) UNIT AND 20502

MULTICULTURAL MENTAL HEALTH CONFERENCE MARCH 18-19, 2026

## PROPOSED BUDGET

LINE ITEM	VENDOR	SPENDING PLAN
Room, Catering, and Equipment	Intercontinental	\$298,829.88
Audio/Visual		\$131,856.33
<b>TOTAL VENUE / CONFERENCE SITE COST</b>		<b>\$430,686.21</b>
Day 1: Panel / Morning Keynote Speaker 1 <sup>¥</sup>		\$2,499.00
Day 1: Panel / Afternoon Keynote Speaker 2 <sup>¥</sup>		\$2,499.00
Day 2: Panel / Morning Keynote Speaker 3 <sup>¥</sup>		\$2,499.00
Day 2: Panel / Afternoon Keynote Speaker 4 <sup>¥</sup>		\$2,499.00
Workshop 1		\$600.00
Workshop 2		\$600.00
Workshop 3		\$600.00
Workshop 4		\$600.00
Workshop 5		\$600.00
Workshop 6		\$600.00
Workshop 7		\$600.00
Workshop 8		\$600.00
Workshop 9		\$600.00
Workshop 10		\$600.00
* Cost of workshops and panels is an estimation. The facilitation of workshops maybe leveraged by our DMH clinical workforce.		
<b>TOTAL PRESENTERS COST</b>		<b>\$15,996.00</b>
Program	Reprographics	\$3,000.00
Posters	Alpha Printing	\$4,000.00
Promotional Items		\$4,000.00
<b>TOTAL PRINTING / PROMOTIONAL ITEMS COST</b>		<b>\$7,000.00</b>
Interpretation (Oral) in the following languages: Armenian, Cantonese, Mandarin, Korean, Spanish		\$41,888.00
Interpretation (Sign Language)		
CART Captioning		
<b>TOTAL INTERPRETATION COST</b>		<b>\$41,888.00</b>
Name Badge Stickers		\$400.00
General (e.g., centerpieces, food for volunteers, media/ photo service)		\$12,000.00
Transportation Stipend for Youth (100 Metro train vouchers / 100 Metrolink vouchers)		\$3,700.00
<b>TOTAL MISCELLANEOUS COST</b>		<b>\$16,100.00</b>
*Estimated Offset from Conference Registration for 200 participants		\$ (21,000.00)
<b>TOTAL RECOUP COST</b>		<b>\$ (21,000.00)</b>
<b>GRAND TOTAL</b>		<b>\$490,670.21</b>

\* We are reserving 25% (200 DMH slots) for community members (e.g., students, clients, youth, department volunteers, individuals with lived experience) for stipends to support community members fully attending. The additional 75% of the slots will for DMH staff, mental health providers from legal entity programs and sister departments, and other mental health providers in Los Angeles County. They will be charged \$35 flat fee to attend a 2-day conference. Through the payment of this \$35 admission fee for professionals we expect to recoup \$21,000.

<sup>¥</sup>There a total of four keynote speakers.