



Doubletree Hotel Missoula Edgewater

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 Hotel Missoula Edgewater

100 Madison

Missoula, MT 59802

www.doubletree.com

www.missoulaedgewater.doubletree.com

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GENERAL INFORMATION

The **Doubletree Hotel Missoula Edgewater** on the scenic Clark Fork River across from the **University of Montana** in downtown Missoula is a full service hotel that reflects its surroundings with wide open spaces and a friendly staff. Conveniently located off I-90, our hotel offers complimentary airport shuttle service from *Missoula International Airport*, just ten minutes away.

Our well-appointed guest rooms, suites, and executive accommodations feature all the comforts of home and modern amenities like **wireless high-speed internet access** and remote printing. Many rooms offer serene views of the Clark Fork River and Mount Sentinel from balconies or patios. Hotel recreational amenities include a sparkling outdoor pool and whirlpool and a Fitness Center. Our staff will be happy to assist you with fly-fishing, rafting, kayaking, and canoeing excursions. They can also direct you to Missoula's unique urban foot and bike trail system.

For your dining pleasure, **Finn and Porter** delivers steaks, seafood, chops, and Northwest specialties with style, scenic river views, and superlative service from breakfast to after-dinner drinks. You may also enjoy Finn & Porter's Deck for alfresco dining overlooking the river.

Business travelers will appreciate our proximity to many area corporations and industries, the Northern Regional Headquarters of the U.S. Forest Service, and the Adams Center event and entertainment arena. The Doubletree provides a complimentary 24-hour Business Center, business support services, and almost 9,000 square feet of flexible meeting and event space.

Vacation travelers will enjoy the **Garden City's** relatively mild climate and riverside beauty, making us a perfect home base for day trips to regional destinations like Glacier National Park and Yellowstone. Other Missoula area attractions include A Carousel for Missoula, the Art Museum of Missoula, Southgate Mall, the Historical Museum at Fort Missoula, The Rocky Mountain Elk Foundation Wildlife Visitor Center and the Aerial Fire Depot and Smokejumper Center.

Historic downtown Missoula offers unique shops, galleries, fine dining, classic architecture, cultural activities and an exciting nightlife. Our warm, professional hotel staff looks forward to welcoming you with our special, signature warm chocolate chip cookie at check-in.

FUNCTION SPACE AND BANQUETS

- Catering Menu's available separately.

The Doubletree Missoula/Edgewater's catering department strives to make each event a unique experience for the guest. Whether it is a small meeting or a large dinner, the Doubletree Missoula/Edgewater's flexible menus and professional chef offer a range of menu items that are sure to please your guests.

SPA

Not Applicable

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ADVERTISING OPPORTUNITIES

The hotel offers groups and their affiliates opportunities to sponsor/advertise during the specified dates of the meeting/exhibit. Your Event Services 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
- Plasma Screens
- 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 Event Services 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/Event Services 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 Missoula International Airport located 5.35 miles, approximately 10 minutes from the Doubletree Edgewater Hotel. Click on this link http://doubletree.hilton.com/en/dt/hotels/maps_directions.jhtml;jsessionid=1QZ010P00W10MCSGBIU2VCQ?ctyhocn=RLMV-DT for a map.

Missoula International Airport Web site: <http://www.flymissoula.com/>

Shuttle to and from airport is available and complimentary

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AMENITIES

The Room Service Department is happy to service your group gift and amenity needs. You may choose from the list of amenities below or advise your Catering/Event Manager of your specific preferences or budgeting guidelines.

All amenity pricing excludes state sales tax, gratuity, and delivery fee. Room service gratuity is currently 15%.

Standard Amenities

You'll find superb accommodations and service in a warm and friendly environment.

- Automated Teller (ATM)
- Baggage Storage
- Elevators
- Gift Shop
- Laundry/Valet Service
- Lounge
- Room Service
- Safety Deposit Box

We offer everything the business traveler needs to stay connected.

Audio/Visual Equipment Rental
Business Center
Express Mail
Fax
Meeting Rooms
Photo Copying Service
Printer
Secretarial Service

We offer a full array of amenities that provide leisure activities.

Fitness Room
Outdoor Pool
Hiking and Jogging Trails
Fly Fishing nearby
Bird Watching

Friendly staff, comfortable surroundings and a warm welcome with our Doubletree Chocolate Chip Cookie.

Check-in/Check-out

Check-in: 3:00 PM
Check-out: 12:00 PM

Pets: Allowed
Maximum size: Large
Maximum weight: 40 lbs
Fee: USD 30.00

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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 Doubletree Missoula/Edgewater leases its own audio/visual equipment, making it easy to meet all of your event's needs

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AUTOMATED TELLER MACHINES

There is an ATM conveniently located [near the gift shop](#). There are also ATM locations in [Missoula](#) at all major bank locations.

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BABY-SITTING SERVICES

Not Available

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BALLOONS

There is a *variable* 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.

Party America
2230 North Reserve
Missoula, MT 59808
406-327-0502

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BANKS

U.S. Bank
2 locations
Closest:

209 E Spruce
Missoula, MT 59802
(406) 523-2404
www.usbank.com
Mon-Thurs 9:00 AM - 4:00 PM
Fri 9:00 AM - 5:00 PM
Sat, Sun Closed

Wells Fargo

5 locations
Closest:
1003 E Broadway St
Missoula, MT 59802
(406) 549-8568
www.wellsfargo.com
Mon-Fri 9:00 AM - 7:00 PM
Sat 8:30 AM - 3:30 PM
Sun Closed

First Interstate Bank
4 locations
Closest:
101 E. Front St.
Missoula, MT 59807
(406) 523-4200
Mon Thurs: 9:00 AM - 4:00 PM
Friday: 9:00 AM - 5:00 PM
Sat, Sun Closed

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BANQUET BEVERAGE SELECTION

The *Doubletree Missoula/Edgewater* offers a choice of standard and premium beverages on banquet bars. Please see the Director of Catering for further assistance.

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BANQUET CURFEWS

In accordance with Montana liquor laws, all alcoholic beverage sales will begin at 11:00 AM and conclude at 2:00 AM.

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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:

High Cocktail Rounds

Bar Stools

For more information on banquet equipment, please see your Catering/Event 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/Event Manager 15 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: You agree to confirm with us the assigned function space before printing any materials listing specific meeting or function locations. The schedule of events listed above, indicates the space that is tentatively being held and will be held on a definite basis upon signing of this contract by both parties. 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. Please contact the Hotel at least one month before your event to review and confirm the details for your event, including menus, decorations, entertainment and beverage service. Upon review of your event requirements, Banquet Event Orders (“BEO”) will be sent to you to confirm all final arrangements and prices. These BEO’s must be signed and returned prior to the event and will serve as a part of this agreement. .

2. GUARANTEE OF ANTICIPATED REVENUE: At least 168 hours (seven business days) before your event, you must inform us, in writing, of the exact number of people who will attend your event. If the event is held, but the Hotel does not realize the total revenue anticipated from your event, you agree to pay performance damages. The damages owed will be the amount necessary for the Hotel to receive no less than 90% of the total anticipated revenue from your event. You will be charged based on the event guarantee that you give us or the anticipated revenue indicated at the time you signed this agreement, whichever is greater. If the guarantee is not received at least 5 days prior to your event, the “agreed” (AGR) number on page one will prevail as the guaranteed number for your event and is not subject to reduction.

3. FOOD & BEVERAGE MINIMUM: \$X (Food minimum of \$X per person) Minimum Food and Beverage Revenue applies, not included the 20% Banquet Service Charge. Any remaining balance will be charged as Room Rental.

4. DEPOSITS/TAXES: We may request that you pay a deposit of 25% of the estimated dollar value of the event when you sign this agreement. . In addition to the anticipated charges set forth in the schedule of events, you agree to pay separately any and all federal, state, municipal or other taxes imposed on or applicable to your event.

5. 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, the parties agree on the following amounts to be paid by you to us upon notice of cancellation as liquidated damages:

Cancellation between date of signing and 90 days of event: 25%

If notified between 89 and 60 days in advance of the event: 50%

If notified between 59 and 30 days in advance of the event: 75%

If notified between 29 and 8 days of the event: 100%

As products and services must be purchased and scheduled in advance, notification seven (7) business days or less before the event will require that 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.

6. PAYMENT: 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. We may terminate this agreement and retain the portion of your deposit or seek additional amounts necessary to equal the cancellation fee provided in paragraph 4 if payment is not made as agreed. If you have established credit, payment in full will be due within thirty (30) days after receipt of the bill. If you prefer, all charges can be paid by credit card. If credit has not been approved for your function, you will provide us with the credit card to which all estimated master account charges will be charged. If credit has been approved, you will provide us with your credit card information at the time of your function. If payment of all undisputed charges is not received within thirty (30) days after your receipt of the final invoice, a finance charge of 1.5% per month, or the maximum amount allowed by law, whichever is less, will accrue on the unpaid, undisputed amount, commencing on the date of receipt of the final invoice.

6. LABOR CHARGE: If the guaranteed number for your event is less than twenty (20) persons, we will add a \$50.00 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.

7. 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.

8. GRATUITY & SERVICE CHARGE: 15% of the food and beverage total plus applicable state or local tax will be added to your account as a gratuity and fully distributed

to servers, and where applicable, bussers and/or bartenders assigned to the Event. 5% of the food and beverage total, plus any applicable state or local tax, will be added to your account as a service charge. This service charge is not a gratuity and is the property of the Hotel to cover discretionary costs of 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, we, at our option, may in such event make reasonable substitutions in menus and you agree to accept such substitutions.

10. 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, contractors, or agents.

11. 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.

12. DISPLAYS AND DECORATIONS: 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 prior 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.

13. 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 prior approval. Such security personnel may not carry weapons.

14. CONDUCT OF EVENT: You agree 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. You agree to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the Hotel. 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.

15. INDEMNIFICATION: To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, Hilton Hotels Corporation, 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. You represent and warrant that your activities conducted at the Hotel and in connection with the function shall not infringe the patent, copyright or trademark rights or violate rights of privacy or publicity of any third party.

16. FIRE SAFETY: All room sets must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance and 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.

17. 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.

18. DELIVERIES: Arrangements for delivery of packages should be made through the catering office. Receiving, handling and shipping charges may apply. You will be charged \$5 per package per day to store and receive average size packages. Above average sized packages will be charged based on the storage needs. You must notify the catering office of any deliveries prior to their arrival to ensure that the package is not refused. 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).

19. 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.

20. COMPLIANCE WITH LAWS. You agree to comply with all applicable federal, state and local laws, including health and safety codes and federal anti-terrorism laws and regulations. You agree to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. You represent, warrant and agree that you are currently, and at the time of the event which is the subject of this contract will be, in compliance with all applicable local, state, federal regulations or laws, including but not limited to, all provisions of the Patriot Act and regulations or requests of the U.S. Department of Homeland Security and the Office of Foreign Assets Control in the U.S. Department of the Treasury.

21. COLLECTION/ATTORNEY'S FEES: The parties agree that in the event that any dispute arises in any way relating to or arising out of this contract, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its reasonable

attorney's fees and costs, plus pre and post judgment interest. If the Hotel retains the services of a collection agency or attorney to assist in the collection of any amounts due under this agreement, you will pay all expenses incurred by us in such collection efforts.

22. ARBITRATION: The parties agree that subject to the exclusion of intellectual property matters as set forth below, any dispute in any way arising out of or relating to this contract will be resolved by arbitration before JAMS or American Arbitration Association in the state and city in which the Hotel is located, or the closest available location; provided, however, a dispute relating to patents, trademarks, trade dress, copyrights, trade secrets, false advertising, false representation, unfair competition and/or infringement of intellectual property rights shall not be subject to this provision. The parties further agree that in any arbitration proceeding they may conduct reasonable discovery pursuant to the arbitration rules, that the law of the state in which the Hotel is located will be the governing law, and any arbitration award will be enforceable in state or federal court.

23. AMENDMENTS/CHANGES: The parties agree that any amendments or changes to the arrangements described in this contract must be made in writing, signed by both you and us, provided, however, that this contract includes all signed or unsigned banquet event orders (and the terms and conditions contained therein and attached thereto) issued by us for this and related events.

24. INSURANCE: You agree, if requested by us, to obtain and keep in force, during the term of its occupancy and use of our premises for your event, policies of general liability insurance, specifically referring to and including the contractual liability referred to herein, premises-operations, broad form property damage, independent contractors coverage, and personal injury liability with limits of \$1,000,000.00 with such responsible insurance companies satisfactory to us; and, if applicable, worker's compensation insurance to statutory limits, employer's liability insurance with limits of \$100,000.00 and automobile liability insurance covering all owned, non-owned and hired vehicles with limits satisfactory to us. You agree to include Hotel, Hilton Hotels Corporation and Owner in such policies as additional insured's thereunder. Your insurance will be considered primary of any similar insurance carried by us. You agree to deliver to us at least three (3) days prior to your event copies of certificates of insurance for each policy required by us.

25. FORCE MAJEURE: Neither party shall be responsible for failure to perform this contract if circumstances beyond their control, including, but not limited to; acts of God, shortage of commodities or supplies to be furnished by the Hotel, governmental authority, or declared war in the United States make it illegal or impossible for the Hotel to hold the event.

26. OPTION DATES: **These arrangements are being held on a first option basis until MM/DD/YY**. After this date, all contractual items noted herein shall be null and void unless notified in writing by you of a delay with the subsequent acceptance of the delay by the hotel.

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BELL SERVICES

Our bell services department is responsible for the movement of your luggage and the delivery of all non-food and beverage amenities and golf bag handling/storage. Portage charges will be set forth in your contract. The current rate is \$2-4 per bag per trip and is

subject to change. Departure notices and bag pulls should be coordinated with our Director of Front Office Operations.

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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/Event Manager in advance for any specific instructions on how you would like your bill organized. We recommend on-site daily review with the Group Billing Coordinator.

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BUSINESS CENTER

Whatever your business needs are, they can all be accommodated through our in-house Business Center.

Prices are quoted on an individual basis, depending on the type of equipment needed as well as the scope of the job requested. In order to address your specific group's needs, please refer to the Business Center or discuss them with your Catering/Event Manager. Whether you require a fully operational office setup on property or various limited services, the Business Center is designed with everyone's needs in mind.

Business hours are:

24 hours/day

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

Fed Ex Kinko's Office & Print

130 W Broadway St
Missoula, MT 59802
(406) 728-2679
Open 24 hours/day

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BUS/BUS COMPANIES

Beach Transportation
825 Mount Avenue
Missoula, MT 59801
(406) 549-6121

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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: (406) 549-9511

Locations: 5225 W Broadway St # 12

Avis Rent-A-Car 800-321-3712

Local phone number: (406) 549-471; (406) 543-6056

Locations: 5225 Hwy 10 W, Missoula; 2825 Stockyard Rd, Missoula

Budget Rent-A-Car 800-527-0700

Local phone number: (406) 543-7001

Locations: 5225 W Broadway St, Missoula

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***CASH PAID OUTS**

Guest must deal directly with Director of Hotel Operations.

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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 Hotel Missoula Edgewater* will require full payment in advance for room and tax charges. In addition, there will be a \$25 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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CELEBRITY/DIGNITARY VISITS

Rest assured your celebrities or dignitaries will be treated with the utmost confidentiality. The Hotel Management and Staff will be happy to work with you to accommodate any needs you have.

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CHANGING FACILITIES/DAY USE

Not Applicable

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***CHECK CASHING PRIVILEGES**

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

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CHECK-IN AND CHECKOUT

Hotel check-in is 3 PM, and checkout is 12 PM (All guests arriving before 3 p.m. 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

A charge of \$50.00 applies to early departures. Your guests will have the opportunity to confirm their departure date at check-in.

Late Departure

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

Satellite Check-In

Not Available

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 call the front desk 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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COAT CHECK SERVICES

Not Available.

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COFFEE MAKER

The Doubletree Missoula Edgewater offers Wolfgang Puck Coffee Makers.

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COMMUNITY OUTREACH

The Doubletree Missoula/Edgewater is very involved in the Missoula Community. Community Outreach projects include Teaching Kids to C.A.R.E. with the Lolo School District, serving Thanksgiving Dinner to the St. Patrick House, Relay for Life and River Clean-Ups. The Staff and Management support numerous community organizations.

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CONVENTION CENTER

The Missoula area does not have a public convention center; however The University of Montana offers 20,000+ square feet of meeting space.

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CORKAGE

The Doubletree Missoula/Edgewater charges an \$10/per bottle corking fee.

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CREDIT CARDS

The *Doubletree Hotel Missoula Edgewater* accepts most major credit cards including (*American Express, VISA, Discover, Mastercard*).

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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/Event Manager.

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DANCE FLOOR

The Doubletree Missoula/Edgewater does have a dance floor available for groups to rent. Please speak with your Catering/Event Manager for specific pricing and sizing.

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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.

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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DESTINATION MANAGEMENT COMPANIES (DMC)

Not Applicable.

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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/Event Manager.

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DIETARY REQUIREMENTS

Our Chef will provide meals for your attendees with special dietary requirements. Please advise your Catering/Event Manager if a special meal is required.

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DINE AROUND

Dine Arouns for your group are scheduled through your Catering/Event Manager.

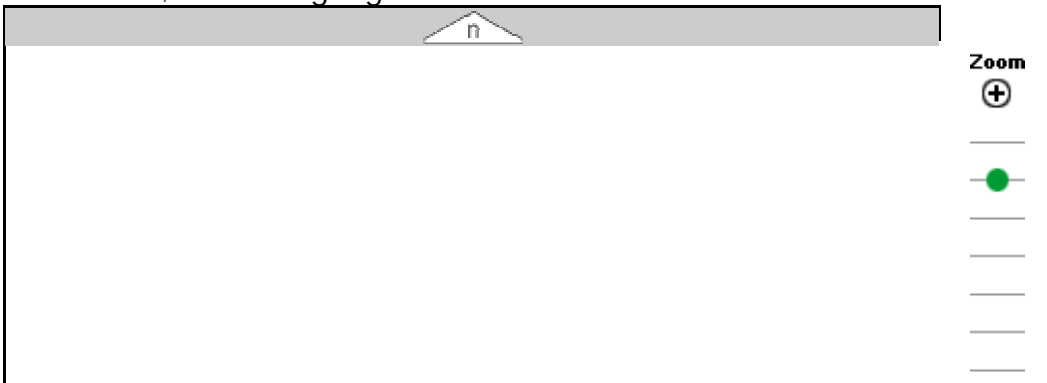
[Back to Resource Information](#)

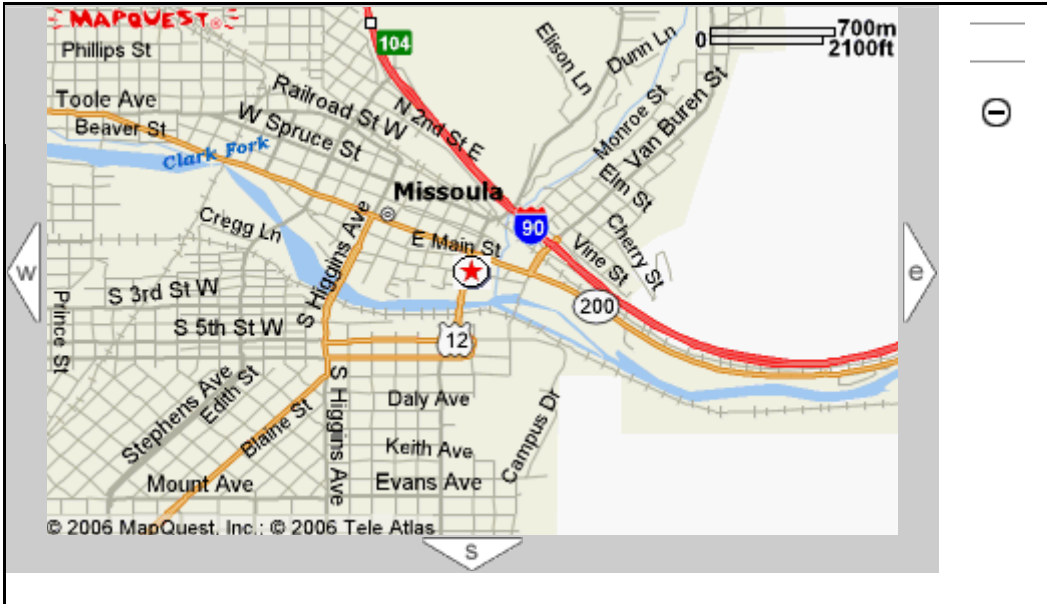
DIRECTIONS TO THE HOTEL

From Missoula International Airport:

8.0 Miles W

From The Airport turn right on Broadway; turn left on Airport Boulevard; access I-90 heading east; Exit at Van Buren Street (Exit 105); turn right on Van Buren; Follow signage.





http://www.doubletree.com/en/dt/hotels/maps_directions.jhtml?ctyhocn=RLMV-DT
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DOCTORS ON CALL

The Doubletree Hotel Missoula/Edgewater is located 12 blocks from St. Patrick Hospital.

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DRESSING/GREEN ROOMS

Not Applicable.

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DRUG STORES

Eastgate Drug

903 East Broadway
Missoula, Montana 59802
(406) 549-6163

Hours of operation Monday through Friday 8:30 AM to 9:00 PM, Saturday 9:00 AM to 6:00 PM, and Sundays 10:00 AM to 5:00 PM

Walgreens

2527 N Reserve St
Missoula, MT 59808
(406) 543-1016
Open 24 Hours

Walgreens

Missoula, MT 59801
406-728-2089
SWC of Stephens & Brooks
Open 24 Hours

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DRY-CLEANING – SEE LAUNDRY/VALET

Laundry services are available (Monday-Friday) by dialing 0. Garments picked up prior to 8 AM are returned to guests by 5 PM the same evening. Garments picked up after 8 AM will be returned the following day by 5 PM

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

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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/Event 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/Event Manager.

A complete production package is also available through your Catering/Convention Services Manager. Please see forms for pricing and ordering.

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ELEVATORS

The *Doubletree Missoula/Edgewater* hotel has one guest elevator located on the first floor river wing.

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EMERGENCY PROCEDURES

The *Doubletree Missoula/Edgewater* 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.
- 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 2 minutes from the hotel.
- Emergency evacuation routes and procedures are located on the inside of all guest room doors.
- Nearest emergency room: St. Patrick Hospital and Health Science Center, 1 mile
- Nearest hospital: St. Patrick Hospital and Health Science Center, 1 mile

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ENTERTAINMENT

Please speak with your Catering/Event Services Manager regarding Entertainment.

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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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EXECUTIVE MEETING PACKAGES

The Doubletree Missoula Edgewater does offer Executive Meeting Packages. Please speak with your Catering/Event Services Manager to determine pricing.

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EXHIBITS

Please request the hotel’s Exhibit Resource Guide from your Event Services Manager.

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FAX MACHINES

The Doubletree Missoula/Edgewater does have a fax machine available to guests. Please see a Front Desk Agent for usage and pricing.

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FAX NUMBERS

For Guests:	(406) 728-2530
Catering/Convention Services office:	(406) 728-2530
Sales office:	(406) 728-2530
Reservations office:	(406) 728-2530

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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

The Fitness Center is available at no cost to guests. Overlooking the pool, it offers a treadmill, elliptical and weight machines.

Hours of Operation:

24-Hours a Day

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FLAGS

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

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FLORAL/FLORIST

Please speak with your Catering/Event Services Manager for recommendations on local Florists.

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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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FREIGHT ELEVATOR

Not Available.

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GENERAL MANAGER

Dan Carlino joined the *Doubletree Missoula/Edgewater* in 1995 as General Manager.

Dan is thrilled to welcome your group to the *Doubletree Missoula/Edgewater* and is accessible as needed.

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GIFT CERTIFICATES

A gift certificate is a wonderful way to reward your attendees, staff or sporting event winners. Gift certificates are available for purchase through the Front Desk and are designated for restaurants, lounges, logo shops and guest room charges. Gift certificates are not honored at our retail shops; however, purchases may be made in certain retail shops and signed to the guest room. A gift certificate can be used as a credit to the guest room account. Please contact your Catering/Event Manager for further details.

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GIFT IDEAS

<http://www.hilntohome.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 *Larchmont* Golf Course offers you the very best. Scenic fairways, rolling greens, the beautiful sweeping views. The course is open to the public seven days a week. Transportation for your group can be arranged through your Catering/Event Manager in advance.

Golf Course Information

Green Fees *\$46 weekdays, \$48 weekends* (includes use of a cart)

Facilities

Bar/Lounge
Club House
Driving Range
Equipment Rental
Golf Cart
Golf Club Repair
Golf Equipment Rental
Golf Instruction
Handicapped Accessible
Locker Room
Pro Shop
Putting Green
Restaurant
Snack Bar

More information and golf course recommendations are available through our Front Desk Agents.

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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 - \$2.00 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 Missoula/Edgewater* has a specially designed group entrance to accommodate the needs of your group. It has ample room for bus loading and unloading. 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 with no transportation arrangements made or arrival manifest, we will assign rooms on a first-come, first-serve basis.

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GUEST LIST MANAGER

An on-line tool provided by Hilton 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:

30 Queen

41 King;

100 Queen/Queen

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

Doubletree is pleased to present "Sweet Dreams by Doubletree", today's premier bedding package including pillow top mattress and luxury linens.

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GUEST ROOM DELIVERIES

Bell Services delivers non-food or packaged deliveries to the guest rooms. The delivery for all non-food or packaged deliveries is complimentary.

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GUEST SERVICE HOTLINE

Guests with specific needs or requests may pick up their phone and dial extension 62. A hotel operator will direct your needs to the appropriate hotel contact.

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HAIR SALON

Please check with our Front Desk Agents for recommendations to local Salons.

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HHONORS FLOOR

The Doubletree Missoula/Edgewater does not have a specific HHonors floor, but diamond members are upgraded to our Riverview rooms when available.

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HOSPITALITY DESKS

Your Catering/Event Manager is happy to arrange a hospitality desk for your group. Hospitality desks are 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.

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HOSPITALITY SUITES FUNCTIONS

Please check with your Catering/Events Services Manager regarding Hospitality Suite Functions and Catering.

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HOTEL FACTS/HISTORY

The following is a fact sheet for The Doubletree Missoula/Edgewater

Location: Missoula, MT
Address: 100 Madison
Telephone: 406.728.3100
Facsimile: 406.728.2530
Reservations: 406.542.4654
Website: www.missoulaedgewater.doubletree.com
Developer:
Managed By: Dan Carlino
Grand Opening: 1972
Last Renovation: 2003
Architects: Portfolio – Houston, TX
Employees (Full-Time, Part-Time): 150 Full Time Employees, 100 Part Time

Brief Description: Nestled on the banks of the Clark Fork River and across from the University of Montana, the Doubletree Missoula/Edgewater offers the ultimate Montana experience. Just blocks from the bustling Missoula Downtown area, the Doubletree also offers their guests a unique Missoula experience. With the award winning Finn & Porter restaurant on-site, the Doubletree is known throughout the state and community as a customer service oriented hotel.

Awards: Multiple C.A.R.E. Awards, Going for the Green 2005, Catch Me at My Best 2005 & 2006,

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HOTEL MAP

Attendees may receive a map in their key packet when they arrive at the hotel. Your Catering/Event Manager can customize the map for your guests to state your group name and show locations and directions for your special functions complimentary.

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HOUSEKEEPING

Daily housekeeping services, which consists of general cleaning, take place between 8 a.m. and 4 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 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.

Turndown service is not available upon request.

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IN CONJUNCTION WITH (ICW'S)

Any group hosting an In-Conjunction With event is solely responsible for all charges and activities. The hosting convention must authorize all arrangements for meeting space, assignments, food, beverage, etc.

Groups meeting in conjunction with a conference, but not part of the official convention program 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 ICW's 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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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

Our In-room Dining is offered from 6 AM-11 PM each day for breakfast, lunch, dinner, snacks and beverage service. We are happy to offer convenient doorknob ordering for breakfast service.

A variety of amenities are also available through room service.

Room service gratuity is 15% and is posted automatically on all checks.

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INTERPRETATION/TRANSLATION SERVICES

Please see your Sales/Catering Manager for further information.

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INTERNET SERVICES

The *Doubletree Missoula/Edgewater* provides complimentary wireless high speed internet throughout the hotel.

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KEY CARDS

Please contact your Catering/Event Manager if you would like keys to any of your meeting, office, or hospitality rooms.

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KEY HOTEL CONTACTS

The *Doubletree Missoula/Edgewater* Managing Committee consists of the following people:

General Manager	Dan Carlino - 4610
Director of Finance	Michael Carrier - 4620
Director of Hotel Operations	Dan Monahan - 4664
Executive Chef	Leon Anderson - 4663
Director of Housekeeping	Cindy Gillespie - 4606
Director of Engineering	George Tilden - 4640
Director of Sales and Marketing	Chris Skold - 4600
Director of Catering	Callie Aschim - 4615

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KIOSKS (IF APPLICABLE)

Not Applicable

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KOSHER

Not applicable

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LABOR

Not Applicable

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LAUNDRY/VALET – SEE DRY CLEANING

Complete laundry services are also available Monday through Friday by dialing extension 62 in-house. Garments picked up prior to 8 AM are returned to guests by 5 PM the same evening. Garments picked up after 8 AM, will be returned the following day by 5 PM.

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

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LIMOUSINE SERVICES

Please check with your Sales/Catering Manager for recommendations regarding limousine services.

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LINEN SELECTION

A variety of table linens are available for your various functions. If you desire specialty linen, or would like quotes on theme-coordinated linens and chair covers, please consult your Catering/Event Manager.

Linen colors:

Napkins

White, Black, Green

Tablecloths

White, Black, Green, Burgandy

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LIQUOR LAWS

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

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

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LOAD-IN/LOAD/OUT (PRODUCTION, DÉCOR AND STAGING)

Please refer to the Production Resource Guide.

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LOADING DOCK

Not Applicable

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LOCAL INFORMATION

Nearby

Biking	0 Mi
Carousel	1 Mi E
Cinema Three	4 Mi
Clarkfork River	0 Mi S
Downtown Missoula	4 Blk E
Eastgate Shopping Mall	2 Blk W
Fishing	0 Mi S
Hiking	0 Mi
Missoula Athletic Club	2 Mi E
Missoula Children's Theater	2 Blk E
River Rafting	0.2 Mi
Rocky Mt Elk Foundation	4 Mi E
Skiing	15 Mi N
Smoke Jumpers	8 Mi E
Southgate Shopping Mall	4 Mi Sw
Tennis	1 Mi
University Of Montana	2 Blk S
Village Six Theaters	6 Mi
Wilma Movie Theater	1 Mi
Yellowstone Natl Park	279 Mi Se
Glacier National Park	160 Mi Nw
Art Museum Of Missoula	2 Mi W
Bison Range	35 Mi N
Flathead Lake	70 Mi N
Glacier National Park	180 Mi N
Museum At Fort Missoula	5 Mi Sw
Golf course	0.75 MI
Driving Range	0.75 MI
Putting Green	0.75 MI
Bowling	4 MI
Hiking Trail	0.1 MI
Hunting	10 MI
Jogging Track	0.1 MI

Fishing	0.2 MI
Pool Table	0.5 MI
Basketball	0.3 MI
Sight Seeing Tours	15 MI
Snow Skiing	10 MI
Walking Track	0.1 MI
Water Skiing	70 MI
Tennis Court	0.3 MI
Bicycling	0.5 MI
Bicycle Rental	1 MI
The University of Montana	2 BLK S
Smurfit/Stone Container	8 MI W
Stimson Lumber	4 MI E
St. Patrick Hospital	0.5 MI W
US Forest Service Region One	4 BLK W
Chamber of Commerce	1 BLK E
Community Medical Center	5 MI SW
USFS Aerial Fire Depot	10 MI W
Missoula County Court House	0.5 MI W
Rocky Mountain Elk Foundation	6 MI W
Missoula Visitor's Bureau	0.5 MI E

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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 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 62.

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MAIL SERVICES

The hotel offers *FedEx* and *UPS* services. If you have a large number of items that need to be mailed, or require shipping materials, please contact the Sales/Catering Office.

Please refer to your Catering/Event Manager if you would like to arrange an on-site service for your group.

The United States Post Office located at 200 E Broadway St and can be reached at (406) 329-2222. Their hours are 8 AM – 5:30 PM Monday - Friday.

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MASSAGE THERAPY

Please speak with your Sales/Catering Manager for recommendations on local Massage Therapists.

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MASTER ACCOUNTS

See Sales Agreement.

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MEDICAL FACILITIES/SERVICES

Medical Services facilities nearby:

Urgent Care/Emergency Room

- Now Care (urgent care)
Southgate Mall
2901 Brooks St
Missoula, MT
(406) 721-0918
Monday through Friday 9 AM - 8 PM, Sat. 9 AM - 6 PM, Sun. 11 AM - 5 PM
Travel time from the hotel is about 10 minutes
- Now Care Downtown (urgent care)
6th Floor
500 W. Broadway
Missoula, MT 59802
(406) 329-7500

Monday through Friday 8 AM - 5:30 PM
Travel time from the hotel is about 5 minutes

Hospital

- St. Patrick Hospital and Health Science Center,
500 W Broadway
Missoula, MT 59802
406.543.7271
24 hours/day
Travel time from the hotel is about 5 minutes

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MEETING PACKAGES

Please speak with your Sales/Catering Manager to determine meeting packages for your group.

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MEETING ROOM CAPACITIES

Meeting Room Capacities Available Separately.

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MEETING ROOM DELIVERIES

For small exhibits, when a drayage company is not being used, standard boxes or packages to and from the exhibit area will be delivered by the hotel bell staff for a charge of \$2 per item/per move.

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MEETING ROOM RENTAL

Varies by meeting.

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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/Event Manager for miscellaneous/electrical charge price sheets. All meeting rooms are set non-smoking.

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MUSIC/MUSICIANS

Please speak with your Sales/Catering Manager to receive recommendations on local bands and musicians.

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NEWSPAPERS/PUBLICATIONS

Newspapers:

Missoulian (Local Paper)

They are delivered to the Doubletree Missoula Edgewater at 6 a.m. daily.

The USA Today is available in the Gift Shop after 11:00 AM daily.

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OFFICE EQUIPMENT/SUPPLIES

The Business Center offers access to computers, printer, and copier. Please see the Sales/Catering office for other needs.

Business Center is open 24 hours a day.

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

Fed Ex Kinko's Office & Print

130 W Broadway St
Missoula, MT 59802
(406) 728-2679
Open 24 hours/day

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OFF PREMISE CATERING

The Doubletree Missoula Edgewater is pleased to offer off-site catering within the Missoula City Limits. Please speak with the Director of Catering regarding your off-site catering needs.

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PACKAGE ROOM

Not Available.

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PARKING

The Doubletree Missoula/Edgewater offers self-parking in its three parking lots around the hotel. Self-parking is complimentary.

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.

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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 will be accommodated.

Pets: Allowed

Maximum size: Large

Maximum weight: 40 lbs

Fee: USD 30.00

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PHOTOGRAPHY

Please see your Catering/Events Services Manager for recommendations regarding local photographers.

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PIANOS

The *Doubletree Missoula Edgewater* has one piano for use in the banquet rooms. Please see your Catering/Event Manager for pricing.

If your group requires additional pianos or pianos in outdoor/alternate locations, your Catering/Event Manager can rent them from an outside source.

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POOLS

The Doubletree Missoula/Edgewater offers guests an outdoor pool and hot tub.

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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 Event Manager will coordinate a convenient time.

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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 room pick-up and food and beverage revenues.

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POSTING OF EVENTS

The catering office is responsible for posting all events on the Reader Board located in the lobby. Please let the Director of Catering know if there is a specific title for your event.

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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/Event 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

Allegra Printing
111 W. Broadway
Missoula, MT 59801
406-721-7663

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PRODUCTION GUIDELINES

Your Event Manager will provide you with the hotel's Production Resource Guide.

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PRODUCTION CREW MEALS

Please contact your Catering/Event Manager regarding production crew dining in the hotel employee cafeteria.

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PUBLIC TRANSPORTATION

The Doubletree Missoula/Edgewater offers a complimentary shuttle to and from the airport. If you need the shuttle to take you elsewhere, arrangements can be made through the Front Desk and are based on availability.

Taxis are available from the hotel front door 24 hours a day. They are also readily available at the airport. Mountain Line operates bus service within Missoula, please see the front desk for schedules.

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PYROTECHNICS

Not Available.

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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/Event Manager for assistance.

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RECYCLING

The Doubletree Missoula/Edgewater is proud to recycle all newspapers, cardboard and aluminum.

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REGISTRATION ASSISTANCE

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

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REGISTRATION DESKS

Your Catering/Event Manager is happy to arrange a hospitality desk for your group. Hospitality desks are 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 days 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.

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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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RESORT FEE

Not Available.

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RESTAURANTS/LOUNGES

Finn and Porter for steaks, seafood, and chops. This new restaurant and lounge features many Northwest specialties in an all new setting where every seat has a view of the Clark Fork river. Join us for outdoor dining as well on our deck with breathtaking views of the Clark Fork and surrounding mountains. Whether looking for breakfast, Sunday brunch, lunch, dinner, or cocktails, Finn and Porter has what you're craving.

Watch the local anglers from your sleeping room balcony or while you enjoy a meal in Finn and Porter.



Hours and days of operation

Monday	06:00 AM - 10:00 PM
Tuesday	06:00 AM - 10:00 PM
Wednesday	06:00 AM - 10:00 PM
Thursday	06:00 AM - 10:00 PM
Friday	06:00 AM - 10:00 PM
Saturday	06:00 AM - 10:00 PM
Sunday	06:00 AM - 10:00 PM

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RESTAURANT RESERVATIONS

Reservations are strongly recommended for all restaurants in the hotel and in Missoula, whether it is for a table of four or a dine-around for 250.

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RESTROOMS

Public restrooms are located in the following areas:

To the left of Finn & Porter

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RESUMES

Not Applicable.

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RIGGING

Your Event Services Manager will provide you with the Production Resource Guide.

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ROBES

Not Applicable

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ROPES/STANCHIONS

For more information on banquet equipment, please see your Catering/Event Manager.

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ROOMING CODES/ROOMING LISTS

Please work with your Sales Manager regarding your group's rooming lists.

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SAFES/SAFE DEPOSIT BOXES

Safe Deposit Boxes are available through 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

Arrangements for delivery of packages should be made through the catering office. Receiving, handling and shipping charges may apply. You will be charged \$5 per package per day to store and receive average size packages. Above average sized packages will be charged based on the storage needs. You must notify the catering office of any deliveries prior to their arrival to ensure that the package is not refused. 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).

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.

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

Insert property specific pricing and storage information.

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 <your catering/event contact>
Hotel Name / Address / City State ZIP
Phone
Fax
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 Missoula/Edgewater

The *Doubletree Missoula/Edgewater* utilizes UPS and FedEx for our shipping needs. Please see the abovementioned companies for pick-up and delivery schedules. A Freight-Forwarding Form should be obtained from your Catering/Event Manager and completely filled out for shipping.

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SHOE SHINE

Not applicable

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SHOPPING

The Doubletree Missoula/Edgewater is located 2 blocks from Missoula's bustling downtown. Located there is an assortment of small boutiques, Macy's, and an assortment of restaurants.

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SIGNAGE/BANNERS

The *Doubletree Missoula/Edgewater* 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 \$15 - \$45 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

Site Tours for groups looking to book at the hotel are encouraged. Also, tastings are available at no cost to the customer.

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SMOKING

While no smoking is allowed in the building, restaurant, or restaurant deck, the Doubletree Missoula/Edgewater does offer a minimal amount smoking rooms to their guests.

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SOUND SYSTEM

Some hotel meeting rooms and ballrooms have a basic sound system. Please contact your Catering/Event Manager with questions. There may be fees assessed for certain hookups as well as hourly labor charges. The Director of Catering can be reached at 406-542-4615.

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SPA

Not applicable

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SPECIAL MEAL REQUESTS

Please consult with your Catering/Event Manager for any special meal requests. The Executive Chef is pleased to accommodate your requests to the best of his abilities.

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STORAGE

Arrangements for delivery of packages should be made through the catering office. Receiving, handling and shipping charges may apply. You will be charged \$5 per package per day to store and receive average size packages. Above average sized packages will be charged based on the storage needs. You must notify the catering office of any deliveries prior to their arrival to ensure that the package is not refused. 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).

Storage for your advance boxes and convention supplies is quite limited at the *Doubletree Missoula/Edgewater*. If you are anticipating shipping a large volume of materials, we suggest you consult your Catering/Event Manager as soon as possible to reserve a room or plan to utilize an area in your office or hospitality room set up. The hotel cannot provide security. If shipping valuables, please make arrangements to hire and pay for outside security.

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SUITES

The Doubletree Missoula Edgewater offers three executive suites and one Presidential Suite. Groups may reserve these rooms through their Sales Manager and guests can reserve these rooms on a first come, first serve basis.

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SUNRISE/SUNSET

Please ask Front Desk Agents for local sunrise and sunset times.

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TAXES

The current Montana State Bed Tax is currently at 7%. Currently the state of Montana does not have a sales tax, therefore the only tax is the Bed Tax.

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TAXICABS

The standard rate for transfers from the Missoula International Airport to the *Doubletree Missoula/Edgewater* is approximately \$13.50 plus gratuity.

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TEAM MEMBER RECOGNITION

Each month, Department Heads vote on a Champion of the Month. Those 12 people are then the nominees for the Champion of the Year, which is voted on by the Executive Committee. The CARE Committee also strives to create a positive working environment by recognizing employees through a variety of venues. Employees who have gone above and beyond are also recognized at Quarterly Care Rallies and in the Monthly newsletter.

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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 calls only.

DID Lines

DID lines can be used for Long Distance, minimal PC and fax can work as well.

B1 Telephone Lines

Not Applicable

Internet Access

Free High Speed Wireless Internet is available throughout the hotel.

Guest Room Calls

<u>Type of Call</u>	<u>Instructions</u>	<u>Rates</u>
Direct Dial-Bill to Room		
EMERGENCY	9+911	No Charge
Room to Room	7+Number	No Charge
Local	9+Number	Local Rate
\$.10 per minute after 60 minutes		
800/888/8xx toll free	9+1+Number	Toll Free 1 st 60
minutes \$.10 per minute thereafter		
Long Distance	9+1+Number	AT&T Operator
assisted rate less 50%		
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. 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.

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TENTS

Please contact your Catering/Event Manager regarding rental of small tents.

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THEME PARTIES

The *Doubletree Missoula Edgewater* is proud to present a complete package of signature theme parties. Please discuss themes with your Catering/Event Manager and ask for a copy of our latest and most popular menus and productions.

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TOURS/SIGHTSEEING

Please see Front Desk Agent for local tours and sight seeing destination recommendations.

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TRASH REMOVAL

Please see Front Desk Agent for information on daily trash removal.

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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. Tux
833 S Higgins Ave
Missoula, MT 59801
(406) 728-4530

The Tux Store
742 S Higgins Ave
Missoula, MT 59801
(406) 542-8404

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VOICE MAIL

All guest rooms have a voice mail message service.

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WEATHER

Depending on the season, the weather at the *Doubletree Missoula Edgewater* varies from a low of -15 degrees to a high of 105 degrees. Before visiting the *Doubletree Missoula Edgewater* we recommend that guests check the local listings to determine the weather conditions or access www.missoulaedgewater.doubletree.com.

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WHEELCHAIRS

The Doubletree Missoula/Edgewater does have small number of wheelchairs available for guest use.

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WIRED PAYMENT

If you would like to have payment wired, please notify your Catering/Event Manager, and instructions will be faxed to you.

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WORSHIP SERVICES

The following is a list of nearby locations.

Baptist
308 W Pine St
Missoula
(406) 549-4555
10:30 AM Sunday

Buddhist
540 S 2nd St W
Missoula, MT 59801
(406) 728-9232
<service schedule>

Catholic
St. Frances Xavier Church
420 W Pine St
Missoula, MT
406.542.0321
Weekend Masses: Saturday 5 PM; Sunday 8 AM, 10 AM, 12 PM, 6 PM; Daily Mass 8 AM.

Christian
First Christian Church
2701 S Russell St
(406) 549-7221
Sunday 10:45 AM

Church of God
Path of Life
1620 Rodger
Missoula, MT
(406) 327-8663
Sunday 10:30 AM; Wednesday 7 PM

Episcopal
Garden City Church
1100 South Higgins
Missoula, MT
(406) 542-2455
<service schedule>

Jehovah's Witness
Jehovah's Witnesses Kingdom Hall
1115 S Reserve St
Missoula, MT
(406) 542-0836
Thursday 7:30 PM; Sunday 1:00 PM

Lutheran
Immanuel Lutheran – ELCA
830 South Ave West
Missoula, MT
(406) 549-0736
Sunday 9 AM – Contemporary service; 11 AM – Traditional Service

Methodist
First United Methodist Church
300 E Main St
Missoula, MT
(406) 549-6118
Sunday 10:30 AM

Mormon (The Church of Jesus Christ of Latter-Day Saints)
First Ward
3201 Bancroft St
Missoula, MT
(406) 543-8436 - (406) 728-0506
Sunday 10 AM

Pentecostal
The House at Bethany
2415 Arcadia Dr
Missoula, MT
(406) 251-5559
<service schedule>

Protestant
Seventh Day Adventist Church
800 South Ave W
Missoula, MT
(406) 543-3425
Saturday 11 AM
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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 62 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/Event Manager.