

February 11, 1965

Mr. George Wiley
Associate Director
Congress of Racial Equality
38 Park Row
New York 38, New York

RE: Core National Convention, Durham, North Carolina

Dear George:

I conferred with the representatives of the Jack Tar Durham today regarding our coming convention. The person who will be handling the convention affairs is: Mrs. Mildred H. Callaghan who is Director of Sales. We have been able to agree upon the terms and conditions of the convention as follows:

1. The National Action Council meeting, which by the constitution, must be held prior to the Convention has been set for June 29th and 30th. This will be Tuesday and Wednesday. The Convention dates would be July 1, 2, 3, and 4. These are the dates we have tentatively agreed upon. If we desire the date of the 5th kindly advise and we will secure that date now. We can schedule the NAC for June 28 and 29 if that is preferred.

2. The Hotel agrees to keep two restaurants in continuance service, that is, both day and night to handle the 750 people. 2 set meals can be arranged if this is desired. The Hotel agrees to make six conference rooms available to us, two of the conference room will seat twenty-five. It is possible that we may not need all of these rooms. You may advise along these lines.

3. We contacted the recreation department of the City of Durham who leases the Central Civil Center and they have agreed to lease the entire Center to us at the rate of \$80.00 per day. We have secured the dates of July 1, 2, 3, and 4. The Durham Civil Center has three meeting rooms which will be available to us. Each of the rooms will seat 50 persons. We are required to make a deposit within the next 10 days in the amount of \$50.00. We are also to pay the balance within 60 days. In the event we