Doubletree San Diego/ Mission Valley

Meeting & Event Resource Guide

Our goal is to be the Best to Do Business With. There are various stages when we interact with you, the customer. They are: solicitation and marketing, sales and booking, pre-planning, on-site and post-event. Through each of these stages, we focus on the following touch points: creativity, consistency, communication, flexibility and image.

To aid you in the planning process, we have compiled the following hotel information. This information will assist you with coordinating the many details that are necessary for making the perfect meeting, convention or event a success. Please note that all pricing is subject to change.

We look forward to supporting you in planning a successful event!

Doubletree San Diego/Mission Valley
7450Hazard Center Drive
San Diego CA, 92108

Website:
www.sandiegomissionvalley.doubletree.com
TABLE OF CONTENTS

GENERAL INFORMATION
  • Hotel Overview

FUNCTION SPACE
  • Meeting Room Floorplans and Capacity Chart

RESOURCE INFORMATION
  • General Hotel Information (Listed Alphetically)

FORMS
  • Amenity Request Form
  • AV Form For Exhibitors
  • Credit Application
  • Credit Card Authorization
  (All Forms are Available upon Request)

GENERAL INFORMATION

The stylishly hip Doubletree Hotel San Diego - Mission Valley offers convenience to San Diego's finest sightseeing and recreation. Our hotel is located amidst world-class shopping, dining and entertainment. We are also just a Trolley ride away from Downtown's historic Gas lamp Quarter, Petco Park - home of the Sand Diego Padres, Old Town, Tijuana-Mexico, and Qualcomm Stadium - home of the San Diego Chargers. Visit the world-famous San Diego Zoo, Balboa Park, Sea World, Seaport Village, Birch Aquarium, La Jolla, Legoland® and the San Diego Wild Animal Park®. Fashion Valley Mall, the largest and finest shopping destination in the county, is within walking distance of our hotel. San Diego International Airport (SAN), championship golf and beautiful beaches are also just minutes away.

FUNCTION SPACE

The Doubletree San Diego Mission Valley specializes in group events. Our team of professionals can customize any event for your group, wedding or special occasion.
### Meeting Room Floorplans

#### Second Floor
- Santa Barbara
- Scottsdale
- Executive Conference Room

#### Meeting Room Capacity Chart

<table>
<thead>
<tr>
<th>Meeting Area</th>
<th>Total Sq Ft</th>
<th>Room Size</th>
<th>Ceiling Ht</th>
<th>Classroom</th>
<th>Theater</th>
<th>Banquet 10</th>
<th>Reception</th>
<th>Conference</th>
<th>U-Shape</th>
<th>H-Square</th>
<th>10 x 10’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brickstones</td>
<td>1845</td>
<td>41' x 45'</td>
<td>10</td>
<td>70</td>
<td>150</td>
<td>110</td>
<td>120</td>
<td>45</td>
<td>45</td>
<td>55</td>
<td>0</td>
</tr>
<tr>
<td>Catalina I</td>
<td>1260</td>
<td>45' x 28'</td>
<td>11</td>
<td>50</td>
<td>70</td>
<td>0</td>
<td>160</td>
<td>30</td>
<td>30</td>
<td>37</td>
<td>0</td>
</tr>
<tr>
<td>Catalina II</td>
<td>1508</td>
<td>58' x 26'</td>
<td>11</td>
<td>75</td>
<td>110</td>
<td>0</td>
<td>180</td>
<td>41</td>
<td>41</td>
<td>50</td>
<td>0</td>
</tr>
<tr>
<td>Catalina Room</td>
<td>2700</td>
<td>50' x 54'</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>300</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Executive Conference</td>
<td>N/A</td>
<td>12' x 21'</td>
<td>8</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mission Valley Boardroom</td>
<td>504</td>
<td>18' x 28'</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>14</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Outdoor Terrace</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>50</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>San Diego I</td>
<td>756</td>
<td>27' x 28'</td>
<td>12</td>
<td>40</td>
<td>70</td>
<td>50</td>
<td>90</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>San Diego I and II</td>
<td>1728</td>
<td>27' x 64'</td>
<td>12</td>
<td>100</td>
<td>170</td>
<td>120</td>
<td>175</td>
<td>52</td>
<td>51</td>
<td>54</td>
<td>0</td>
</tr>
<tr>
<td>Santa Barbara</td>
<td>972</td>
<td>27' x 36'</td>
<td>12</td>
<td>60</td>
<td>100</td>
<td>60</td>
<td>115</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>Scottsdale</td>
<td>448</td>
<td>28' x 16'</td>
<td>9</td>
<td>25</td>
<td>45</td>
<td>30</td>
<td>40</td>
<td>20</td>
<td>18</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>Sonoma I</td>
<td>448</td>
<td>28' x 16'</td>
<td>9</td>
<td>25</td>
<td>45</td>
<td>30</td>
<td>40</td>
<td>20</td>
<td>18</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>Sonoma I and II</td>
<td>756</td>
<td>27' x 28'</td>
<td>12</td>
<td>40</td>
<td>70</td>
<td>50</td>
<td>90</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>Sonoma II</td>
<td>1728</td>
<td>27' x 64'</td>
<td>12</td>
<td>100</td>
<td>170</td>
<td>120</td>
<td>175</td>
<td>52</td>
<td>51</td>
<td>54</td>
<td>0</td>
</tr>
<tr>
<td>South Pre-Function</td>
<td>972</td>
<td>27' x 36'</td>
<td>12</td>
<td>60</td>
<td>100</td>
<td>60</td>
<td>115</td>
<td>30</td>
<td>30</td>
<td>30</td>
<td>0</td>
</tr>
<tr>
<td>The Grand Ballroom I</td>
<td>672</td>
<td>21' x 32'</td>
<td>16</td>
<td>48</td>
<td>80</td>
<td>60</td>
<td>70</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>0</td>
</tr>
<tr>
<td>The Grand Ballroom I and II</td>
<td>1344</td>
<td>42' x 32'</td>
<td>16</td>
<td>112</td>
<td>160</td>
<td>120</td>
<td>180</td>
<td>36</td>
<td>36</td>
<td>56</td>
<td>0</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------</td>
<td>------------</td>
<td>-------------</td>
<td>----------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>The Grand Ballroom I thru VIII</td>
<td>8192</td>
<td>64</td>
<td>128</td>
<td>1000</td>
<td>720</td>
<td>1000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The Grand Ballroom I, II and III</td>
<td>2016</td>
<td>64</td>
<td>32</td>
<td>140</td>
<td>250</td>
<td>180</td>
<td>225</td>
<td>54</td>
<td>60</td>
<td>72</td>
<td>0</td>
</tr>
<tr>
<td>The Grand Ballroom I, II, III and IV</td>
<td>4096</td>
<td>64</td>
<td>64</td>
<td>16</td>
<td>452</td>
<td>700</td>
<td>540</td>
<td>725</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The Grand Ballroom I, II, III, IV and V</td>
<td>6112</td>
<td>64</td>
<td>96</td>
<td>16</td>
<td>48</td>
<td>80</td>
<td>60</td>
<td>70</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>The Grand Ballroom II</td>
<td>672</td>
<td>21</td>
<td>32</td>
<td>16</td>
<td>48</td>
<td>80</td>
<td>60</td>
<td>70</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>The Grand Ballroom II and III</td>
<td>1344</td>
<td>42</td>
<td>32</td>
<td>16</td>
<td>112</td>
<td>160</td>
<td>120</td>
<td>180</td>
<td>36</td>
<td>36</td>
<td>56</td>
</tr>
<tr>
<td>The Grand Ballroom III</td>
<td>672</td>
<td>21</td>
<td>32</td>
<td>16</td>
<td>48</td>
<td>80</td>
<td>60</td>
<td>70</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>The Grand Ballroom IV</td>
<td>2016</td>
<td>64</td>
<td>32</td>
<td>16</td>
<td>140</td>
<td>250</td>
<td>180</td>
<td>225</td>
<td>54</td>
<td>60</td>
<td>72</td>
</tr>
<tr>
<td>The Grand Ballroom IV and V</td>
<td>4096</td>
<td>64</td>
<td>64</td>
<td>16</td>
<td>312</td>
<td>450</td>
<td>360</td>
<td>500</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The Grand Ballroom IV, V, VI, VII and VIII</td>
<td>6112</td>
<td>64</td>
<td>96</td>
<td>16</td>
<td>452</td>
<td>700</td>
<td>540</td>
<td>725</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The Grand Ballroom V</td>
<td>2016</td>
<td>64</td>
<td>32</td>
<td>16</td>
<td>140</td>
<td>250</td>
<td>180</td>
<td>225</td>
<td>54</td>
<td>60</td>
<td>72</td>
</tr>
<tr>
<td>The Grand Ballroom V, VI, VII and VIII</td>
<td>4096</td>
<td>64</td>
<td>64</td>
<td>16</td>
<td>312</td>
<td>450</td>
<td>360</td>
<td>500</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>The Grand Ballroom VI</td>
<td>672</td>
<td>21</td>
<td>32</td>
<td>16</td>
<td>48</td>
<td>75</td>
<td>60</td>
<td>70</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>The Grand Ballroom VI and VII</td>
<td>1344</td>
<td>42</td>
<td>32</td>
<td>16</td>
<td>112</td>
<td>160</td>
<td>120</td>
<td>180</td>
<td>36</td>
<td>36</td>
<td>56</td>
</tr>
<tr>
<td>The Grand Ballroom VI, VII, VII and VIII</td>
<td>2016</td>
<td>64</td>
<td>32</td>
<td>16</td>
<td>140</td>
<td>250</td>
<td>180</td>
<td>225</td>
<td>54</td>
<td>60</td>
<td>72</td>
</tr>
<tr>
<td>The Grand Ballroom VII</td>
<td>672</td>
<td>21</td>
<td>32</td>
<td>16</td>
<td>48</td>
<td>75</td>
<td>60</td>
<td>70</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>The Grand Ballroom VII and VIII</td>
<td>1344</td>
<td>42</td>
<td>32</td>
<td>16</td>
<td>112</td>
<td>160</td>
<td>120</td>
<td>180</td>
<td>36</td>
<td>36</td>
<td>56</td>
</tr>
<tr>
<td>The Grand Ballroom VIII</td>
<td>672</td>
<td>21</td>
<td>32</td>
<td>16</td>
<td>48</td>
<td>75</td>
<td>60</td>
<td>70</td>
<td>25</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>West Pre-Function</td>
<td>N/A</td>
<td>20</td>
<td>128</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**RESOURCE INFORMATION**

- Advertising Opportunities
- Affiliates
- Airline Information
- Airport Information
- Amenities
- Americans with Disabilities Act (ADA)/ Auxiliary Aids
- Audio/Visual
- Automated Teller Machines
- Banks
- Banners
- Banquet Beverage Selection
- Banquet Menu Selection
- Banquet Terms & Conditions
- Billing
- Business Center
- Bus/ Shuttle Companies
- Car Rental Agencies
- Careline
- Cash Paying Guests
- Check Cashing Privileges
- Check-In and Check-Out
- Convention Center
Lost and Found
Luggage Storage
Manager on Duty (MOD)
Mail Services
Meeting Room Set Standard
Newspapers/Publications
Parking
Personalized Online Group Reservations Webpage (POG)
Pets
Pools
Post-Convention Meeting
Post Event Report
Pre-Convention Meeting
Public Transportation
Recycling
Restaurants/Lounges
Restaurant Reservations
Restrooms
Robes
Safes/Safety Deposit Boxes
Security
Shipping and Receiving – Box Storage
Shopping
Signage/Banners
Smoking
Spa
SPORT
Suites
Sustainability
Taxes
Taxicabs
Telephones/Telecommunications
Tuxedo/Formalwear
Weather
Wheelchairs
Wired Payment
Worship Services
ADVERTISING OPPORTUNITIES
The hotel offers groups and their affiliate’s opportunities to sponsor/advertise during the specified dates of the meeting/exhibit. Your Catering/Event Services manager will provide detailed information and discuss other ideas not listed below:

- Logo products, e.g., keycards, gobos, cocktail napkins, to go lunch boxes, etc.
- Front Desk Video Channel
- Guest Room Video Channel
- Plasma Screens
- Banners/Signage
- Bag Drops

Back to Resource Information

AFFILIATES/ IN CONJUNCTION WITH (ICW’S)
Outside groups meeting in conjunction with a conference, but not part of the official convention program, are solely responsible for all charges and activities associated with those events and the official convention contact must first authorize all arrangements.

Affiliate groups who require meeting space and separate billing are subject to credit approval. All meeting space, if available, will be at the hotel’s normal prevailing room rental rates and will be subject to the hotel’s standard contract terms and conditions.

A listing of all affiliates/ ICWs and their contact information should be sent to the hotel no later than 90 days prior to the actual event, so that they can be individually contacted by the Catering/Event Services Department to set up food, beverage and billing arrangements.

Back to Resource Information

AIRLINE INFORMATION

<table>
<thead>
<tr>
<th>Airline</th>
<th>Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aero Mexico</td>
<td>1-800-237-6639</td>
</tr>
<tr>
<td>Air Canada</td>
<td>1-888-247-2262</td>
</tr>
<tr>
<td>Air Europa</td>
<td>1-888-238-7672</td>
</tr>
<tr>
<td>Air France</td>
<td>1-800-237-2747</td>
</tr>
<tr>
<td>Air India</td>
<td>1-800-223-7776</td>
</tr>
<tr>
<td>Air Jamaica</td>
<td>1-800-523-5585</td>
</tr>
<tr>
<td>Air New Zealand</td>
<td>1-800-262-1234</td>
</tr>
<tr>
<td>Air Tran</td>
<td>1-800-247-8726</td>
</tr>
<tr>
<td>Alaska Airlines</td>
<td>1-800-252-7522</td>
</tr>
<tr>
<td>All Nippon Airways</td>
<td>1-800-235-9262</td>
</tr>
<tr>
<td>American Airlines</td>
<td>1-800-433-7300</td>
</tr>
<tr>
<td>Austrian Airlines</td>
<td>1-800-843-0002</td>
</tr>
<tr>
<td>British Airways</td>
<td>1-800-247-9297</td>
</tr>
<tr>
<td>Continental Airlines</td>
<td>1-800-523-3273</td>
</tr>
<tr>
<td>Delta</td>
<td>1-800-221-1212</td>
</tr>
</tbody>
</table>
Frontier 1-800-432-1359
Hawaiian Airlines 1-800-367-5320
Japan Airlines 1-800-525-3663
Jet Blue 1-800-538-2583
Korean Air 1-800-438-5000
Lufthansa 1-800-399-5838
Mexico Airlines 1-800-531-7921
Midwest Airlines 1-800-452-2022
Northwest / KLM Royal Dutch Airlines 1-800-225-2525
Qantas 1-800-227-4500
Singapore Airlines 1-800-742-3333
Southwest Airlines 1-800-435-9792
United Airlines 1-800-521-0810
US Air/ America West 1-800-428-4322
Virgin Atlantic Airways 1-800-862-8621

AIRPORT INFORMATION
The nearest airport is the San Diego International Airport/Lindbergh Field (SAN) located 7.5 miles, approximately 15 minutes, from the Doubletree San Diego/ Mission Valley hotel. Click on this http://www.san.org/airport/directions/index.asp for a map. Airport Website: www.san.org

AMENITIES
Our Room Service department is happy to service your group gift and amenity needs. Please advise your Catering/Event Manager of your specific preferences or budgeting guidelines. Amenity menu available upon request.

AMERICANS WITH DISABILITIES (ADA)/ AUXILLARY AIDS
The Hotel represents that the Hotel facilities being rented or reserved by you including guest rooms, common areas and transportation services are, and will be, in substantial compliance with applicable public accommodation obligations under the Americans with Disabilities Act. You agree that one week in advance of your event, you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space. You agree that you will be responsible for the procurement and payment of all charges for any and all auxiliary aids. We will, upon your request, furnish you with the names of businesses you can contact to obtain these aids. You also agree to be in compliance with the ADA in the set up and conduct of meetings for your event.
**AUDIO/VISUAL**
We have contracted specifically with Presentation Services (PSAV) to provide audio-visual services support for our customer’s A/V needs. PS has over 20 years of experience in the audio visual field. They are familiar with the hotel’s meeting space as well as specifications and audiovisual capabilities in each of the meeting rooms. They are able to provide equipment that meets the highest standards and expectations of clients and our hotel. Please contact PSAV at 619-291-3062.

Back to Resource Information

**AUTOMATED TELLER MACHINES**
There is an ATM conveniently located in the lobby next to the gift shop.

Back to Resource Information

**BANKS**

Wells Fargo  
1350 Fashion Valley  
San Diego CA  
619-296-4951

CHASE  
511 Mission Center Drive  
San Diego, CA  
619-298-9688

Bank of America  
1775 Camino De La Reina  
San Diego, CA 92108

Back to Resource Information

**BANNERS**
The Doubletree San Diego/ Mission Valley takes pride in the condition and aesthetic appearance of our facility. In order to maintain a quality image for all Hotel guests, there are a few things we ask of you during your stay:

Only professionally printed signage is allowed in the meeting/convention areas. These signs can be used with easels or in sign stands. No handwritten signs or flipcharts are allowed outside the meeting rooms.

No banners can be hung along the walls of the Public Areas. Banners may be hung from the skirting of the hospitality desks and at outdoor functions. Hotel personnel must provide the labor to hang the signs at a fee of $25.00 each. NO SIGNS, POSTERS OR PRINTED MATERIAL WILL BE ALLOWED TO BE PINNED, TAPEd OR AFFIXED IN ANY WAY TO DOORS, WALLS OR CEILINGS.
In addition, nothing is to be placed over exit doors or located to conceal or obscure any exit.

BANQUET BEVERAGE SELECTION
The Doubletree San Diego/ Mission Valley offers a choice of standard and premium beverages for your banquet bar needs. Menus will be provided upon request.

All banquet bars serve wines by the glass, domestic and imported beers, soft drinks, juices, and mineral water. Non-alcoholic beers and wines, blended drinks and champagne by the glass are also available upon request.

BANQUET MENU SELECTION
We request that banquet menus, room arrangements, and other details pertinent to your convention be submitted to your Catering/ Event Manager a minimum of 60 days prior to your conference date. We are happy to custom design menu proposals for your group and assist in selecting the proper menu items. Special dietary meal requests (e.g. vegetarian, vegan, kosher, etc.) can be accommodated with advance notice.

We are also happy to custom design specialty or theme parties to meet your particular needs. Your Catering/ Event Manager is dedicated to working with you to ensure a successful event.

BANQUET TERMS AND CONDITIONS

1. CONFIRMATION AND ASSIGNMENT OF FUNCTION SPACE: The function space assigned indicates the space is tentatively being held and will be held on a definite basis upon signing of the BEO. The terms and conditions of any group sales or catering sales agreement previously signed regarding this event remain in force and the BEO is intended to provide specific function/event information in support of the original agreement. If for any reason the function space reserved is not available for your event, you agree that we may substitute space of appropriate size and comparable quality for your event. If you plan to print or publish the assigned space, please contact us first to confirm the room assignment.

2. GUARANTEES: The client, or person or party making arrangements on behalf of the client, must submit to the Hotel, no later than 12 noon, three business days (72 hours) prior to the scheduled function, a guaranteed number of guests attending all planned functions. The services, products, fees, etc. as noted will be provided at the time of your event and you will be charged based on the event guarantee that you give us, as long as that number meets your F&B minimum. Guarantees are not subject to reduction.

For events to be held on Sunday and Monday, notification of expected attendance must be submitted no later than 12 noon on the preceding Thursday. For functions to be held on
Tuesday, notification of attendance must be submitted no later than 12 noon on the preceding Friday. For functions to be held on Wednesday, notification of attendance must be submitted no later than 12 noon on the preceding Monday. In some instances, more advanced notice of attendance may be required due to menu complexity, holidays, delivery or other constraints. Additionally, menu selections received within 14 days of an event will be subject to a 10% increase on current period published banquet menu pricing.

3. GUARANTEE INCREASES: Within a 72-hour period of the event, the guarantee can be increased up to 3% above the guarantee. Any additional increases on the day of the event will be subject to an additional $2.00 per person charge.

4. CANCELLATION: You may cancel this Agreement only upon giving written notice to us. The parties agree and understand that in the event of a cancellation, our actual damages would be difficult to determine. Therefore, you agree to pay the liquidated damages outlined in your sales agreement, if any, or the guarantee amount as set forth in paragraph 2, whichever is greater. As products and services must be purchased and scheduled in advance, notification seven (7) business days or less before the event will require all charges (including labor and service fees, rentals and applicable taxes) for the final guarantee or contracted number of guests will be charged. Additional damages may be owed for cancellation of your sleeping room contract.

5. PAYMENT: Payment shall be made in advance of the function, unless approved credit has been established with the Hotel. Any balance due on a direct bill account must be paid within thirty (30) days after the group’s final departure. A service charge of one-and-one-half percent (1.5%) per month is added to any unpaid balance over thirty days old.

6. LABOR CHARGE: If the guaranteed number for your event is less than twenty (20) persons, we will add a $50 labor charge to your account. This will be used to cover our costs of the event and will not be distributed as a service charge or gratuity to our employees working at your event.

7. OVERTIME: You agree to begin your event promptly at the scheduled start time and agree to have your guests, invitees, and/or other persons vacate the designated event space at the end time indicated on the final BEO. You further agree to reimburse us for any overtime wage payments or other expenses incurred by us if you fail to comply with these regulations. (Overtime fees start at $150.00 per hour.)

8. TAXES & SERVICE CHARGE: You agree to pay, in addition to the prices agreed upon, all Federal, State, District Taxes, and Service Charges that may be applicable. Taxes are currently 8.75% and Service Charges are currently 22%. All Service charges will be distributed to servers, bussers and/or bartenders assigned to the Event.

9. PRICE INCREASES: There may be increases in prices due to unforeseen changes in market conditions at the time of your event. We will communicate these increases to you in advance. We will require written confirmation that you agree to pay these increased prices.
Alternatively, in such event, you may choose to avoid higher prices by having the chef make reasonable substitutions in menus and you must agree to accept such substitutions.

10. **STANDARD SET:** The standard banquet set is 66” rounds of 10 people each. The standard classroom, u-shape, or conference set is 3 people per 6’ table. A service charge may apply if tables are set for less than the standard numbers. For all events, we will only set a maximum of 10 people over the final guarantee.

11. **SET CHANGES:** Any onsite room set changes are subject to a $150 reset fee.

12. **OUTSIDE FOOD AND BEVERAGE:** You must obtain prior approval from us before you bring in any food or beverages from outside sources. A Hold Harmless Agreement and Liability Insurance are required if food or beverage products not purchased and served by hotel staff are brought in for consumption by your guests. Service fees will apply to any outside food or beverage served in our function space regardless if hotel labor is required.

13. **SPECIAL MEAL ORDERS:** Special Meals are defined as those meals requested in addition to the principal menu, either contracted in advance or at the time of service. Special meals must be included in the guarantee or actual number, whichever is greater. Some meals (e.g. Kosher meals, etc.) are priced on a case by case basis.

14. **SECURITY:** The Hotel will have a security officer on property 24 hours a day and they will conduct periodical checks on the evening rounds to ensure the doors are secured. The Hotel assumes no liability for items left unattended in meeting and public areas prior to, during or following the Client’s function. Group does not have an office during their stay. Please contact your Event Service Manager as soon as possible if you feel that your group will require additional security (e.g. high profile guests, expensive equipment, etc.). Your Event Manager will be happy to work with the Hotel’s Director of Security to coordinate any of these additional needs. All charges related to these needs will be the sole responsibility of your organization and will appear on your master account.

15. **CONDUCT OF EVENT:** Group agrees to comply with all applicable federal, state and local laws including health and safety codes and federal anti-terrorism laws and regulations, and our rules, copies of which are available from the hotel’s sales department. Group agrees to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. You assume full responsibility for the conduct of all persons in attendance at your event and for any damage done to any part of our premises during the time of your event. Should you require any rigging services for this event, all such services must be arranged through the in-house AV provider or the Hotel and you will be responsible for all costs associated therewith.

16. **FIRE SAFETY:** You agree to obtain at your own expense and provide copies to the hotel of any and all necessary licenses, permits or approvals for your event, including, but not limited to, licensing, Fire Marshall, Health Department, or other permits.
17. **PROMOTIONAL CONSIDERATIONS:** We have the right to review and approve any advertisements or promotional materials in connection with your function which specifically reference the Hilton name or logo.

18. **DAMAGE:** Client agrees to be responsible for any damages done to Hotel equipment, goods or facilities during the function caused in whole or in part by the Client, his/her guests, employees, independent contractors or other agents.

**BILLING**

Should you require a master account for billing purposes, please complete and return our direct bill application or credit card authorization form no later than 30 days prior to arrival. Upon approval, master accounts will be assigned per your instructions. Please be sure to advise your Catering/Event Manager in advance for any specific instructions on how you would like your bill organized. We recommend on-site daily review of all banquet checks with the Catering/Event Manager.

**BUSINESS CENTER**

Our business center is located directly across from the lobby elevators and is open 24 hours. Your room key will be needed for entry after 10:00pm. Your clients can access internet and print boarding passes on a complimentary basis. Copying, faxing and additional printing services are available at additional fees.

For larger print jobs or color copies, we recommend Kinkos, which is located in Hazard Center, adjacent to the hotel. They can be reached at (619) 294-3877.

**BUS/SHUTTLE COMPANIES**

Cloud 9  
(800) 974-8885

Gray Line San Diego  
(619) 266-7365

Sunset Transportation  
(619) 258-7777
San Diego Scenic Tours  
(858) 272-8687

**CAR RENTAL AGENCIES**

Below are three car rental agencies within close proximity of our hotel.
Enterprise Rent-A-Car:
Phone Number: (800) 736-8222 or (619) 260-1505
1333 Camino Del Rio South # 101
Mission Valley, CA

Avis Rent-A-Car:
Phone Number: (800) 831-2847 or (619) 574-5377
500 Hotel Circle
Mission Valley, CA

Hertz Rent-A-Car:
Phone Number: (800) 704-4473 or (619) 220-5225
950 Hotel Circle North
Mission Valley, CA

CARELINE
Guests with specific needs or requests may pick up a house phone and dial extension #26 and the hotel operator will direct your needs to the appropriate hotel contact.

CASH PAYING GUESTS
In the event a hotel guest does not have a major credit card to secure his/her room, the Doubletree San Diego/ Mission Valley will require full payment in advance for room, tax, and parking charges. In addition, there will be a $50 per day refundable deposit for incidental charges. If the guest does not wish to establish credit for incidental charges, the guest room phone will be restricted to room-to-room calls, and all room folio charges from the Food and Beverage outlets and movie charges will also be restricted.

CHECK CASHING PRIVILEGES
Hotel guests may cash checks, up to $100 per day, at the Front Desk. The check must be imprinted with the guest’s name and address and made out to Doubletree San Diego/ Mission Valley. Identification will be required.

CHECK-IN AND CHECK-OUT
Hotel check-in is 3 p.m., and checkout is 12 p.m. All guests arriving before 3 p.m. will be accommodated as rooms become available. Our Guest Service Department can arrange to store luggage for those guests arriving early when rooms are not available and for guests attending functions past 12:00pm on their departure day.
Early Departure: Your guests will have the opportunity to confirm their departure date at check-in. Once this departure date has been confirmed, there will be a $50 early departure fee assessed in the event the guest departs prior to their confirmed departure date.

Late Departure: Late checkouts are available upon request and subject to availability. Please contact the Front Desk directly to discuss availability and associated fees.

Zip Checkout: With zip checkout, your room folio is provided at your door early in the morning of your departure. Simply verify the charges and use the television remote or dial extension 4110 to check-out. Please leave your keys in the room. If you are not departing the hotel immediately, luggage storage can be arranged with Guest Services.

CONVENTION CENTER
San Diego Convention Center
111 W. Harbor Drive
San Diego, CA 92101
619-525-5000
www.visitsandiego.com

CREDIT CARDS
The Doubletree San Diego/ Mission Valley accepts the below credit cards:
Visa
MasterCard
American Express
Discover
Dinner’s Club

DECORATIONS
Please contact your Catering/Event Manager for a description of items available as well as complete party package menus. We are happy to suggest ideas on novel favors, souvenir menus, printed programs, creative ice carvings, theme food presentations, and room accent decor and specialty linens.

You are also free to bring in your own decorations. However, please note that we will not be responsible for any loss or damage to property belonging to you or your attendees and do not maintain insurance covering it. All displays and/or decorations will be subject to our written approval and we reserve the right to contract and charge for hotel staff to provide the labor for any installations or removals of such items. Early setup and overnight storage will be based on availability and fees may apply.
DESTINATION MANAGEMENT COMPANIES (DMC)
Arrangements Unlimited is our preferred DMC. They have successfully worked with our hotel and our clients on several occasions. Their contact information is below for your reference.

Arrangements Unlimited
2990 Jamacha Road, Suite # 260
Rancho San Diego, CA 92019
619-660-5340
www.arrangementsunlimited.net

DEPOSITS
Required deposits for your program are outlined in your sales contract. Please ensure that all deposits are paid in a timely fashion.

DIRECTIONS TO THE HOTEL

From San Diego International Airport: Follow Harbor Drive South towards Downtown about 1 mile. Turn Left onto Grape St. and stay in center or right lane. Take Highway 5 South 1/4 to 1/2 mile until the Highway 163 North. Follow Highway 163 North about 4 miles and Exit at Friars Rd East. Follow Friars Rd East to first stop light and turn Right onto Frazee Rd. Turn Right onto Hazard Center Drive.

From the North: Take I-5 South to I-805 South to Hwy 163 South. Exit Friar's Road East. Turn Right onto Frazee Road. Turn Right onto Hazard Center Drive.

From the South: Interstate 5 North to 8 East to 163 North (Or 5 North to 163 North). Exit Friar's Road East. Turn Right onto Frazee Road, Turn Right onto Hazard Center Drive.

From the East: Interstate 8 West to 163 North. Exit Friar’s Road East. Turn Right onto Frazee Road. Turn Right onto Hazard Center Drive.

From the West: Interstate 8 East to 163 North. Exit Friar's Road East. Turn Right onto Frazee Road. Turn Right onto Hazard Center Drive.
**DRY-CLEANING**

Dry-cleaning services are available through Guest Services. Please have your guests use the dry cleaning bags located in their guest room closets. They can either schedule to have Guest Services pickup up their dry cleaning by dialing extension 4175 or they can drop it off at the bell stand in the hotel lobby. Garments picked up prior to 8:30 a.m. are returned to guests by 6 p.m. the same evening. Garments picked up after 8:30 a.m. will be returned the following day by 9:00 a.m.

Please note that there is no service on all major Holidays (e.g. Memorial Day, July 4, Labor Day, Thanksgiving, Christmas and New Year’s).

[Back to Resource Information](#)

**E-EVENTS**

Hilton Family’s online booking channel for small groups and meetings. Please click on the below link to access our e-Events site.

[Back to Resource Information](#)
**ELECTRICAL**
The Engineering Department provides assistance with all your mechanical and electrical needs. Please contact your Catering/Event Manager if you require an electrical services request form to secure additional power and/or labor services. Fees apply.

Back to Resource Information

**ELEVATORS**
The Doubletree San Diego/ Mission Valley hotel has 3 guest elevators located in the hotel lobby.

Back to Resource Information

**EMERGENCY PROCEDURES**
The Doubletree San Diego/ Mission Valley is fully prepared to handle different types of situations to assist our guests. The following is information on our emergency procedures:

- The hotel internal emergency number is 911.
- The hotel has an emergency response team 24 hours a day. In the event of an emergency, calling the emergency number 911 will initiate the appropriate response.
- Paramedics, Fire Department, and the Police Department are all located approximately 7 minutes from the hotel.
- Our Security Department and our management team are trained in CPR and First Aid.
- Emergency evacuation routes and procedures are located on the inside of all guest room doors.
- The nearest emergency room and hospital is at Scripps Mercy Hospital.

**Scripps Mercy Hospital**
www.scrippshealth.org
4077 5th Ave
San Diego, CA 92103
(619) 294-8111

Back to Resource Information

**ENVIRONMENTAL COMMITMENT**
At Hilton Hotels Corporation, protecting the Environment is a top priority. Responsible environmental activity is good for both our business and the community. Hilton has developed a comprehensive company-wide policy to promote business practices that help preserve the environment. We provide guidelines for all of our facilities, and our goals are to “Reduce – Reuse – Recycle” as much as we can.

The Hilton Family of Hotels is committed to reaching the following goals by the year 2014:
- Reduce energy consumption form direct operations by 20%
- Reduce Co2 emissions by 20%
• Reduce output of waste by 20%
• Reduce water consumption by 10%

EXHIBITS
Please request the hotel’s Exhibit Resource Guide from your Event Services Manager. A signed Hold Harmless Agreements will be required upon signed submission of your Exhibitor Form. (See Hold Harmless Agreement Below).

FAX NUMBERS
For Guests: 619-297-5499
Catering/Event Services: 619-688-4088
Sales: 619-270-2601
Reservations: 619-688-4088

FIRE CODES
The following are a few general regulations that typically fall under local fire authorities’ specifications. They should be considered when planning and coordinating space, decorations, etc., in the ballrooms and meeting rooms, as well as all other applicable laws, codes, and regulations.

Where exits are not immediately accessible from an open floor area, safe and continuous passageways, aisles or corridors shall be maintained leading directly to every exit and shall be so arranged as to provide convenient access for each occupant to at least two exits by separate ways of travel. The aisle needs to be as wide as or wider than the exit to which they are leading.

There will not be any setup permitted in front of any exit doors. Staggering of dining tables is not permitted. All room sets must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance fire exits. Any event which has vehicle displays, fog machines, fueled cooking demonstrations, laser exhibits (including tabletop) or extensive productions with staging and props must have a certified permit from the local Fire Marshall. All associated fees for permits, floor plan approval and stand-by fire watch are your responsibility and final approved copies must be received at least fourteen days prior to the event.

Every required exit, exit access or exit discharge shall be continuously maintained free of all obstructions or impediments to full instant use of fire or other emergency. No furnishings, decorations, or other objects shall be placed so as to obstruct exits, access thereto, egress there from, or visibility thereof.
Hangings or draperies shall not be placed over exit doors or otherwise located as to conceal or obscure any exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner as to confuse the direction of the exit.

No open flame devices shall be used in any meeting rooms. When necessary for ceremonial or religious purposes, the fire marshal having jurisdiction may permit open flame lighting under such restrictions as are necessary to avoid danger of ignition of combustible materials or injury to occupants. Any furnishings, decorations, and stage settings shall be fire retardant treated and must display certificate of proof. Local fire authorities in advance of event set-up shall approve all extensive production plans.

Distance between tables must be equal to or greater than the required aisle width plus 19” for chairs on one side or 38” for chairs on both sides.

It is ultimately the group’s responsibility to ensure that your event complies with all applicable laws, including, but not limited to fire and safety codes, rules and regulations.

**Fire Egress Map:**

Back to Resource Information
FITNESS CENTER

The Doubletree San Diego/ Mission Valley has a full onsite fitness center with newly renovated fitness equipment.

Hours of Operation: Available 24 hours. Room key access required.

Back to Resource Information

FLAGS

Our Banquet Department currently has (2) United States flags and (1) California State flag in inventory. If you require additional flags, please discuss rental costs with your Catering/Event Manager.

Back to Resource Information

FOOD DONATIONS

Hilton is committed to assist our communities in the effort to alleviate hunger in this country. Our hotels often have prepared food available from over-production that can be donated to charitable organizations for service to their constituencies. We ask you to cooperate with us in this endeavor.

Back to Resource Information

GENERAL MANAGER/ MANAGING DIRECTOR

Mr. Joseph Kruvi joined the Doubletree San Diego/ Mission Valley in 2008 as the Hotel Manager.

Mr. Joseph Kruvi is thrilled to welcome your group to the Doubletree San Diego/ Mission Valley and is accessible as needed. Please feel free to reach him at any time at (619) 688-4000.

Back to Resource Information

GRATUITIES

In the United States, gratuities/tips are voluntary. Gratuities/tips are supposed to be rewarded for services performed as well as a supplement to an employee's income. Recommendations for housekeeping - $1.00-2.00 per day, Bellman - $2.00 per bag and discretionary for above and beyond services provided for you. Disclosure: all gratuities not outlined in the contract are discretionary.

Back to Resource Information
GROUP RESERVATIONS IDENTIFICATION PROGRAM (G.R.I.P.)
Manage room blocks proactively by cross-referencing your group registration lists against hotel reservations through our automated system (G.R.I.P).

Our Group Reservations Identification Program:
- Automates the process of all reservations booked within or around an associated group block
- Reduces exposure to attrition
- Ability to monitor booking pace
- No charge – it’s FREE

GROUP CHECK-IN, ARRIVALS, AND DEPARTURES
The Doubletree San Diego/ Mission Valley has a specially designed group entrance located outside our San Diego/Sonoma Foyer to accommodate the needs of your group. It has a porte cochère and ample room for bus loading and unloading curbside. It is also conveniently located near the ballrooms and meeting rooms. This area may be reserved and set up for satellite check-in and convention registration, depending on your arrival pattern.

All coach arrivals will be directed to the group entrance, as the front entrance becomes easily congested and large movements can be more efficiently accommodated at the group entrance.

Your guests will be asked to remit credit or a cash deposit upon arrival for their incidental charges, unless we have agreed to accept a letter of guarantee from your organization, and it is on file at time of check-in.

If your guests are arriving via group transportation and an arrival manifest has been supplied, we will be happy to have all of the rooms assigned in advance and key packets prepared. If your guests will be arriving at scattered times throughout the day and do not have transportation arrangements made or an arrival manifest, we will assign rooms on a first-come, first-serve basis.

GUEST LIST MANAGER
Guest List Manager is an on-line tool provided by Hilton which allows the group contact to manage their group’s reservations on-line. This tool is for groups who are using individual call-in. Directions to access Guest List Manager will be sent to you by your Catering/ Event Manager with your Private Online Registration Link.

GUEST ROOMS
The Doubletree Hotel San Diego/ Mission Valley has the largest standard guest rooms in Mission Valley (approx. 400 sq. ft.). Enjoy the luxurious decor of these oversized rooms and
relax on the Sweet Dreams® plush-top bed surrounded by our “Serenity Collection” signature linens and topped with jumbo down pillows. Wired or wireless internet is available in every guestroom. Each room is designed for the business and leisure traveler alike. Whether you're here to close the deal, rekindle a romance, or spend quality time with family, you'll find our standard rooms will exceed your expectations.

Each guest room is provided with several special service amenities either at no charge or for a nominal fee. Complimentary amenities include irons and ironing boards, coffee makers, hairdryers, bath/shower amenities, extra pillows, and cribs. Amenities available at an additional fee include rollaway beds, refrigerators, and microwaves. Please notify the hotel at time of check-in if you will require a rollaway bed, a refrigerator, a microwave, or a crib. These items will be delivered to your room only upon request.

“The Serenity Collection” is today’s premier bedding package and includes pillow top mattresses and luxury linens. Did you enjoy your night’s sleep? Visit www.pacificcoast.com to order your own Serenity bedding package.

California state law and local enforcement of national fire codes mandate that there is a maximum of four guests per room (adults/children).

The hotel’s current room type breakdown is as follows:

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>ROOM CODE</th>
<th>TOTAL # AVAILABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STANDARD ROOMS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Nonsmoking King</td>
<td>NK1</td>
<td>81</td>
</tr>
<tr>
<td>Standard Nonsmoking Queen</td>
<td>NQ2</td>
<td>142</td>
</tr>
<tr>
<td><strong>STANDARD EXECUTIVE LEVEL ROOMS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonsmoking Executive King</td>
<td>NK1E</td>
<td>54</td>
</tr>
<tr>
<td>Nonsmoking Executive Queen</td>
<td>NQ2E</td>
<td>1</td>
</tr>
<tr>
<td><strong>SUITES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No Bed Hospitality/Parlor Suite</td>
<td>NPO</td>
<td>2</td>
</tr>
<tr>
<td>Nonsmoking Two Room King Executive Level Suite</td>
<td>NK1SE</td>
<td>3</td>
</tr>
<tr>
<td>Nonsmoking King Presidential Suite</td>
<td>NK1SDE</td>
<td>1</td>
</tr>
<tr>
<td><strong>STANDARD SMOKING ROOMS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Smoking King</td>
<td>SK1</td>
<td>3</td>
</tr>
<tr>
<td>Standard Smoking Queen</td>
<td>SQ2</td>
<td>2</td>
</tr>
<tr>
<td><strong>ACCESSIBLE ROOMS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessible Nonsmoking King</td>
<td>NK1H</td>
<td>6</td>
</tr>
<tr>
<td>Accessible Nonsmoking Queen</td>
<td>NQ2H</td>
<td>2</td>
</tr>
<tr>
<td>Accessible Roll-in Nonsmoking King</td>
<td>NK1HR</td>
<td>1</td>
</tr>
<tr>
<td>Accessible Roll-in Nonsmoking Queen</td>
<td>NQ2HR</td>
<td>1</td>
</tr>
</tbody>
</table>
The above room codes are utilized by the hotel’s reservations department. It will assist us greatly if you use these codes on the rooming lists you send to the Doubletree San Diego/Mission Valley:

**GUEST SERVICES**

Our Guest Services department is responsible for the movement/storage of your luggage and the delivery of all non-food and beverage amenities. Porterage charges can be set forth in your contract. The current rate is $4.00 per person, plus state tax, and is subject to change. Departure notices and bag storage can be coordinated with our bell services desk or the front desk.

**HEAT**

HEAT (Hilton Environmental Analysis and Tracking) is our internal measurement system to collect, analyze, and track environmental and social performance at our property as well as our brands globally. In so doing, we are able to integrate sustainability as a core performance metric and drive economic and social returns. Your Catering/Event Manager can share detailed information.

**HHONORS FLOOR (BASED ON AVAILABILITY)**

The Doubletree San Diego Mission Valley offers two private Executive floors for our HHonors guests to enjoy and relax. A complimentary Continental Breakfast is offered in the morning from 6:00 am to 9:00 am on Monday thru Thursday in our Executive Level Lounge and from 7:00 am to 10:00 am on Friday thru Sunday in our Fountain Café. An afternoon reception is also offered from 5:00 pm to 7:00 pm Monday thru Thursday in our Executive Level Lounge. For Friday thru Sunday, guests will receive a voucher for one complimentary appetizer and one non-alcoholic beverage in our Windows Lounge that can be redeemed between 5:00 pm to 7:00 pm.

**HOLD HARMLESS AGREEMENT**

The Doubletree San Diego Mission Valley requires any outside vendor/exhibitor to sign the Hold Harmless Agreement prior to event setup. Please see below for the Hold Harmless Agreement:
HOLD HARMLESS AGREEMENT

This Agreement is made this ___ day of ________, 2010, by and between Doubletree Hotel San Diego Mission Valley (the “Hotel”) and ______________________ (“Contractor”). The parties hereto agree as follows:

Contractor has been retained by ___________________ (“Group”) as a contractor for Group’s event at the Hotel over the dates of __________________________ (“Event”). The Hotel shall allow Contractor to provide services to Group at the Hotel for the Event. In exchange for this valuable consideration, Contractor agrees and covenants as follows:

I. INDEMNITY:

A. Contractor including, without limitation, its affiliates, agrees to indemnify, defend and hold harmless Hotel, its owners [list names of owners if required] and Hilton Hotels Corporation (including each of such entities’ owners, partners, subsidiaries, affiliates and franchisees) and their respective members, partners, officers, owners, agents, employees, parents, affiliates, insurers, successors, or assigns (collectively, the “Indemnitees”) from and against all loss, claims, demands, actions or causes of action, liabilities, damages, fines, expenses, costs of whatsoever nature (including reasonable attorney’s fees and costs) whether by reason of death or injury to any person or loss of or damage to any property or otherwise (“Claims”) including Claims which may be asserted by third parties, arising out of, resulting from or in any way connected with, in whole or in part: (a) any breach of the Agreement by Contractor; (b) the activities of Contractor (or any of its employees, agents, exhibitors, guests or attendees) at the Hotel or any related act or failure to act by Contractor or its parties (including but not limited to any omission or act taken or committed by Contractor in any way related to the Event).

B. Contractor agrees to carry contractual liability insurance to cover the Indemnitees for any claims arising from the indemnity provisions set forth in paragraph A above and provide the Hotel a current certificate evidencing such coverage. Such insurance must name each of the Indemnitees identified in paragraph A above as additional insured and shall include the CG 20 10 endorsement or its equivalent to the certificate.

C. For the purpose of these indemnities, the activities of Contractor and its agents or employees on or about the Hotel premises shall by deemed to relate to Contractor’s activities pursuant to this Agreement whether or not such activities are within the scope of their agency or employment.

D. Hotel shall have the right to employ its own counsel and to assume its own defense in connection with any action or proceeding to which this indemnification, hold harmless, or defense obligation would be applicable, but the reasonable fees and expenses of such counsel shall be borne by Contractor and shall be paid when due.
II. INSURANCE:

A. Contractor understands that in order for it to provide services on the Hotel premises, Contractor must meet certain insurance requirements. A current certificate evidencing the below listed coverage is required and must be provided at least twenty (20) days’ before the Event (only if requested by Event Manager).

- **Commercial General Liability:** Not less than $2,000,000 combined single limit for bodily injury and property damage. This limit is subject to change based on the scope of work.

- **Automotive Liability:** Not less than $1,000,000 combined single limit for bodily injury and property damage.

- **Employers Liability:** Not less than $500,000 combined single limit.

- **Workers Compensation:** In the minimum amount required by the applicable Workers’ Compensation statute. In the absence of Workers Compensation insurance in Texas, evidence of an alternative employee benefit program must be provided, as well as proof that the company has legally non-subscribed to the applicable Workers Compensation Act.

- **Property Insurance** for Contractor’s tools and equipment. In no event shall Hotel, Owners or Hilton Hotels Corporation be liable for any damage to or loss of personal property sustained by Contractor, whether or not it is insured, even if such loss is caused by the negligence of Hotel, Owners or Hilton, its employees, officers, directors, or agents.

B. Contractor waives on behalf of its self and its insurers all rights against Hotel, Owners or Hilton Hotels Corporation and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by its insurance regardless of deductibles and/or limits, if any.

C. Such insurance must name the Indemnitees as additional insured under both the General and Automobile liabilities policies on from CG 20 10 endorsement or its equivalent.

D. Certificates of Insurance should be sent to your Conference Manager, Nicole Fuentes. Failure to provide such insurance will prohibit Contractor from accessing the Hotel premises.

III. MISCELLANEOUS

A. The Hotel is committed to a drug and alcohol free work place. In addition, it is a requirement that all persons on the Hotel premises conduct their job duties in a safe manner. The Hotel reserves the right to require Contractor’s operations to cease at any time if, in the Hotel’s reasonable estimation, these two policies are not being adhered to.
B. Contractor understands and agrees that Contractor is being employed by Group and that the Hotel has no relationship with Contractor outside of the fact that some of the work Contractor is providing to Group will be performed or utilized at the Hotel. Contractor acknowledges and agrees that Contractor has not been promised, and will not claim, any payment or consideration from Hotel either for complying with the terms of this Agreement or for any other reason.

C. This Agreement shall be governed by and construed in accordance with the laws of the state where the Hotel is located. Notwithstanding termination or expiration of the Event, this Agreement shall continue to survive. This Agreement supersedes all prior agreements between the parties concerning the subject matter hereof and constitutes the entire agreement between the parties with respect thereto. This Agreement may be modified only with a written instrument duly executed by both of the parties. No waiver by any party of any breach of this Agreement shall be deemed to be a waiver of any proceeding or succeeding breach; any waiver is only valid if in writing signed by the party making the waiver. The headings and titles to the paragraphs of this Agreement are inserted for convenience only and shall not be deemed a part of or effect the construction or interpretation or any provision hereof. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original, and all such counterparts together shall constitute but one and the same instrument.

Neither party hereto shall be deemed to be the drafter of this Agreement and, if this Agreement is construed in any court or arbitration proceeding, said court or arbitrator shall not construe this Agreement or any provision hereof against either party as the drafter hereof. If any phrase, clause or provisions of this Agreement is declared invalid or unenforceable by a court or arbitrator of competent jurisdiction, such phrase, clause or provision shall be deemed severed from this Agreement, but will not affect any other provision of this Agreement, which shall otherwise remain in full force and effect. If any restriction or limitation in this Agreement is deemed to be unreasonable, onerous or unduly restrictive by a court or arbitrator of competent jurisdiction, it shall not be stricken in its entirety and held totally void and unenforceable, but shall remain effective to the maximum extent permissible within reasonable bounds.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date written above.

AGREED AND ACCEPTED:

HOTEL  

CONTRACTOR
HOSPITALITY/ REGISTRATION DESKS
Your Catering/Event Manager is happy to arrange a hospitality desk for your group. Hospitality desks can be located near the group’s check-in. Phones may be arranged in advance with either in-house extensions or direct dial numbers. Please note that all hospitality desks will be taken down each evening and reset for the next day’s use.

Should you require a larger area for an office, storage or hospitality, please consult your Catering/Event Manager for space availability.

Handwritten signs and flip charts are not allowed in any hotel public areas. Professionally printed signs may be ordered in advance.

HOTEL FACTS
Location: The Hotel is located in the heart of Mission Valley
Address: 7450 Hazard Center Dr. – San Diego CA, 92108
Telephone: (619) 297-5466
Facsimile: (619) 297-5499
Reservations: (800) 222-TREE (8733)
Website: www.sandiegomissionvalley.doubletree.com
Owned and Managed By: Blackstone/ Hilton
Last Renovation: Meeting Space Renovated August 2006, Guest Rooms to be Renovated in Late 2008 through 2009
Awards: The Doubletree San Diego Mission Valley is proud to be the recipient of the CARE CUP Award the 2nd Quarter of 2005 and the 2007 CRYSTAL COOKIE Award.
**HOTEL MAP**
Attendees may request a map when they arrive at the hotel. Your Catering/Event Manager can also customize the map for your guests to state your group name and show locations and directions for your special functions. These maps can be located in each guest’s key packets. The cost is $1.00 per room.

[Back to Resource Information]

**HOUSEKEEPING**
Daily housekeeping services, which consists of general cleaning, take place between 8 a.m. and 5 p.m. Should one of your guests require special times of service, requests may be made directly with Housekeeping or your Catering/Events Manager.

The suggested housekeeping gratuity is $1.00 - $2.00 per day. Please let your Catering/Events Manager know if you would like to have the gratuity rate predetermined and billed to the master account.

[Back to Resource Information]

**INDEMNIFICATION**
To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, Hilton, and Owner, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including attorney’s fees), arising out of or connected with your function, except those claims arising out of the sole negligence or willful misconduct of the hotel.

[Back to Resource Information]

**IN-ROOM DINING**
Our In-room Dining is open from 6:00am to 11:00pm everyday for breakfast, lunch, dinner, snacks and beverage service. We are happy to offer convenient doorknob ordering for breakfast service. In-Room Dining can be reached at extension 4140 and menus are located in each guestroom.

Room service gratuity is 20% and is posted automatically on all checks. There is also a trip charge of $3 per room.

[Back to Resource Information]

**INTERNET SERVICES**
For a small fee, the Doubletree Hotel San Diego Mission Valley provides wired or wireless internet in all guestrooms. We also provide complimentary internet in the following areas: Hotel Lobby, Windows Lounge, Fountain Café, and Business Center. Hilton IT Support will answer any questions concerning our internet system through the Stay Connected Support line at (877) 474-2411.

Please contact your Catering/Event Manager for information on meeting room internet.

[Back to Resource Information]
KEYS/ KEY CARDS
Please contact your Catering/Event Manager if you would like keys to any of your meeting rooms or office rooms. Keys to existing locks are available at no charge. If you wish to have a lock changed there will be a $250.00 charge per door/per room.

Customized Key Cards for Guest Rooms: Please contact your Catering/Event Manager if you would like custom keys for your group. They are an excellent way to market your organization or upcoming events.

KEY HOTEL CONTACTS
Below are our key hotel contacts and their contact information for your reference.

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>OFFICE EXT.</th>
<th>CELL NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Joseph Kruvi</td>
<td>Hotel Manager</td>
<td>4000</td>
<td>(619) 275-8977</td>
</tr>
<tr>
<td>Mr. Sam Getachew</td>
<td>Director of Food and Beverage</td>
<td>4028</td>
<td>(619) 571-2932</td>
</tr>
<tr>
<td>Ms. Mary Ellen Stevens</td>
<td>Director of Catering and Event Services</td>
<td>4024</td>
<td>(619) 921-2154</td>
</tr>
<tr>
<td>Mr. Donovan Henson</td>
<td>Director of Sales &amp; Marketing</td>
<td>(619) 270-2650</td>
<td>(619) 520-9678</td>
</tr>
<tr>
<td>Mr. James Kane</td>
<td>Banquet Manager</td>
<td>4013</td>
<td>(619) 571-2729</td>
</tr>
<tr>
<td>Mr. David Umatum</td>
<td>Executive Chef</td>
<td>4029</td>
<td>(619) 571-3195</td>
</tr>
<tr>
<td>Mr. Travis Igne</td>
<td>Director of Audio Visual</td>
<td>4164</td>
<td>(619) 921-3769</td>
</tr>
<tr>
<td>Mr. Mark Rincon</td>
<td>Director of Front Office</td>
<td>4032</td>
<td>(619) 279-9036</td>
</tr>
<tr>
<td>Ms. Kirsten Cline</td>
<td>Reservations Manager</td>
<td>4033</td>
<td>(619) 270-2624</td>
</tr>
<tr>
<td>Ms. Lupita Barrera</td>
<td>Director of Housekeeping</td>
<td>4048</td>
<td>(619) 279-9043</td>
</tr>
<tr>
<td>Ms. Leda Gonzalez</td>
<td>Director of Finance</td>
<td>4012</td>
<td>(619) 921-3916</td>
</tr>
<tr>
<td>Mr. Ken Godwin - Austen</td>
<td>Director of Engineering</td>
<td>4090</td>
<td>(619) 921-2331</td>
</tr>
</tbody>
</table>

LIMOUSINE SERVICES
Your Catering/Events Manager can assist you in making arrangements to have a group VIP transported limousine or town car through an outside service. Please provide your Catering/Events manager with a detailed arrival and departure manifest as soon as possible so they can make appropriate arrangements.
LIQUOR LAWS
The State of California has strict liquor laws that must be followed by the Doubletree San Diego/ Mission Valley and its guests. Because the hotel is only licensed-authorized to sell and serve alcoholic beverages that were purchased by the Doubletree San Diego/ Mission Valley, no group may bring in their own alcohol to be served. The legal drinking age in California is 21 years of age.

Your Catering/Event Manager may provide a copy of some of the applicable State of California liquor laws upon request.

LOADING DOCK
The loading dock is located behind the hotel. The hours of operation are from 7 a.m.–4 p.m. Mon-Fri. There are no deliveries or load-in/load outs between the hours of 4 p.m. and 7 a.m. Please contact your Catering/Events Manager to schedule a delivery time.

LOCAL INFORMATION
Centrally located, the Doubletree Hotel San Diego Mission Valley is walking distance from various retail shops & restaurants. Please see below:

1. Applebee’s, All American Grill, Joe’s Crab Shack, Quizno, Intermezzo Café
2. San Sai, Roberto’s, Food 4 Less, Jack in the Box
3. Carl’s Jr, Del Taco, In Cahoots, Mission Valley Medical Center
4. Denny’s and Gasoline Station
5. CVS Pharmacy, Ralph’s, Wells Fargo Bank, Einstein’s Bagel, Jamba Juice, Subway’s,
   Burger King, Blockbuster Video
6. Shell Gasoline Station, Car Wash
7. Mimi’s Café, Verizon Wireless
8. Best Buy, Hooters, Chase Bank
9. Sammy’s Woodfired Pizza, Panda Express, On The Border Mex Grill
10. King’s Fish House, Fuddrucker’s, BevMo!, Gordon Biersch, Chevy’s, Marshall’s, Old
    Navy, DSW Shoes, Border’s Bookstore
11. Bank of America
12. In-N-Out Burger, Taco Bell
13. Ross, Sports Authority, Wahoo’s Fish Taco, Wendy’s, Sears Essential
14. IKEA, Costco, IHOP, Lowe’s, Oki-Ton Japanese Bistro, McDonald’s

Back to Resource Information

**LOST AND FOUND**
It is the policy of Hilton Hotels Corporation to make every effort to return any found property
to its rightful owner. All found property in the hotel will be recorded and stored whether it is
found in a guestroom, public space, or any other area of your hotel. We will make every
try to determine the legitimate owner and return the found property. If the owner cannot
be determined within ninety (90) days, the found property will be disposed of in accordance
with the state law. If no local or state law exists, or these agencies decline involvement, the
property shall be returned to the finder.

Please note that the above policy does not apply to the below items. These items will be
disposed of immediately:

Toothbrushes
Ladies Hosiery
Undergarments
Cigarettes
Alcohol/ Beverages
Medications (Only be kept for 24 hours)

For more information, please contact Lost and Found at 4241.

Back to Resource Information

**LUGGAGE STORAGE**
Guests can store their luggage with Guest Services at the Bell Stand. For extensive luggage
storage requirements, a banquet/meeting room may be set aside for storage. This will be based
on availability and fees may apply. Please contact your Catering/ Events Manager if you feel
your guests will require extensive luggage storage.

Back to Resource Information
MANAGER ON DUTY (M.O.D.)
For your convenience, a Manager on Duty is available 24 hours a day, 7 days a week and can be accessed via the guest service hotline at extension 0.

MAILING SERVICES
Stamps are available for sale in our gift shop and outgoing mail can be dropped off with the Front Desk. Our purchasing department also offers FedEx, UPS and DHL shipping services. Our Purchasing Department can be reached at extension 4005 and they will be happy to assist you with your shipping needs.

MEETING ROOM SET STANDARD
Standard meeting room setups include the following items:

- Banquet or Classroom Tables and Chairs
- Captain’s Choice of Linens
- Ice Water Station

Basic meeting room set up is complimentary. Depending upon the extent of the setup requirements, additional charges may be incurred. Please contact your Catering/Event Manager to discuss your meeting setup requirements. All meeting rooms are set non-smoking.

NEWSPAPERS/PUBLICATIONS
All guests receive a copy of the USA Today Newspaper outside their guest room door everyday, Monday-Friday. No Newspapers are delivered to guestrooms on Saturdays and Sundays. Guests may also purchase Newspapers at our “Tree Wishes” Gift Shop everyday, Monday- Sunday. Their newspaper selection includes the following Newspapers:

San Diego Union Tribune
Los Angeles Times
Wall Street Journal
New York Times

PARKING
The Doubletree San Diego/ Mission Valley offers self-parking in our three story parking garage. Over night Self-parking is $15.00 per night. Day use parking is complimentary. For guests only attending day-functions, the parking ticket obtained upon arrival needs to be re-inserted upon exit.

We also offer valet parking at the rate of $18.00 per day.
If you are planning a large movement or delivery of rental cars for a specific group event or activity, please advise your Catering/Event Manager so that specific parking may be reserved.

PERSONALIZED ONLINE GROUP RESERVATIONS WEBPAGE (POG)
POGs are personalized web links that your attendees can use to book reservations. POGs are available at all Hilton Family properties. You will have several opportunities to customize the link by adding your group agenda, logo, etc. and best of all it’s FREE.

You can incorporate your POG link onto your website, registration information, or forward it to your guests. The link contains information about your upcoming program, the hotel, room rates, etc. and it allows guests to book their reservations online, 24/7.

PETS
The Doubletree Mission Valley does not allow any size pets. Please contact our guest services department for close by kennels.

POOLS
The Doubletree San Diego/ Mission Valley has two pools. Our outdoor pool is open from 7am-10pm daily and our indoor pool is open 24 hours with room key access.

POST-CONVENTION MEETING
We encourage our customers to meet with their Catering/ Event Manager, Banquet Team, and General Manager during or after their meeting to provide and review feedback. Your Event Manager will coordinate a convenient time.

POST EVENT REPORT
For meetings and conventions with more than 100 rooms on peak night, your Event Manager will complete a Post Event Report. This report details your room pick-up and food and beverage revenues. Please notify your Catering/ Events Manager if you would like to receive a copy of this report.
SUMMIT-PRE-CONVENTION MEETING
In order to introduce our clients to our key contacts, we like to arrange a pre-convention meeting a day or two prior to your main group arrival. Please advise your Catering/Event Manager as to who will attend from your organization and what a convenient time would be for this meeting (meeting can range from 30 minutes to one hour).

Please note that for smaller groups, a smaller more personalized meeting may be set up involving key operational department heads only (e.g. Catering/ Event, Banquets, A/V, and F&B).

PUBLIC TRANSPORTATION
The San Diego Trolley operates approximately between 5 a.m. and 12 a.m. daily. The trolley picks up and drops off across the street the hotel at the Hazard Center stop. Fares start at $2.50 one-way, per person. Day passes are available at the front desk for $5.00. Bulk purchases of shuttle passes are available for your attendees. Please consult your Catering/Event Manager so that they can ensure that the Front Desk will have enough shuttle passes available.

RECYCLING
The Doubletree San Diego/ Mission Valley focuses on being a green hotel. We have various recycling programs throughout the hotel.

RESTAURANTS/LOUNGES
Our Fountain Café serves Breakfast from 6:30am-11am Mon.-Fri., and 7:00am – 11:30am Sat. and Sun.
Our Windows Lounge serves an all day menu as well as appetizer and specialty items from 10am-11pm Sun.-Thurs., and 10am-12am Fri. and Sat.
RESTAURANT RESERVATIONS
Reservations are strongly recommended for all restaurants in the hotel and in the San Diego area whether it is for a table of four or a dine-around for 250.

RESTROOMS
Public restrooms are located in the following areas:
Near the Lobby elevators, near the Grand Ballroom, and on the 2nd Floor near the Executive Conference Room.

ROBES
All rooms on our Executive Level Floors (10th and 11th Floors), contain one terry cloth robes. Robes can be delivered to all other rooms upon request and are also available for purchase through our Housekeeping Department.

SAFES/SAFE DEPOSIT BOXES
Safety deposit boxes available behind the front desk.

SECURITY
If required, in our sole judgment, you may be required to provide, at your expense, additional security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located in order to maintain adequate security measures in light of the size and/or nature of your function. The security agency will be subject to our approval and such security personnel may not carry weapons.

SHIPPING AND RECEIVING – BOX STORAGE
Packages for functions may be delivered to the hotel up to one week prior to the event/convention. Arrangements must be made through your Catering/Event Manager for storage. Please note that the hotel storage facilities are extremely limited. A $50.00 per day storage/handling fee will be applied to all shipments, up to 25 boxes. Anything in excess of 25 boxes will incur an additional $25.00 per day charge. Pallets or any extremely heavy items that will require a pallet jack or fork lift, will also incur an additional $25.00 per day charge.

Please keep in mind that we are not responsible for the contents of your shipments and therefore, suggest that you do not ship valuables.
Please label all shipments as follows to insure proper delivery and storage:

Doubletree Hotel San Diego Mission Valley  
7450 Hazard Center Drive  
San Diego, CA 92108  
**Hold For: Group Name and Dates**  
**ATTN: Guest Name**

**SHOPPING**

**Fashion Valley Mall**  
7007 Friars Road  
San Diego, CA  
619-688-9113  

**Mission Valley Mall**  
1640 Camino Del Rio North  
San Diego, CA 92108  
(619) 574-0521  
[www.westfield.com/missionvalley/](http://www.westfield.com/missionvalley/)

**SIGNAGE/BANNERS**  
The Doubletree San Diego/ Mission Valley takes pride in the condition and aesthetic appearance of our facility. In order to maintain a quality image for all Hotel guests, there are a few things we ask of you during your stay:

Only professionally printed signage is allowed in the meeting/convention areas. These signs can be used with easels or in sign stands. No handwritten signs or flipcharts are allowed outside the meeting rooms.

No banners can be hung along the walls of the Public Areas. Banners may be hung from the skirting of the hospitality desks and at outdoor functions. Hotel personnel must provide the labor to hang the signs at a fee of $25.00 each. NO SIGNS, POSTERS OR PRINTED MATERIAL WILL BE ALLOWED TO BE PINNED, TAPE OR AFFIXED IN ANY WAY TO DOORS, WALLS OR CEILINGS.

In addition, nothing is to be placed over exit doors or located to conceal or obscure any exit.
SMOKING
Smoking is only permitted in our 6 designated smoking rooms. While other non-smoking rooms may have balconies, smoking is not permitted in these rooms or balconies. Fees will be applied if violated.

The Doubletree San Diego/ Mission Valley also has outdoor smoking areas. However, please keep in mind that according to the California State law you cannot smoke within 20ft of any public building. The State of California does not allow indoor smoking in any Restaurant or Bar areas.

SPA (BE GOOD TO YOURSELF)
Come treat yourself to a relaxing and revitalizing massage. You are welcome to use the fitness center, sauna, hot tub and either the indoor or outdoor pool; all conveniently located within steps of the massage room.

Our massage professionals are fully certified and licensed. Our techniques include Swedish Circulatory, Deep Tissue, Oriental, Sports and Passive Joint Movement massage. We use a blend of these techniques to design a massage that meets your individual needs.

Additional Services:
- Gift Certificates
- In-Room Massages
- Chair Massages for Meeting Breaks

Appointments required and available 7 days a week from 8am-9pm. For reservations and information please call (619) 295-9690 or ext. 4949. You may also make reservations via email at: Massage2270@yahoo.com

Brochures are available at the front desk.

SPORT
Sustainable Property Operations Results Tracking
SPORT is an integrated, performance based system, built into our HEAT system that looks at all of the key focus areas in terms of sustainability and operational best practices. Your Catering/Event Manager can share detailed information.

SUITES
For accommodations that have enough room for your entire family, that have an elegant and private location to entertain, are perfect for a romantic getaway, or for accommodations that have a grand style to suit your tastes, consider one of our suites. Our suites vary from one-
bedroom Executive Level Suites to apartment style Hospitality Suites with a connecting sleeping room to our largest suite, the Presidential Suite.

One-Bedroom Executive Level Suite

SUSTAINABILITY
Mission Statement: Hilton Worldwide will manage our business through a lens of sustainability to benefit this generation and those that follow. Through action and innovation we will lead our industry in projects and programs that:

- Enhance the guest experience
- Engage our employees
- Improve operational efficiency
- Advance building design
- Strengthen our partnerships
- Serve our communities
- Protect our global environment
- Enrich our Family of Hotels

TAXES
Current sleeping room taxes are listed below:

- California State General Excise Tax -8.75%
- California State Hotel Tax- 10.6%
- San Diego Tourism Tax Assessment Fee- 2%.
- California Tourism Tax- $.15/night

All goods and services are subject to state tax including but not limited to food, beverage, labor, and gratuities.
TAXICABS
There are a total of 45 taxi companies in San Diego that are available to our guests. Our Guest Services department will be happy to assist with recommendations and reservations.

The standard rate for transfers from the San Diego, Lindbergh Field Airport to the Doubletree San Diego/ Mission valley is approximately $25.00 plus gratuity.

Back to Resource Information

TELEPHONES/TELECOMMUNICATIONS
The following types of telephone lines and internet access are available for your guests and meeting needs. Please advise your Catering/ Event Manager, if you need the use of a phone for your program.

House/ Restricted Phone Lines: Used for in-house calls only. Complimentary at group registration desks.

DID/ Unrestricted Phone Lines: The installation fee is $75.00 plus tax plus price of all calls. DID lines can be used for Long Distance. Minimal PC and fax can work as well.

B1 Telephone Lines: Outside line, not connected to the hotel switchboard. (Dedicated Number) This line should be ordered if you will require continuous use for PC, faxing or will be using the phone to make outside calls on a constant basis. The hotel operators need (2) days notice before we can activate the lines. The phone company/hotel operators require minimum (2) weeks notice for more than (2) lines. Contact Catering/ Event services for pricing and specifics.

Internet Access: Broadband Access: TI or wireless in sleeping rooms $11.95 per day. Broadband Access - TI or wireless in the meeting rooms require a set-up fee of $150.00 for the first personal computer and $25.00 for each additional personal computer.

Guest Room Calls:

<table>
<thead>
<tr>
<th>Type of Call</th>
<th>Instructions</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY</td>
<td>9 + 911</td>
<td>No Charge</td>
</tr>
<tr>
<td>Room to Room</td>
<td>7 + Room Number</td>
<td>No Charge</td>
</tr>
<tr>
<td>Local</td>
<td>9 + Number</td>
<td>$1.25 for the First 60 Minutes and $.10 Per Minute Thereafter.</td>
</tr>
<tr>
<td>Toll Free (800/888/866)</td>
<td>9 + 1 + Number</td>
<td>No Charge for the First 60 Minutes and $.20 Per Minute Thereafter.</td>
</tr>
<tr>
<td>Long Distance</td>
<td>9 + 1 + Number</td>
<td>AT&amp;T Operator Assisted Rate Less 50% of Surcharge</td>
</tr>
<tr>
<td>International</td>
<td>9 + 011 + CC + CC + Number</td>
<td>AT&amp;T Operate Assisted Rate By Country</td>
</tr>
</tbody>
</table>

***Applicable Taxes will be added. Rates are subject to change. There are no charges for incoming calls.
You may obtain free rate information at any time by dialing 9+00 and asking the AT&T Operator for the rate of an Operator Assisted Call. Hilton subscribes to AT&T Long Distance and Operator Services. You have the right to reach other long distance carriers from the telephone, and you may do so by dialing the access code provided by that carrier. Please direct all complaints to:

Federal Communications Commission, FCC Enforcement Division; CCB Room 6202; Washington, DC 20554.
State of New York Dept. of Public Service; 3 Empire State Plaza; Albany, NY  12223 (800) 342-3377

**Voice Mail:**
Voice Mail enables you to receive your messages when you are outside the hotel.

To hear messages, if the red light is flashing on your guest room telephone:
1. Lift the receiver
2. Press MESSAGE key.
3. Follow recorded instructions.

Should you require assistance while using Voice Mail, simply press the “*” key at any time.

**TUXEDOS/FORMAL WEAR**
If you are anticipating a large delivery of tuxedos on site, please advise your Catering/Event Manager in advance.

The following companies offer tuxedo rentals:

**Bridal & Tuxedo Galleria of San Diego**
4242 Camino Del Rio North #14
(619) 281-1717

**Friars Tux Shop**
9240 Clairemont Mesa Blvd
Kearny Mesa, CA 92123
(858) 565-0111

**WEATHER**
Depending on the season, the weather at the Doubletree San Diego/ Mission Valley varies from a low of 50 degrees to a high of 80 degrees. Before visiting the Doubletree San Diego/ Mission Valley we recommend that guests check the local listings to determine the weather conditions.
WHEELCHAIRS
If a guest requires a wheelchair, we can arrange a rental for them at their own expense. The following companies have wheelchairs for rent and will deliver to the Doubletree San Diego/Mission Valley:

Howard’s Mobility
1515 Washington Street
San Diego, CA 92103
(877) 297-1983/ (619) 297-6013

Park Boulevard Pharmacy
3904 Park Blvd
San Diego, CA 92103
(619) 295-3109

WIRED PAYMENT
If you would like to have payment wired, please notify your Catering/Event Manager, and instructions will be faxed to you. Please note that wire transfers are based on approval and may take several weeks.

WORSHIP SERVICES
The following is a list of nearby locations.

- **Baptist**
  Del Cerro Baptist
  5512 Pennsylvania
  La Mesa, CA 91942
  (619) 460-2210

- **Buddhist**
  Buddhist Temple of San Diego
  2929 Market Street
  San Diego, CA 92102
  (619) 239-0896

- **Catholic**
  The San Diego Mission De Acala
  10818 San Diego Mission Road
  San Diego, CA 92117
  (619) 283-7319

- **Christian**
  Dayspring Christian Fellowship
  6196 University
  San Diego, CA 92115
  (619) 582-1344
• **Episcopal**  
  All Saints Episcopal  
  625 Pennsylvania Avenue  
  San Diego, CA 92103  
  (619) 298-0313

• **Jehovah’s Witness**  
  Jehovah’s Witness Chollas Heights  
  2710 Euclid Avenue  
  San Diego, CA 92105  
  (619) 266-0870

• **Jewish**  
  Tree of Life Messianic Jewish Congregation  
  4967 69th Street  
  San Diego, CA 92115  
  (619) 656-1168

• **Lutheran**  
  Christ Lutheran Church  
  4761 Cass Street  
  San Diego, CA 92109  
  (858) 483-2300

• **Presbyterian**  
  Covenant Presbyterian Church  
  2930 Howard Avenue  
  San Diego, CA 92104  
  (619) 563-0560

  [Back to Resource Information]

**FORMS**

- Amenity Request Form
- AV Form (For Exhibitors)
- Credit Application
- Credit Card Authorization
- Planning Checklist

For copies of these and other useful forms please contact your Catering/Events Manager.