



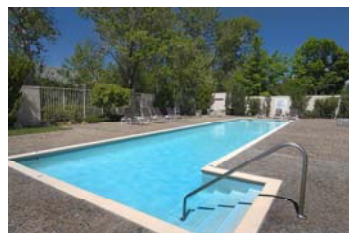
Doubletree Club Hotel Boise

Meeting & Event Resource Guide

Our goal is to be 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. It is a pleasure to 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 Club Hotel Boise
475 West Parkcenter Blvd.
Boise, ID 83706

www.doubletree.com

www.boiseclub.doubletree.com

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GENERAL INFORMATION

The Doubletree Club Hotel Boise is located minutes from the Boise Airport and the Idaho State Capitol Building, with easy access to I-84.

Our freshly renovated hotel offers spacious, comfortable guestrooms and executive suites for the perfect mix of business and pleasure. The Doubletree Club Hotel Boise is convenient to numerous international, national, and regional corporate headquarters such as Albertsons, Micron and Boise (aka Boise Cascade). We offer a full slate of amenities including airport and local shuttle service, complimentary wireless high-speed internet access in all rooms and public areas, Club room facilities, conference rooms, a full service Business Center, audio visual equipment services, and well-appointed meeting and banquet space for up to 80.

The Business Club Room encompasses the Café, the Creekside Lounge and a 24-hour self service Business Center. The Club Room is great for personal work or relaxing with friends or business associates in one of the comfortable conversation areas.



GUEST ROOM DESCRIPTIONS

Standard Guest Room:

The comfortable Sweet Dreams by Doubletree plush top beds await you in our well-appointed standard guest rooms. Our newly remodeled guest rooms contain either one king bed, one queen bed, two double beds, two queen beds or a queen bed with a sofa sleeper. With the in-room Wolfgang Puck coffee maker and coffee, located in the guest room, the bathroom has enough space for you to spread out and feel right at home and includes the bowed shower rod and shower/tub. We pamper our guests with combed cotton terry towels, hairdryers and Neutrogena bath products. The iron and ironing board provided will be helpful if you need to press a garment before your conference or meeting. Complimentary HSWIA, hairdryers and Each guest room includes complimentary high speed wireless internet access, a television with pay per view movies, internet and games.



Upgraded King Bed Room:

The comfortable Sweet Dreams by Doubletree plush top beds await you in our well-appointed standard guest rooms. Our newly remodeled guest rooms contain either one king bed, one queen bed, two double beds, two queen beds or a queen bed with a sofa sleeper. With the in-room Wolfgang Puck coffee maker and coffee, located in the guest room, the bathroom has enough space for you to spread out and feel right at home and includes the bowed shower rod and shower/tub. We pamper our guests with combed cotton terry towels, hairdryers and Neutrogena bath products. The iron and ironing board provided will be helpful if you need to press a garment before your conference or meeting. Complimentary HSWIA, hairdryers and Each guest room includes complimentary high speed wireless internet access, a television with pay per view movies, internet and games.



DINING INFORMATION

Casual dining is available in the Café from 6:00 am – 10:00 pm. We offer breakfast choices featuring hot and cold breakfast items, specialty breakfast sandwiches and freshly baked breakfast pastries from 6:00 am to 10:00 am. For lunch and dinner a variety of entrees, from a hearty soup, garden fresh salads, freshly prepared deli and specialty sandwiches, are offered for your pleasure.



The Creekside Lounge is open from 4:00 pm – 12:00 am and is a perfect place to relax with business associates or friends while enjoying your favorite beverages.



FUNCTION SPACE AND BANQUETS

The Doubletree Club Hotel Boise offers 1,430 square feet of function space and is an ideal choice for meetings up to 70 people. The two meeting rooms are located on the main level just down the hall from the lobby. Each meeting room features natural lighting along one wall of the meeting room (which is always a plus) with black out shades, a complimentary wall mounted white board with markers and a complimentary pull down screen which is approximately 7 feet wide. Prior, during and after your meeting, our staff will assist you with all your catering and event needs to assure a memorable event.

The Parkcenter meeting room is 858 square feet, 22' x 39' x 9'. Maximum theatre style seating is 80 people and maximum classroom style seating is 60 people.

The Doubletree Meeting Room is 572 square feet, 22' x 26' x 9'. Maximum theatre style seating is 60 people and maximum classroom style seating is 30 people.

Our complimentary mini meeting room, off the Lower Club, is the perfect setting for a small private meeting. The mini meeting room will seat 4 people comfortably and includes a complimentary white board.

Also see Meeting Room Capacities under Resources Information. Catering menus are available upon request.

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Safes/Safety Deposit Boxes
Security
Shipping and Receiving
Shopping
Signage/Banners
Site Inspection/Pre-planning
Smoking
Sound System
Special Meal Requests
Storage
Suites
Taxes
Taxicabs
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Telephones/Telecommunications
Theme Parties
Tours/Sightseeing
Trash Removal
Tuxedo/Formalwear
Voice Mail
Weather
Wheelchairs
Wired Payment
Worship Services
Zip-Out Checkout

ADVERTISING OPPORTUNITIES

The hotel offers groups and their affiliates opportunities to sponsor/advertise during the specified dates of the meeting/exhibit. Your Catering Coordinator or Sales Manager will provide detailed information and can discuss other ideas not listed below:

- Logo products, e.g., keycards, cocktail napkins, to go lunch boxes, etc.
- Video Channel
- Banners/Signage

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AFFILIATES

Groups meeting in conjunction with a conference, but not part of the official convention program who require meeting space will work directly with our Sales Department. 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 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 Department to set up food, beverage and billing arrangements.

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AIRLINE INFORMATION

<u>Airline</u>	<u>Nationwide</u>
Aero Mexico	1-800-237-6639
Air Canada	1-888-247-2262
Air France	1-800-237-2747
Air India	1-800-223-7776
Air Jamaica	1-800-523-5585
Air New Zealand	1-800-262-1234
Air Tran	1-800-247-8726
Alaska Airlines	1-800-426-0333
All Nippon Airways	1-800-235-9262
American Airlines	1-800-433-7300
America West Airlines	1-800-235-9292
Austrian Airlines	1-800-843-0002
British Airways	1-800-247-9297
Continental Airlines	1-800-525-0280
Delta	1-800-221-1212
Frontier	1-800-432-1359
Japan Airlines	1-800-525-3663
Jet Blue	1-800-538-2583
KLM Royal Dutch Airlines	1-800-447-4747
Korean Air	1-800-438-5000
Lufthansa	1-800-645-3880
Midwest Airlines	1-800-452-2022

Northwest (Domestic)	1-800-225-2525
Northwest (International)	1-800-447-4747
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	1-800-428-4322
Varig	1-800-468-2744
Virgin Atlantic	1-800-862-8621

Airport Information

The nearest airport is the Boise Airport located four (4) miles, approximately 10 minutes from the Doubletree Club Hotel. Click on www.cityofboise.org/departments/airport for more information.

The hotel offers complimentary airport courtesy shuttle departing from the hotel on the hour and half-hour of each hour.

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AMERICANS WITH DISABILITIES (ADA)

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 responsible for compliance with the ADA in the set up and conduct of meetings for your event.

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AUDIO/VISUAL

The hotel offers a minimum amount of audio visual equipment. An audio visual company may be requested if needed. Any equipment requested that is not in inventory, which has associated costs, will be passed on to your group. For more audio/visual equipment information, please contact our Catering Coordinator or Sales Manager.

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AUTOMATED TELLER MACHINES

There is an ATM conveniently located in the Club area along with a US Bank ATM located across the street from the hotel. There are also ATMs at all major Boise bank locations.

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BABY-SITTING SERVICES

The following childcare companies are licensed, bonded, insured and CPR trained. Parents should arrange directly with the company selected. None of the babysitting agencies are affiliated with the hotel, and as such, the hotel is not responsible for the services rendered by these agencies.

The fees for babysitting services vary by vendor and holiday rates may also apply. Direct payment is required to the vendor. No room charges or master billing for babysitting services is permitted.

Rainy Day Resources
P.O. Box 988
Middleton, ID 83644
Phone: (208) 585-3067
Email: office@rainydayresources.com
Web Site: www.rainydayresources.com
Office Hours: Monday – Friday 9:00 am – 5:00 pm
Hours of Operation: 24 hours a day

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BALLOONS

There is a \$25.00 clean up fee for the use of helium balloons. All helium tanks must be in an approved safety stand or cart. There must be prior written approval for the use of all displays and/or decorations proposed by guest. Please see the Banquet Event Order (BEO) for other specific contractual information.

Creative Balloons
750 S. Progress
Meridian, ID 83642
Phone: (208) 362-8181
Web Site: www.creativeballoonsofIdaho.com
Hours of Operation: Mon. – Fri. 10:00 am – 6:00 pm; Sat. by appointment only

Paper Factory Outlet Party Store
6936 S. Eisenman Road
Boise, ID 83716
Phone (208) 387-3871
Web Site: www.partyamerica.com
Hours of Operation: Mon. – Sat. 10:00 am – 8:00 pm; Sun. 11:00 am – 6:00 pm

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BANKS

US Bank
301 W. Parkcenter Blvd
Boise, ID 8706
Phone (208) 383-7750

Web Site: www.usbank.com

Hours of Operation: Mon. – Thu. 9:30 am – 5:00 pm; Fri. 9:30 am – 6:00 pm

Bank of America

280 South Capitol Blvd.

Boise, ID 83702

Phone: (208) 387-2001

Web Site: www.bankofamerica.com

Hours of Operation: Mon. – Thu. 9:30 am – 5:30pm; Fri. 9:30 am – 6:00 pm

Wells Fargo Bank

877 W. Main Street

Boise, ID 83702

Phone: (208) 389-4010

Web Site: www.wellsfargo.com

Hours of Operation: Mon. – Fri. 9:00 am – 6:00 pm; Sat. 9:00 am – 4:00 pm

Key Bank

875 East Parkcenter Blvd.

Boise, ID 83706

Phone: (208) 334-7237

Web Site: www.key.com

Hours of Operation: Mon.–Thu. 9:00 am–5:00 pm; Fri. 9:00 am–6:00 pm;

Sat. 10:00 am–2:00 pm

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BANQUET BEVERAGE SELECTION

The Doubletree Club Hotel Boise offers a choice of standard and premium beverages on banquet bars. All banquet bars serve wines by the glass, domestic and imported beers, soft drinks, juices, mineral water, and non-alcoholic beers and wines. Please contact your Catering Coordinator for more information.

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BANQUET EQUIPMENT

Items in our banquet inventory are for your use at no additional charge. Any equipment requested not in inventory, which have associated costs, will be passed on to your group.

Please note the hotel does not carry the following items: Dance floor, high boys, serpentine tables, computer terminals/monitors or video conferencing equipment.

For more information on banquet equipment, please see your Catering Coordinator or Sales Manager.

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BANQUET MENU SELECTION

We request that banquet menus, room arrangements, and other details pertinent to your convention be submitted to your Catering Sales Coordinator ten (10) 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 and program arrangements to ensure a successful event.

Specialty and theme parties may be designed to meet your particular needs. Special meal requests can be accommodated. Please advise your Catering/Event Manager in advance with any special dietary requirements.

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STANDARD BANQUET TERMS AND CONDITIONS

- 1. ASSIGNMENT/CONFIRMATION 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 Event Order (“EO”). The terms and conditions of any group sales or catering sales agreement previously signed regarding this event remain in force and the EO 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. GUARANTEE OF ANTICIPATED REVENUE:** At least 72 hours (three business days) before your event, you must inform us, in writing, of the exact number of people who will attend your event. The arrangements set forth on the reserve side of your EO will serve as the final arrangements for your event. 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 or the number of people indicated at the time you signed the sales agreement or the EO, whichever is greater. We will not undertake to serve more than 3% more than this guaranteed minimum.
- 3. LABOR CHARGE:** If the guaranteed number for your event is less than 5 persons, we will add a \$2.00 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.
- 4. OVERTIME:** You agree to begin your event promptly at the scheduled start time and agree to have your guests, invitees and other persons vacate the designated event space at the end time indicated on the final EO. You further agree to reimburse us for any overtime wage payments or other expense incurred by us because of your failure to comply with these regulations.
- 5. GRATUITY & SERVICE CHARGE:** 19% of the food and beverage total plus applicable state or local tax will be added to your account as a gratuity.
- 6. 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, we, at our option, may in such event make reasonable substitutions in menus and you agree to accept such substitutions.
- 7. SET UP CHARGES:** Should extensive meeting room set-ups or elaborate staging be required, there will be a set-up charge to cover Hotel costs and additional labor. If equipment is necessary that exceeds Hotel’s inventory, then you agree to pay for the cost of renting this additional equipment. You agree to indemnify us for any damage caused to

any Hotel property as a result of drayage related to your event, whether caused by you, your agents, employees, or contractors.

8. OUTSIDE FOOD AND BEVERAGE: Due to state law, you may not bring into the Hotel alcoholic beverages. You must obtain prior approval from us before you bring in any food or non-alcoholic 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.

9. AUXILIARY AIDS: The Hotel represents and you acknowledge that the Hotel facilities being rented for you including guest rooms, common areas and transportation services will be in compliance with our public accommodation requirements under the Americans with Disabilities Act. You agree that you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space at least two weeks prior to your event. You agree to pay all charges associated with the provision of such aids by the Hotel.

10. 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. Hilton does not offer or accept any terms or conditions which provide commissions, rebates, HHonors points or other forms of compensation related to revenue for food, beverage, room or equipment rental.

11. 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.

12. 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 including compliance with the provisions of 29 CFR part 470, 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.

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BILLING

Should you require a master account for billing purposes, please complete and return our credit application. Upon approval, master accounts will be assigned per your instructions. Please be sure to advise your Catering Coordinator in advance for any

specific instructions on how you would like your bill organized. We recommend on-site daily review with your Catering Coordinator.

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BOX LUNCHES

Box lunches are available through Sales Department. We can help you create your own customized lunch. If you wish to order box lunches for your group, your Catering Sales Coordinator will arrange the order for you and provide delivery to your specified location on the property.

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BUSINESS CENTER

Whatever your business needs are, they can all be accommodated through our 24-Hour self-serve Business Center or through your Catering Coordinator or Sales Manager if you require a fully operational office setup on property or various limited services. Please contact the Front Desk for outgoing faxes or small copying jobs.

For large quick printing or copying jobs, we recommend calling:

FedEx Kinko's

691 South Capitol Blvd.

Boise, ID 83702

Phone: (208) 331-5100

Web Site: www.fedex.kinkos.com

Hours of Operation: Open 24 hours a day

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BUS/BUS COMPANIES

47-55 Passenger Coaches

Interwest Systems, Inc.

12548 W. Overland Road

Boise, ID 83709

Phone: (800) 657-4062

Local: (208) 375-3711

Web Site: www.interwestsystems.com

Office Hours: Monday – Friday 8:00am – 5:00pm

33-47-55 Passenger Coaches

Boise Shuttle

1105 Lapointe

Boise, ID 83706

Phone: (208) 342-4796

Web site: www.boise-shuttle-charters.com

Office Hours: Mon. – Fri. 9:00am – 5:00pm

24 Hour Dispatch Line 208-429-6816

25 Passenger Trolley

Boise Shuttle

1105 Lapointe

Boise, ID 83706

Phone: (208) 342-4796

Web site: www.boise-shuttle-charters.com

Office Hours: Mon. – Fri. 9:00am – 5:00pm

Limo Services

57 Passenger Coach

15 Passenger Hummer; 6-8-10 or 12 Passenger Super Stretch Limo

SUVs and Towne Cars

Showcase Limousine Service

209 W. 38th Street

Garden City, ID 83714

Phone: (208) 938-1726

Web Site: www.showcaselimousine.com

Office Hours: Mon. – Sat. 9:00am – 9:00pm (call first)

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CAR RENTAL AGENCIES

Following are the three Hilton preferred companies, their locations, and contact numbers.

Hertz Rent-A-Car (800) 654-3011

Local Phone Number: (208) 208-3100

Location: Boise Airport Rent-A-Car facility

Avis Rent-A-Car (800) 321-3712

Local Phone Number: (208) 383-3350

Location: Boise Airport Rent-A-Car facility

Budget Rent-A-Car (800) 527-0700

Local Phone Number: (208) 383-3090

Location: Boise Airport Rent-A-Car facility

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CASH PAID OUTS

The Doubletree Club Hotel does not permit cash paid-out transactions.

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CASH PAYING GUESTS

In the event a hotel guest does not have a major credit card to secure his/her room, the Doubletree Club Hotel Boise will require full payment in advance for room and tax charges. In addition, there will be a \$50.00 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. All room folio charges from the Food and Beverage outlets and movie charges will also be restricted.

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CHECK CASHING PRIVILEGES

Hotel guests may cash checks at the Front Office for up to \$50.00. The check must be imprinted with the guest's name and address and made out to the Doubletree Club Hotel. Identification may be required.

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CHECK-IN AND CHECKOUT

Hotel check-in is 3:00 pm and checkout is 1:00 pm. All guests arriving before 3:00 pm will be accommodated as rooms become available. Our Guest Service Department can arrange to check luggage for those guests arriving early when rooms are not available and for guests attending functions on 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 \$25.00 early departure fee assessed in the event the guest departs prior to their confirmed departure date.

Late Departure

There will be a \$25.00 late departure fee assessed between 3:00pm and 6:00pm. After 6:00pm, a full day rate will apply. Please contact the Front Desk directly to discuss availability and associated fees.

Satellite Check-In

Satellite check-in is available. The following conditions must be met in order to be eligible for consideration; arrival manifest provided seven days in advance of major arrival. The success of a satellite check-in is very dependant on the hotel's occupancy the evening before and flow of your arrival manifest.

Zip Checkout

With zip checkout, your room folio is provided at your door early in the morning of your departure. Simply verify the charges, use the television remote or dial extension "0" to check-out. Please leave your keys in the room. If you are not departing the hotel immediately, luggage storage can be arranged at the bellman's desk.

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COMMUNITY OUTREACH

The Doubletree Club Hotel Boise is an ongoing donor to Light the Night Walk for the Leukemia and Lymphoma Society's nationwide evening Walk to build awareness of blood cancers and raise funds for cures. Team members, through the CARE Committee, participate in the Teaching Kid's To Care elementary school education programs on protecting the environment. Team members and their families also participate in the yearly Susan G. Koman Race for the Cure and other charitable events.

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CONVENTION CENTER

Boise Centre On-The-Grove

850 Front Street

Boise, ID 83702

Phone (208) 336-8900

Web Site: www.boisecentre.com

Travel Time: 15 minutes

Approximate Taxi Cost: \$15.00

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CREDIT CARDS

The Doubletree Club Hotel Boise accepts most major credit cards including American Express, Diners Club, Discover, MasterCard and Visa.

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CREDIT POLICY

Unless you have established credit in advance with us, you will pay the entire contract price in cash or by certified check at least three business days prior to your function or by personal bank check two weeks prior to your function. If you would like to establish credit, please contact your Catering Sales Coordinator or Sales Manager.

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DECORATIONS

Please contact your Catering Coordinator or Sales 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.

We are not 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.

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DEPOSITS

Required group Cash Deposits are outlined in your sales contract. Cash Deposits may be made at anytime throughout your stay and placed to your master account balance. Full pre-payment of room and tax is required for guests not wishing to utilize a credit card upon check-in.

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DIAGRAMS

Diagrams are available on our website or contact your Catering Coordinator or Sales Manager.

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DIETARY REQUIREMENTS

Meals may be provided for your attendees with special dietary requirements. Please advise your Catering Coordinator or Sales Manager if a special meal is requested.

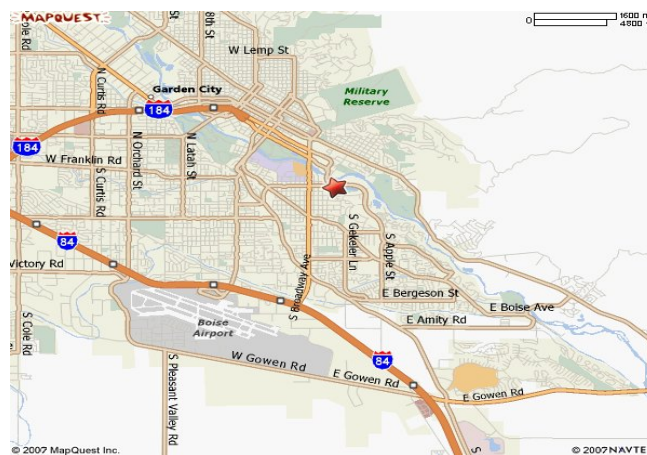
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DIRECTIONS TO THE HOTEL

From the Boise Airport: Head East onto I-84 toward Mountain Home. Continue East taking Exit 54 to Broadway Ave. Turn left onto Broadway Avenue. Continue on Broadway to Beacon Street. Turn right on to Beacon Street and continue to the traffic light. Turn right at the traffic light onto Parkcenter Blvd. Turn right on Ross (1st street on right). Turn right into the hotel parking lot.

Going East on I-84: Take Broadway Avenue Exit 54 turning left up over the overpass onto Broadway Avenue. Continue on Broadway to Beacon. Turn right on to Beacon and continue to the traffic light. Turn right at the traffic light onto Parkcenter Blvd. Turn right on Ross (1st street on right). Turn right into the hotel parking lot.

Going West on I-84: Take Broadway Avenue Exit 54 turning left onto Broadway Avenue. Continue on Broadway to Beacon. Turn right on to Beacon and continue to the traffic light. Turn right at the traffic light onto Parkcenter Blvd. Turn right on Ross (1st street on right). Turn right into the hotel parking lot.



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DOCTORS ON CALL

The following are American trained Board Certified Physicians. None of these agencies are affiliated with the hotel, and as such, the hotel is not responsible for the services rendered by these agencies. Direct payment is required to the vendor. Nor room charges or master billing for services rendered.

Primary Health medical Group
701 E. Parkcenter Blvd.
Boise, ID 83706
Phone: (208) 344-4391
Office Hours: Mon. – Fri. 8:00 am – 5:00 pm

St. Luke's Boise Regional Medical Center
190 E. Bannock
Boise, ID 83712
Main Switchboard: (208) 381-2222
Emergency Department: (208) 381-2235
Web Site: www.stlukesonline.org

St. Alphonsus Regional Medical Center
1055 N. Curtis Road
Boise, ID 83706
Main Switchboard: (208) 367-2121
Emergency Department: (208) 367-3221
Web Site: www.sarmc.org

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DRUG STORES

Walgreen Drug Store
2285 South Apple Street
(Parkcenter Blvd. and Apple Street)
Boise, ID 83706
Store: (208) 336-0377
Pharmacy: (208) 336-3956
Store Hours: Mon. – Sun. 8:00 am – 10:00 pm
Pharmacy Hours: Mon. – Sun. 8:00 am -10:00 pm with Drive-Thru Pharmacy

Sav-On Pharmacy located in Albertsons
1219 Broadway Avenue
Boise, ID 83706
Pharmacy: (208) 433-9905
Pharmacy Hours: Mon. – Sat. 9:00 am – 7:00 pm; Sun. 10:00 am – 6:00 pm

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DRY-CLEANING

Dry-cleaning services are available. Garments dropped off at the Front Desk prior to 8:00 am are returned to the hotel by 5:00 pm the same evening. Garments dropped off after 8:00 am are returned to the hotel the following day by 5:00 pm.

Please note that there is no service on the following Holidays: Memorial Day, July 4, Labor Day, Thanksgiving, Christmas and New Year's.

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eEVENTS

Hilton Family's online booking channel for small groups and meetings.

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ELECTRICAL

The Engineering Department provides assistance with all your mechanical and electrical needs. Please contact your Catering Coordinator or Sales Manager if you require an electrical services request form to secure additional power and/or labor services. All requests for power requirements are to be communicated to your Catering Coordinator or Sales Manager.

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ELEVATORS

The Doubletree Club Hotel Boise has two (2) guest elevators located to the right of the Front Desk.

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EMERGENCY PROCEDURES

The Doubletree Club Hotel Boise 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 0.
- The hotel has an emergency response team 24 hours a day. In the event of an emergency, calling the emergency number 0 will initiate the appropriate response.
- Paramedics, Fire Department, and the Police Department are all located approximately 5 minutes from the hotel.
- Our Security Department, as well as a small number of other employees, is trained in CPR and First Aid.
- Emergency evacuation routes and procedures are located on the inside of all guest room doors.

Nearest Emergency Room and Hospital:

St. Luke's Boise Regional Medical Center
190 E. Bannock

Boise, ID 83712
Main Switchboard: (208) 381-2222
Emergency Department: 208-381-2235
Available 24-Hours a Day, 7 Days a Week
Travel Time from the hotel is approximately 10 minutes or less

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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.

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FAX NUMBERS

The Doubletree Club Hotel Boise does not have a rental fax machine, but your Catering Coordinator or Sales Manager can make arrangements to rent a fax machine for a Group with three (3) business days notice. Incoming faxes to the hotel fax number, 208-345-8354, are complimentary.

For Guests:	(208) 345-8354
Sales and Catering office:	(208) 345-7823
Reservations office:	(208) 345-8354

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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 three 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 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.

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FITNESS CENTER

Complimentary Fitness Center (soon to have Precor Fitness Equipment) with two (2) Stair Climbers, One (1) Stationary Bike, A treadmill and Universal Weight machine.

Hours of Operation: 24-hours a day, seven days a week.

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FLAGS

Our Banquet Department currently has one (1) United States flag in inventory. If you require additional flags, please discuss rental costs with your Catering Coordinator or Sales Manager.

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FLORAL/FLORIST

Boise Floral Company
765 W. Idaho

Boise, ID 83702
Phone: (208) 345-6011
Toll Free: (800) 872-6011
Web Site: www.boisefloral.com
Floral Hours: Mon. - Sat. 9:00 am – 5:00 am

Jack's Flowers
420 N. Orchard
Boise, ID 83706
Phone: (208) 342-6508
Toll Free: (866) 342-6508
Web Site: www.jacksflowers.net
Floral Hours: Mon. – Fri. 8:00 am – 5:30 pm; Sat. 8:00 am – 1:00 pm

Each florist features floral arrangements, blooming, hanging and foliage plants. They will provide beautiful table and buffet centerpieces for your special event. For further information, consult your Catering Coordinator or Sales Manager for assistance with a proposal for your special event.

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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.

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GENERAL MANAGER

Lisa Vincent joined the Doubletree Club Hotel Boise in 2000 as General Manager. She has been in the hotel industry since 1988, previously holding positions as Assistant General Manager at the Doubletree Hotel Riverside Boise, Idaho.

Lisa is thrilled to welcome your group to the Doubletree Club Hotel-Boise and is accessible as needed.

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GIFT IDEAS

<http://www.hiltontohome.com/> - The Hilton Serenity Collection

<http://www.hilton.corplogoware.com/?rep=hilton> - Olympic Merchandise

<http://www.waldorfcollection-hotelsathome.com/home.html> - The Waldorf Collection

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GOLF COURSE INFORMATION

The Warm Springs Golf Course offers you the very best. Their address is 2495 Warm Springs Ave., Boise, ID 83712. The course is open to the public seven days a week. To make tee times please call (208) 343-5661. Transportation for your group can be arranged through your Catering Coordinator or Sales Manager in advance.

Golf Course Information

Green Fees Week Days	\$23.00
Golf Cart Rental	\$12.00 (18 Holes)
Golf Cart Rental	\$ 8.00 (9 Holes)
Riders	No Extra Charge
Club Rental	\$12.00 (18 Holes)
Shoe Rental	None
Twilight Rate (after 5:30pm)	\$18.00
Club Twilight Rental	\$8.00 (9 Holes)
Repeat Rounds	No Charge

Tee Times are booked every 8 minutes.

Facilities

Driving range, putting greens, pro shop, restaurant (serves beer and wine) and restrooms.

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GRATUITIES

Informally known as tipping, in the United States tipping is voluntary. Tips are supposed to be rewarded for services performed as well as a supplement to an employee's income (gratitude). Recommendations for housekeeping - \$1.00 - \$2.00 per day, Bellman - \$1.00 per bag and discretionary for above and beyond services provided for you. Disclosure: all gratuities not outlined in the contract are discretionary.

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GROUP RESERVATIONS IDENTIFICATION PROGRAM (G.R.I.P.)

Manage room blocks proactively with automated cross-reference of group registration lists against hotel reservations.

- 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

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GROUP CHECK-IN, ARRIVALS AND DEPARTURES

The Doubletree Club does not have a specially designed group entrance, however, we can pre check in your group if they are set up on a master bill and hand out the keys at the front desk.

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GUEST LIST MANAGER

An on-line tool provided by Doubletree Club Hotel-Boise to group customers that allows them to manage their group's reservations on-line and provides on-line guest list information.

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GUEST ROOMS

The hotel's current bedding breakdown is as follows:

46 King; 14 Queen/Doubles; 26 Guest rooms with two Full Beds; 72 Queen bed guest rooms.

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

Hilton is pleased to present "The Serenity Collection", today's premier bedding package including pillow top mattress and luxury linens. Did you enjoy your night's sleep? Visit www.pacificcoast.com to order your own Serenity bed.

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GUEST ROOM DELIVERIES

Bell Services delivers non-food or packaged deliveries to the guest rooms. The charge for deliveries is as follows: under the door - \$1.00 per envelope (\$1.00 if personalized) deliveries inside the room - \$2.00 for the first item & \$1.00 for each additional item.

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GUEST SERVICE HOTLINE

Guests with specific needs or requests may pick up a house phone and dial extension 0. A hotel operator will direct your needs to the appropriate hotel contact.

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HAIR SALON

Rapunzel
1302 S. Vista Avenue
Boise, ID 83705
Phone: (208) 336-5008
Hours of Operation Vary

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HHONORS FLOOR

The Doubletree Club Hotel- Boise does not have an HHonors Floor.

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HOSPITALITY DESKS

Your Catering Coordinator or Sales Manager is happy to arrange a hospitality desk for your group. Hospitality desks are located in the Club Room. 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 Coordinator or Sales 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.

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HOSPITALITY SUITES FUNCTIONS

The Doubletree Club Boise offers two well-appointed suites located on the 6th floor with panoramic views of either the city or the Boise mountains. Each suite is one room with a dividing wall separating the bedroom and the living area. Both suites have a wet bar, microwave, refrigerator, Wolfgang Puck Coffee Maker and coffee and other standard amenities. Your Catering Coordinator or Sales Manager will be happy to supply additional equipment upon request.

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HOTEL FACTS/HISTORY

Doubletree Club Hotel-Boise Fact Sheet:

Location: South East Boise, Idaho
Address: 475 W. Parkcenter Blvd; Boise, Idaho; 83706
Telephone: (208) 345-2002
Facsimile: (208) 345-8354
Reservations: (208) 345-2002
Website: www.boiseclub.doubletree.com
Managed By: Hilton Hotels
Grand Opening: 1985
Last Renovation: 2002
Employees: 47 Full-time; 6 Part-time

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HOUSEKEEPING

Daily housekeeping services which consist of general cleaning, take place between 8:30 am and 3:20 pm. Should one of your guests require special times of service, requests may be made directly with Housekeeping or your Catering Coordinator.

The suggested housekeeping gratuity is \$1.00 per day. Some groups may have the gratuity rate predetermined in the contract and billed to the master account.

Each guest room is provided with several special service amenities either at no charge or for a nominal fee. These items include: an iron and ironing board, coffee makers, hairdryers, in-room safe, bath/shower amenities, and extra pillows. Additional bedding available for children: cribs and rollaways. Please note there is a maximum of four persons (including children) allowed per room.

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INDEMNIFICATION

To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, Hilton, and the Owner, and their respective employees and agents against all claims, losses or damages to persons or property, governmental charges or fines, and costs (including reasonable 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.

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IN-ROOM DINING

The Doubletree Club Boise offers take out service through our Café. We have a variety of pastry items, Starbucks Coffee, soups sandwiches and salads. Dial 647 to order.

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INTERNET SERVICES

Doubletree Club Hotel-Boise offers Wireless High Speed Internet Services. Datanamics is our Internet Service Provider for all guests' networks and will answer any questions concerning your system.

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KEY CARDS

Please contact your Catering Coordinator or Sales Manager if you would like keys to any of your meeting, office, or hospitality rooms. If you wish to have a lock changed there will be a \$75.00 charge per door/per room and you may be required to sign a hold harmless agreement.

(Customized) KEY CARDS

Please contact your Catering Coordinator or Sales Manager if you would like custom keys for your group. They are an excellent way to market your organization.

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KEY HOTEL CONTACTS

The Doubletree Club Hotel-Boise's Managing Committee consists of the following people:

General Manager

Lisa Vincent extension 660

Food and Beverage Manager
Front Desk Manager
Housekeeping Manager
Chief Engineer
Director of Sales and Marketing
Sales Manager
Catering Coordinator

Brent Jensen extension 663
Corrine Turcotte extension 661
Judy Lakey extension 670
Ray Hroma extension 681
Diane Griffiths extension 672
Cindy Crain extension 671
Kelly Blume extension 673

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KOSHER

Please contact your Catering Coordinator or Sales Manager for your Kosher meal needs.

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LABOR

The Doubletree Club Hotel Boise is a non union hotel.

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LAUNDRY / VALET

Laundry services are available. Garments dropped off at the Front Desk prior to 8:00 am are returned to the hotel by 5:00 pm the same evening. Garments dropped off after 9:00 am are returned to the hotel the following day by 5:00 pm.

Please note that there is no service on the following Holidays: Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

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LIMOUSINE SERVICES

Arrangements may be made to have a group VIP transported by our hotel limousine or town car, or through an outside service. Showcase Limousine Service is our preferred service and can be reached at (208) 938-1726.

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LINEN SELECTION

The Doubletree Club Hotel Boise offers white table line and burgundy napkins. If you desire specialty linen, or would like quotes on theme-coordinated linens and chair covers, please consult your Catering Coordinator or Sales Manager.

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LIQUOR LAWS

The State of Idaho has strict liquor laws that must be followed by the Doubletree Club Hotel Boise. Because the hotel is only licensed-authorized to sell and serve alcoholic beverages that were purchased by the *Doubletree Club*, no group may bring in their own alcohol to be served. The legal drinking age in Idaho is 21.

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

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LOCAL INFORMATION

Boise is the hub of Treasure Valley and home of Boise State University, the 2007 Fiesta Bowl Champs. Within a 5 mile radius of downtown Boise and the Doubletree Club Hotel Boise are the Boise Art Museum, Idaho Historical Museum, Boise Zoo, and the Morrison Center for the Performing Arts, Idaho State Capitol and the Shakespeare Festival Theatre.

On your way to the old Penitentiary Museum and the Idaho Botanical Garden you will travel through the Warm Springs area. Some of Boise's oldest homes are still heated by geothermal hot springs.

Boise is also known for the Basque community. The Basque Museum and Cultural Center, along with several other Basque historical buildings, is located in the "Basque Block" in downtown Boise. Their web site is www.boisebasques.com.

For mountain bikers, snow skiers and boarders, Bogus Basin Ski Resort is just 20 miles away. Lucky Peak State Park and Marina is 15 miles away and provides great water skiing, jet boating and fishing. Golfers have a choice of over 8 golf courses to choose from.

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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, stored, and disposed of, whether it is found in a guestroom, public space, or any other area of your hotel. We will make every attempt to determine the legitimate owner and return the found property. If the owner cannot be determined within ninety days (or other time period specified by local law), 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. This policy does not apply to minor items found on the property such as a toothbrush, ladies hosiery, cigarettes, etc.

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LUGGAGE STORAGE

Based upon availability, a banquet/meeting room may be set aside to store hand carry luggage for individuals leaving later in the day. It is requested that the travel staff supervise these items, as they will be stored at your own risk.

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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.

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MAIL SERVICES

Postage is for sale at the Front Desk. If you have a large number of items that need to be mailed, or require shipping materials, we suggest the United States Post Office.

The United States Post Office located near the Boise Airport on 2625 Apollo Street and can be reached at (800) 275-8777. Their hours are 9:00am – 5:00 pm weekdays.

An alternate would be FedEx Kinko's. They are located at 691 South Capitol Blvd., Boise, ID 83702 and offer complete mail services as well as materials. They can be reached at (208) 331-5100 and are open 24 hours a day.

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MASTER ACCOUNTS

See Sales Agreement.

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MEDICAL FACILITIES/SERVICE

Urgent Care/Emergency Room

Primary Health

701 E. Parkcenter

Boise, ID 83706

Phone (208)344-4391

Hours of Operation Mon.- Fri. 8:00 am - 6:00 pm, Sat. 9:00 am - 4:00 pm.

Travel time from the hotel is about 5 minutes

Hospital/Emergency Room

St. Luke's Regional Medical Center

190 E. Bannock

Boise, ID 83712

Phone (208) 381-2222

24 hour emergency.

Travel time from the hotel is about 5 minutes

Ambulance

Ada-Boi Critical Care Transfer Team

3985 S. Summerset Way

Boise, ID 83709

Office Phone: (208) 362-2973

Available 24 hours a day

Emergency dial 911

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MEETING PACKAGES

Full-day and half-day catering meeting packages are available from our Banquet Department. Please refer to the Catering Menu, which is available separately.

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MEETING ROOM CAPACITIES

Meeting Room	Dimensions	Sq. Ft	Theatre Reception	Classroom	“U” Shape	Hollow Square	Rounds
Parkcenter	39 x 22 x 9’	858	70	50	35	35	35
Doubletree	26 x 22 x 9’	572	40	40	25	40	25

Lower Club: A versatile area within the Club Room for casual gatherings, receptions and luncheons

Sanctuary Meeting Room: Our complimentary mini meeting room, off the Lower Club, is the perfect setting for a small private meeting. The mini meeting room will seat 4 people comfortably and includes a complimentary white board.

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MEETING ROOM DELIVERIES

Small shipments of standard boxes or packages will be delivered to the Group’s meeting room by the hotel staff at no charge. Additional handling charges may apply for larger shipments and /or oversize boxes.

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MEETING ROOM RENTAL

Meeting room rental charges are based on the Group’s total revenue per day. Room rental start at \$100 and as high as \$300.

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MEETING ROOM SET STANDARD

Standard meeting rooms include the following items:

- Banquet or classroom tables and chairs
- Linens
- Pads and pens or pencils
- Ice water
- Lectern

Basic meeting room set up is complimentary. Depending upon the extent of the setup requirements, additional charges may be incurred. Please contact your Catering Coordinator or Sales Manager for miscellaneous/electrical charge price sheets. All meeting rooms are set non-smoking.

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NEWSPAPERS/PUBLICATIONS

News papers available in our hotel:

USA Today: Delivered to guest rooms Monday – Friday and available in the Club Room

Idaho Statesman: Monday – Sunday available at the Front Desk

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OFFICE EQUIPMENT/SUPPLIES

The in-house Business Center offers two (2) complimentary computers, two (2) printers and a copier/fax machine. The computers have high speed internet access.

For large quick printing or copying jobs, we recommend calling:

FedEx Kinko's

691 South Capitol Blvd.

Boise, ID 83702

Phone: (208) 331-5100

Web Site: www.fedex.kinkos.com

Hours of Operation: Open 24 hours a day

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PARKING

The Doubletree Club Hotel-Boise offers complimentary self-parking for our guests. Self-We do not offer valet service.

If you are planning a large movement or delivery of rental cars for a specific group event or activity, please advise your Catering Coordinator so that specific parking may be reserved.

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PERSONALIZED GROUP WEB PAGE

POG is a personalized web page for your attendees to book reservations directly online.

- Available at all Hilton Family properties
- Customize with your program
- Customize with your logo
- No charge – it's FREE

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PETS (POLICY)

Service animals are always welcome and must be accommodated.

The Doubletree Club Hotel-Boise is a pet friendly hotel. We charge \$10.00 per day for each pet that is staying in your room (no charge for service animals). Pets may not be left unattended at anytime.

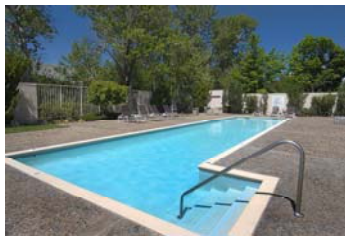
Upon check in, there is a pet policy that must be signed. If you would like an advanced copy of our pet policy, please ask your sales manager.

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POOL

Our pool opens early May and closes early October, depending on the weather.

During the open season the gated, heated outdoor swimming pool is available from 6:00am – 10:00pm. The pool is a 5 foot lap pool and has no life guard on duty. Pool rules are posted in the pool area.



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POST-CONVENTION MEETING

We encourage our customers to meet with our General Manager during or after the meeting to provide and review feedback. Your Catering Coordinator or Sales Manager will coordinate a convenient time.

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POST EVENT REPORT

Upon request of the meeting planner, your Catering Coordinator or Sales Manager will complete a Post Event Report. This report details room pick-up and food and beverage revenues.

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POSTING OF EVENTS

The hotel's events are posted on the Daily Events Board located in the lobby.

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PRE-CONVENTION MEETING

In order to introduce our clients to the key contacts of the hotel, we would like to arrange a pre-convention meeting a day or two prior to your main group arrival. Please advise your Catering Coordinator or Sales Manager as to who will attend from your organization and what a convenient time would be for this meeting (time ranges 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.

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PRINTING SERVICES

FedEx Kinko's
691 South Capitol Blvd.
Boise, ID 83702
Phone: (208) 331-5100
Web Site: www.fedex.kinkos.com
Hours of Operation: Open 24 hours a day

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PUBLIC TRANSPORTATION

The Doubletree Club Hotel-Boise offers shuttle service to and from the airport and to the downtown area and to local restaurants based on availability. Our shuttle operates between 6:00 am and 12:00 am. There is no charge for this service. Taxi service is also readily available at the airport.

With limited bus service in Boise we do recommend taxi service. Taxis are available from the hotel front door 24 hours a day. We recommend Boise City Taxi at (208) 377-3333.

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PYROTECHNICS

For the safety of persons and property, no fireworks or incendiary devices may be used indoors or outdoors at the hotel.

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RADIOS/PAGERS/NEXTELS

We are willing to assist you in obtaining walkie-talkie radios and/or Nextels for use during your program. Please consult your Catering Coordinator or Sales manager for assistance.

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RECYCLING

The Doubletree Club Hotel-Boise participates in recycling paper, cardboard, newspapers and aluminum cans.

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REGISTRATION DESKS

If additional staffing is needed for your activity or hospitality desk, please consult with your Catering Coordinator or Sales Manager. Registration attendants are easily scheduled with sufficient notice.

Should you require a larger area for an office, storage or hospitality, please consult your Catering Coordinator or Sales Manager for space availability. Handwritten signs and flip charts are not allowed in any hotel public area. Professionally printed signs may be ordered in advance.

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RESERVATIONS RAPID! RESERVATIONS AUTOMATED PROCESSING INPUT AND DELIVERY SYSTEM

Expedited reservation processing straight from your rooming list into our system.

- Eliminates dual entry process
- Accurate and efficient reservations
- Supports 3rd Party Clearinghouses
- No charge – it's FREE

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RESTAURANTS/LOUNGES

The Café, open 6:00 am – 10:00 pm seven (7) days a week, features hot and cold breakfasts, specialty breakfast sandwiches and freshly baked breakfast pastries. For lunch and dinner you may enjoy hearty soups, garden fresh salads, freshly prepared deli and specialty sandwiches.

The Creekside Lounge is open from 4:00 am – 12:00 pm. It offers a comfortable area to relax with friends and business associates while enjoying your favorite beverage.

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RESTAURANT RESERVATIONS

The Café at the hotel does not need reservations. Reservations are strongly recommended for all restaurants in Boise whether it is for a table of four or a dine-around for 50.

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RESTROOMS

Public restrooms are located on the main level just around the corner from the Front Desk.

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RESUMES

Resumes are completed and distributed to management and department managers 10 calendar days prior to arrival date of function.

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ROOMING LISTS

Rooming lists are requested 10 days prior to arrival.

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SAFES/SAFE DEPOSIT BOXES

Safe deposit boxes are available at the Front Desk.

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SECURITY

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

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SHIPPING AND RECEIVING

The hotel storage facilities are extremely limited. A maximum of 10 packages/boxes for functions may be delivered to the hotel up to one week prior to the event/convention. Arrangements must be made through your Catering Coordinator or Sales Manager for storage.

Please do not ship valuables. We cannot be responsible for contents.

When shipping materials to the hotel, please include the following information on all packages to insure proper delivery and storage.

Conference Name

Event Dates

Client / Guest Name

Hold for Arrival (arrival date)

Attention <Catering Coordinator or Sales Manager>

Doubletree Club Hotel-Boise
475 W. Parkcenter Blvd.
Boise, ID 83706
Phone (208)-489-1076
Fax (208)-345-7823

Number of packages in that shipment

We also recommend that you have a packing slip both inside and outside of each package. Guests will be responsible for the packing and return of all packages.

Receiving, handling and shipping charges may apply. No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

Shipping from the Doubletree Club Hotel-Boise

The Doubletree Club Hotel-Boise utilizes Federal Express for our shipping needs. Please see the Front Desk for pick-up and delivery schedules. A Freight-Forwarding Form should be obtained from your Catering Coordinator and completely filled out for shipping.

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SHOPPING

Boise Towne Square Mall
350 N. Milwaukee
Boise, ID 83704
Phone: (208) 378-4400
Web Site: www.boisetownesquare.com
Hours of Operation: Mon. – Sat. 10 am-9 pm; Sun. 11:00am – 7:00 pm

Boise Factory Outlet Mall
6808 S. Eisenman Road
Boise, ID 83716
Phone: (208) 331-5000
Web site: www.boisefactoryoutlets.com
Hours of Operation: Mon. – Sat. 10:00 am – 8:00 pm; Sun. 11:00am – 6:00 pm

BODO
Boise Downtown
Capitol and Front Streets
Stores vary and hours vary

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SIGNAGE/BANNERS

The Doubletree Club Hotel-Boise 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 \$10.00 - \$20.00 each.

In addition, nothing is to be placed over exit doors or located to conceal or obscure any exit.

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SITE INSPECTION/PRE-PLANNING

The Doubletree Club Hotel-Boise's Sales Department will be pleased to arrange a convenient time for group site inspection and/or pre-planning meeting. Arrangements can be made through the Catering Coordinator or Sales Manager.

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SMOKING

Per Idaho state law, smoking is not permitted in the hotel's **non-smoking** guest rooms, guest room corridors and indoor public areas, including the lobby, meeting rooms, lounge and the Café. Smoking is only allowed in a designated smoking room, or outside and away from the main doors. The back patio has a smoking area available.

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SOUND SYSTEM

Due to the size of our meeting rooms, The Doubletree Club-Boise does not have a sound system. Please contact your Catering Coordinator or Sales Manager if you would like to rent a microphone. There may be fees assessed for certain hookups as well as hourly labor charges. The Sales Director may be reached at (208) 489-1075.

Anchor systems or supplemental systems will be required for all outdoor locations. Please make note of the hotel's noise curfews: No sound system functions can take place outdoors before 8:00 am., and all outdoor evening functions must end no later than 8:00 pm.

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SPECIAL MEAL REQUESTS

Please consult with your Catering Coordinator for any special meal requests. The Food and Beverage Manager is pleased to accommodate your requests to the best of his abilities.

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STORAGE

Storage for your advance boxes and convention supplies is quite limited at the Doubletree Club Hotel-Boise. If you are anticipating shipping a large volume of materials, we suggest you consult your Catering Coordinator or Sales Manager as soon as possible to reserve a room or plan to utilize an area in your office or hospitality room set up. Hotel cannot provide security. If shipping valuables, please make arrangements to hire and pay for outside security. The will store up to 10 package/boxes for one (1) week prior to arrival.

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SUITES

Our two (2) suites are located on the 6th floor with panoramic views of either the city or the Boise mountains. Each suite is wrapped in the Sweet Dreams bedding with the comfort and convenience of home. Amenities include a wet bar, microwave, refrigerator, Wolfgang Puck coffee maker and coffee, hairdryer, iron and ironing board, two speaker phones with voice mail and data port and complimentary wireless HSIA.

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TAXES

The current Idaho State hotel tax is 13%. This tax includes 5% sales tax, 6% Hotel Auditorium District tax and 2% Idaho State Travel tax.

All goods and services are subject to state tax including but not limited to food, beverage, labor, and gratuities.

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TAXICABS

For the city of Boise, there are a total of 15 taxi companies available to our guests. The Doubletree Club Hotel-Boise recommends Boise City Taxi at (208) 377-3333

The standard rate for transfers from the Boise Airport to the Doubletree Club Hotel-Boise is approximately \$15.00 plus gratuity.

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TEAM MEMBER RECOGNITION

Doubletree Club Hotel Boise's Team Members are recognized by Team Member of the Month and Team Member of the Year. Comment cards are available to the guests in the lobby for team member recognition. The Doubletree Club Hotel-Boise also provides incentives to our team members when their names are mentioned on comment cards.

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TELEPHONES/TELECOMMUNICATIONS

The following types of telephones are available for guests, meeting and convention service and administrative staff. Please advise your Telecommunications Department or appropriate team members, if you need the use of a phone for your program.

House phones

Used for in-house, local and toll-free calls only.

DID Lines

DID lines are available upon request. Prices may vary.

Internet Access

Broadband Access – T1.5 or greater (Call for price quote)

DSL (Call for price quote)

Guest Room Calls

<u>Type of Call</u>	<u>Instructions</u>	<u>Rates</u>
Direct Dial-Bill to Room	7 + Room Number	No Charge
EMERGENCY	9+911	No Charge
Room to Room		No Charge
Local	9+Number	\$1.00 1 st 60 minutes \$.10 per minute after 60 minutes
800/888/8xx toll free	9+1+Number	No Charge 1 st 60 minutes. \$.10 per minute Thereafter
Long Distance Domestic	9+1+Number	AT&T Operator assisted rate, less 50% of Surcharge
International	9+011+CC+CC+Number	AT&T Operator assisted rate (by

country)

Local, Long Distance and International Calls will be billed to your account only when the call is answered.

Applicable Taxes will be added ● Rates subject to change.

You may obtain free rate information at any time by dialing 9+00 and ask the AT&T Operator for the rate of an Operator Assisted Call. Hilton subscribes to AT&T Long Distance and Operator Services. Qwest is our local carrier. 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. Direct 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 and even after you have checked out.

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.

Video Teleconferencing

Video teleconferencing equipment can be installed in all public meeting rooms. (Inquire).

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THEME PARTIES

Please discuss themes with your Catering Coordinator or Sales Manager; ask for a copy of our latest and most popular menus and productions.

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TOURS/SIGHTSEEING

Boise Shuttle/Boise Tour Train

1105 Lapointe

Boise, ID 83706

Phone: (208) 342-4796

Web site: www.boise-shuttle-charters.com

Office Hours: Monday – Friday 9:00am – 5:00pm

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TRASH REMOVAL

Trash will be removed at the end of each day when the meeting room is refreshed for the next day. Please contact our Catering Coordinator or Sales Manager if more frequent removal is needed.

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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:

Mr. Formal

111 Broadway Avenue

Boise, ID 83702

Phone: (208) 344-2065

Web Site: www.mrformaltuxedos.com

Hours of Operation: Mon – Fri 10:00 am – 7:00 pm; Sat 10:00 am – 5:00 pm; Sun closed

Men's Warehouse

510 Milwaukee Street (Near Boise Towne Square)

Boise, ID 83704

Phone: (208)327-0599

Web Site: www.menswarehouse.com

Hours of Operation: Mon – Fri 10:00 am – 9:00 pm; Sat 10:00 am – 6:00 pm; Sun 11:00 am – 6:00pm

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VOICE MAIL

All guest rooms have a voice mail message service. Group voice mails may be left; however, please note that this process is time consuming as each room number needs to be programmed individually. Therefore, labor fees may be assessed. For messages in excess of 10 rooms, a service charge of \$2.00 per room will be assessed. Please discuss any specific requests with your Catering Coordinator or Sales Manager.

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WEATHER

Depending on the season, the weather at the Doubletree Club Hotel-Boise varies from a low of 0 degrees to a high of 105 degrees. Before visiting the Doubletree Club Hotel Boise, we recommend that guests check the local listings to determine the weather conditions.

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WHEELCHAIRS

The Doubletree Club Hotel-Boise has one wheel chair available by reservation at no cost. If a guest requests that we rent a wheelchair, please note that we can coordinate the rental, but will be unable to cover the expense.

The following companies have wheelchairs for rent and will deliver to the Doubletree Club Hotel-Boise:

ATS Wheelchair & Medical

1610 N. Orchard

Boise, ID 83704

Phone: (208) 672-1500

Web Site: www.atswheelchair.com

Hours of Operation: Mon – Fri 8:00 am – 5:30 pm; Sat – Sun closed

Norco Medical

400 Main Street

Boise, ID 83702

Phone: (208) 344-0299

Web Site: www.norco.com

Hours: Mon – Fri 8:00 am – 5:00 pm; Sat – Sun closed

Meridian Norco (208) 898-0202 – open on Sat 8:00am – 5:00 pm

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WIRED PAYMENT

If you would like to have payment wired, please notify the Catering Coordinator or Sales Manager, and instructions will be faxed to you.

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WORSHIP SERVICES

The following is a list of nearby locations.

- Baptist
Broadway Baptist Church
2530 Broadway Avenue
Boise, ID 83706
Phone: (208) 336-7970
Services: Sun. 8:30 am and 10:30 am

- Buddhist
SGI-USA
2404 S. Orchard

Boise, ID 83703
Phone: (208) 336-4684

:

- Catholic
St. Johns Catholic Church
775 N. 8th Street
Boise, ID 83702
Phone: (208) 342-3511
Mass: Sun. 8:00 am, 10:00 am, 11:30 am
- Christian
Foothills Christian Church
9655 W. State Street
Boise, ID 83702
Phone: (208) 853-0011
Services: 9:00 am, 10:45 am
- Church of God
Cloverdale Church of God
3755 S. Cloverdale Rd.
Boise, ID 83705
Phone: (208) 362-1700
Services: Sun. 9:30 am, 11:00 am
- Episcopal
St. Michaels Episcopal Church
8th and State Street
Boise, ID 83702
Phone: (208) 342-5601
Services: Sun. 8:00 am, 9:15 am, 11:00 am
- Jehovah's Witness
Boise South Congregation
3299 S. Roosevelt
Boise, ID 83706
Phone: (208) 343-4041
Services: Sun.
- Jewish
Ahavath Beth Israel
1102 W. State Street
Boise, ID 83702
Phone: (208) 342-7247
- Lutheran
Beautiful Savior
2981 E. Boise Avenue
Boise, ID 83706
Phone: (208) 336-3616

Services: Sun. 9:00 am

- Methodist
First United Methodist
11th and Hayes
Boise, ID 8302
Phone: (208) 343-7511
Services: Sun. 9:00 am 10:00 am (contemporary) 11:00 am 6:00 pm (candlelight)
- Mormon
Church of Jesus Christ of Latter Day Saints
1925 Broadway
Boise, ID 83702
Phone: (208) 343-5521
- Pentecostal
Treasure Valley Full Gospel Fellowship
3838 S. Cole Road
Boise, ID 83705
Phone: (208) 562-0651

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ZIP-OUT CHECKOUT

With Zip Checkout, your room folio is at your door early in the morning of your departure. Simply verify the charges, use the television remote or dial extension 0 to Checkout. Please leave your keys in the room. If you are not departing the hotel immediately, luggage storage can be arranged at the bellman's desk.

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FORMS

For more information on forms, please contact your Catering Coordinator or Sales Manager.