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

To aid you in the planning process, we have compiled the following hotel information. 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.

Fess Parker’s Doubletree Resort
633 East Cabrillo Boulevard
Santa Barbara, CA  93103

www.Hilton.com
www.fessparkersantabarbarahotel.com
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- Function Space Diagrams with specification
- Catering Menu’s available separately

Spa
- Information
- Pricing sheet

Resource Information
- Hotel specifics listed alphabetically

Activities/Excursions

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- Activities
- Credit Application
- Credit Card Authorization
- Internet Form
- Phone Form
- Shipping Form
- Banner Hanging Form
GENERAL INFORMATION
Located just steps away from the beach and only ½ mile away from historic downtown Santa Barbara, Stearns Wharf and the Santa Barbara Zoo, Fess Parker’s Doubletree Resort offers a unique getaway experience where mixing business with pleasure comes naturally. Santa Barbara is a sun-drenched ribbon of celebrity estates, terraced vineyards, mountain canyons and golden sands formed by coastal bluffs. Cradled between the Santa Ynez Mountains and the blue Pacific, Fess Parker’s Doubletree Resort looks south toward the sheltering Channel Islands. A perfect climate and a dramatic landscape draw a wonderfully diverse community to Santa Barbara.

Fess Parker’s Doubletree Resort is a 24-acre mission-style resort offering 360 guestrooms, of which 22 are suites. We provide over 45,000 square feet of flexible indoor and outdoor luxurious meeting space. Professional award-winning catering, event services and complete audio/visual capabilities are available on property. Other resort services include spa, salon, pool, fitness facility, business center, concierge and 24 hour room service.

FUNCTION SPACE AND BANQUETS

- Catering Menu’s available separately.
  Contact our Sales & Catering Office at 805-884-8515 for menus

SPA
On site Spa de Mar – visit www.fessparkersantabarbarahotel.com/spa_rec for a list of services and pricing
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Pets (policies)
Pools
Post-Convention Meeting
Post Event Report
Posting of Events
Pre-Convention Meeting
Printing Services
Public Transportation
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Radios/Pagers/Nextels
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Safes/Safety Deposit Boxes
Security
Shipping and Receiving
Shopping
Signage/Banners
Site Inspection/Pre-planning
Smoking
Sound System
Spa
Special Meal Requests
Storage
Suites
Taxes
Taxicabs
Team Member Recognition
Telephones/Telecommunications
Trash Removal
Tuxedo/Formalwear
Voice Mail
Weather
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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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<th>Airline</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Aero Mexico</td>
<td>1-800-237-6639</td>
</tr>
<tr>
<td>Air Canada</td>
<td>1-888-247-2262</td>
</tr>
<tr>
<td>Air France</td>
<td>1-800-237-2747</td>
</tr>
<tr>
<td>Air India</td>
<td>1-800-223-7776</td>
</tr>
<tr>
<td>Air Jamaica</td>
<td>1-800-523-5585</td>
</tr>
<tr>
<td>Air New Zealand</td>
<td>1-800-262-1234</td>
</tr>
<tr>
<td>Air Tran</td>
<td>1-800-247-8726</td>
</tr>
<tr>
<td>Alaska Airlines</td>
<td>1-800-426-0333</td>
</tr>
<tr>
<td>All Nippon Airways</td>
<td>1-800-235-9262</td>
</tr>
<tr>
<td>American Airlines</td>
<td>1-800-433-7300</td>
</tr>
<tr>
<td>America West Airlines</td>
<td>1-800-235-9292</td>
</tr>
<tr>
<td>Austrian Airlines</td>
<td>1-800-843-0002</td>
</tr>
<tr>
<td>British Airways</td>
<td>1-800-247-9297</td>
</tr>
<tr>
<td>Continental Airlines</td>
<td>1-800-525-0280</td>
</tr>
<tr>
<td>Delta</td>
<td>1-800-221-1212</td>
</tr>
<tr>
<td>Frontier</td>
<td>1-800-432-1359</td>
</tr>
<tr>
<td>Japan Airlines</td>
<td>1-800-525-3663</td>
</tr>
<tr>
<td>Jet Blue</td>
<td>1-800-538-2583</td>
</tr>
<tr>
<td>KLM Royal Dutch Airlines</td>
<td>1-800-447-4747</td>
</tr>
<tr>
<td>Korean Air</td>
<td>1-800-438-5000</td>
</tr>
<tr>
<td>Lufthansa</td>
<td>1-800-645-3880</td>
</tr>
</tbody>
</table>
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 Santa Barbara Airport located 15 miles, approximately 15-20 minutes from the Fess Parker’s Doubletree Resort.
www.flysba.com

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 21%. For a standard delivery, the fee is $3.00.

Standard Amenities
Gift Baskets, Fess Parker Wine, Cheese Platter, Chocolates Strawberries, Pellegrino, Truffles, Fruit Basket, Champagne, Milk and Doubletree Famous Cookies

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.
**AUDIO/VISUAL**
Presentation Services, our audiovisual company, brings experience in the field of audiovisual to your meeting at the Fess Parker’s Doubletree Resort. Mike Hager, Director, Event Technology may be reached by dialing 805-966-2543.

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**AUTOMATED TELLER MACHINES**
There is an ATM conveniently located in the lobby. There are also ATM locations in Santa Barbara at all major 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.

Mummys Day Off- 805-570-6171
Babysitting Services
18.00 dollars per hour for one child
22.00 dollars per hour for 2- 4 children

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**BANKS**
Washington Mutual, Wells Fargo, Bank of America and other smaller banks

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**BANQUET BEVERAGE SELECTION**
The Fess Parker’s Doubletree Resort offers a choice of standard and premium beverages on banquet bars. The following is a list of beverages currently offered by our beverage department for banquets. As the availability of some of the items vary, this list may or may not be complete and is subject to change. Specialty items are available upon request.

Deluxe Brands
Cutty Sark
Jim Beam
Canadian Club
Tanqueray
Skyy
Bacardi Superior
Jose Cuervo Gold
Paul Masson
Apple Pucker
Premium Brands
Johnny Walker Red
Makers Mark
Crown Royal
Stolichnaya
Bacardi Superior
Sauza Hornitos
Tanqueray 10
Cordials
Baileys
Midori
Amaretto di Saronno
Grand Marnier
Kahlua
Courvoisier VS
Super Premium
Grey Goose
Glenlivet
Patron
Beer
Domestic Beer: Michelob Ultra & Bud Light
Imported Beer: Heineken, Corona, Samuel Adams & Stella Artois
Wine

**FESS PARKER WHITE WINES**

<table>
<thead>
<tr>
<th>Wine</th>
<th>Bottle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chardonnay, Santa Barbara</td>
<td>$39</td>
</tr>
<tr>
<td>Viognier, Santa Barbara</td>
<td>$51</td>
</tr>
<tr>
<td>White Riesling, Santa Barbara</td>
<td>$35</td>
</tr>
</tbody>
</table>

**FESS PARKER RED WINES**

<table>
<thead>
<tr>
<th>Wine</th>
<th>Bottle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pinot Noir, Santa Barbara</td>
<td>$61</td>
</tr>
<tr>
<td>Pinot Noir, “American Tradition”</td>
<td>$55</td>
</tr>
<tr>
<td>Syrah, Rodney’s Vineyard</td>
<td>$65</td>
</tr>
<tr>
<td>Syrah, Santa Barbara</td>
<td>$47</td>
</tr>
</tbody>
</table>

**SPARKLING WINES & CHAMPAGNES**

<table>
<thead>
<tr>
<th>Wine</th>
<th>Bottle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luis Roederer, Reims – Cristal Brut</td>
<td>$285</td>
</tr>
<tr>
<td>Moet et Chandon, Epemay – Dom Perignon</td>
<td>$165</td>
</tr>
<tr>
<td>Moet et Chandon Epemay – “White Star”</td>
<td>$76</td>
</tr>
<tr>
<td>Tattinger, Reims – La Francaise Brut</td>
<td>$72</td>
</tr>
<tr>
<td>Schramberg, Napa – Blanc de Blancs</td>
<td>$59</td>
</tr>
<tr>
<td>Roederer Estate Mendocino – Brut</td>
<td>$73</td>
</tr>
<tr>
<td>Wine Type</td>
<td>Brand</td>
</tr>
<tr>
<td>-----------</td>
<td>-------</td>
</tr>
<tr>
<td><strong>SAUVIGNON BLANC</strong></td>
<td>Freixenet</td>
</tr>
<tr>
<td></td>
<td>Beckman Vineyards, Santa Ynez</td>
</tr>
<tr>
<td></td>
<td>Brander Vineyard, Santa Ynez</td>
</tr>
<tr>
<td></td>
<td>Justin Winery, Paso Robles</td>
</tr>
<tr>
<td></td>
<td>Canyon Road, California</td>
</tr>
<tr>
<td></td>
<td>Parducci, Mendocino County</td>
</tr>
<tr>
<td><strong>PINOT GRIGIO</strong></td>
<td>Sycamore Lane, California</td>
</tr>
<tr>
<td></td>
<td>Sanford Winery, SRH</td>
</tr>
<tr>
<td></td>
<td>Palmina, Santa Barbara County</td>
</tr>
<tr>
<td><strong>PINK WINES</strong></td>
<td>Epiphany Cellars, Santa Barbara</td>
</tr>
<tr>
<td></td>
<td>Grenache Rose</td>
</tr>
<tr>
<td></td>
<td>Canyon Road, California</td>
</tr>
<tr>
<td></td>
<td>White Zinfandel</td>
</tr>
<tr>
<td><strong>VIOGNIER</strong></td>
<td>Bridlewood Winery, Santa Ynez</td>
</tr>
<tr>
<td><strong>CHARDONNAY</strong></td>
<td>Villa Mt. Eden, Santa Maria – Reserve</td>
</tr>
<tr>
<td></td>
<td>Byron Estate Vineyards, Santa Barbara</td>
</tr>
<tr>
<td></td>
<td>Kenneth Volk Vineyards, Paso Robles</td>
</tr>
<tr>
<td></td>
<td>Sonoma Cutrer, Russian River</td>
</tr>
<tr>
<td></td>
<td>Frei Brothers, Russian River</td>
</tr>
<tr>
<td></td>
<td>Robert Mondavi, Napa – Reserve</td>
</tr>
<tr>
<td></td>
<td>Parducci Mendocino County</td>
</tr>
<tr>
<td></td>
<td>Canyon Road, California</td>
</tr>
<tr>
<td><strong>CABERNET SAUVIGNON</strong></td>
<td>Brander Vineyard, Santa Ynez – Reserve</td>
</tr>
<tr>
<td></td>
<td>Barnwood, Santa Barbara</td>
</tr>
<tr>
<td></td>
<td>Simi Valley, Alexander Valley</td>
</tr>
<tr>
<td></td>
<td>Beringer, Napa “Knights Valley”</td>
</tr>
<tr>
<td></td>
<td>Franciscan Oakville Estate, Napa</td>
</tr>
<tr>
<td></td>
<td>Merryvale Winery, Napa – Reserve</td>
</tr>
<tr>
<td></td>
<td>Parducci, Mendocino County</td>
</tr>
<tr>
<td></td>
<td>Canyon Road, California</td>
</tr>
<tr>
<td><strong>ZINFANDEL</strong></td>
<td>EOS Estate Winery, Paso Robles</td>
</tr>
<tr>
<td></td>
<td>St. Francis Vineyards, Sonoma</td>
</tr>
<tr>
<td></td>
<td>Rancho Zabaco – Dancing Bull, California</td>
</tr>
</tbody>
</table>
### PETITE SIRAH

<table>
<thead>
<tr>
<th>Bottle</th>
<th>Barnwood Vineyards, Santa Barbara</th>
<th>$36</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Epiphany Cellars, SB &amp; Rodney’s Winery</td>
<td>$59</td>
</tr>
<tr>
<td></td>
<td>David Bruce Winery, Central Coast</td>
<td>$47</td>
</tr>
</tbody>
</table>

### PINOT NOIR

<table>
<thead>
<tr>
<th>Bottle</th>
<th>Summerland Winery, Santa Barbara</th>
<th>$51</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Foley Estates Winery, Santa Barbara</td>
<td>$59</td>
</tr>
<tr>
<td></td>
<td>Taz Vineyards, Santa Barbara</td>
<td>$51</td>
</tr>
<tr>
<td></td>
<td>Echelon Vineyards, Central Coast</td>
<td>$36</td>
</tr>
<tr>
<td></td>
<td>Hitching Post Winery, Santa Barbara</td>
<td>$55</td>
</tr>
<tr>
<td></td>
<td>Byron Estate, Santa Barbara</td>
<td>$49</td>
</tr>
<tr>
<td></td>
<td>Parducci, Mendocino County</td>
<td>$38</td>
</tr>
</tbody>
</table>

### SYRAH

<table>
<thead>
<tr>
<th>Bottle</th>
<th>William James Cellars, Santa Barbara</th>
<th>$41</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Curran Wines, Santa Barbara, Reeves Ranches</td>
<td>$55</td>
</tr>
<tr>
<td></td>
<td>Bridlewood Estate, Central Coast</td>
<td>$39</td>
</tr>
</tbody>
</table>

### MERLOT

<table>
<thead>
<tr>
<th>Bottle</th>
<th>Canyon Road, California</th>
<th>$30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Burgess Cellars, Napa</td>
<td>$39</td>
</tr>
<tr>
<td></td>
<td>Frei Brothers Winery, Sonoma</td>
<td>$39</td>
</tr>
<tr>
<td></td>
<td>Kenwood Vineyards, Sonoma</td>
<td>$42</td>
</tr>
<tr>
<td></td>
<td>Summerland Winery, Santa Barbara</td>
<td>$43</td>
</tr>
<tr>
<td></td>
<td>Parducci, Mendocino County</td>
<td>$38</td>
</tr>
</tbody>
</table>

### MERITAGE

<table>
<thead>
<tr>
<th>Bottle</th>
<th>Girard Winery, Napa – Red</th>
<th>$75</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(57% Cabernet, 20% Cabernet Franc, 15% Merlot, 7% Malbec &amp; 1% Petite Verdot)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Barnwood Vineyards, Santa Barbara – Trio</td>
<td>$59</td>
</tr>
<tr>
<td></td>
<td>(72% Cabernet Sauvignon, 18% Merlot, 10% Syrah)</td>
<td></td>
</tr>
</tbody>
</table>

### Non-Alcoholic Beverages

- Coffee ~ Tea & Herbal Tea
- Freshly Squeezed Orange & Grapefruit Juice
- Fresh Lemonade & Iced Tea
- Fruit Juices ~ Apple ~ Cranberry & V-8
- Soft Drinks & Mineral Water
- Starbucks Frappuccino
- Skim ~ 2% & Whole Milk
- Naked Juices ~ Protein Zone ~ Pomegranate ~ Berry Blast
- Haake Beck ~ Non Alcoholic Beer
All banquet bars serve wines by the glass, domestic and imported beers, soft drinks, juices, mineral water, and non-alcoholic beers and wines. Blended drinks and champagne by the glass are available upon request.

**BANQUET CURFEWS**
There is an outdoor function curfew of 11:00 p.m. In accordance with CA liquor laws, all alcoholic beverage sales will begin at anytime and conclude at 1:30 am.

**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:
- Heaters or umbrellas for a large group
- Personal, custom decorations such as balloons, etc…
- Examples would be tall boys, serpentine tables or 60” rounds.

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

**BANQUET MENU SELECTION**
We request that banquet menus, room arrangements, and other details pertinent to your convention be submitted to your Catering/Event Manager 6 weeks before event start date, but can make changes up to 5 days prior to start 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.
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 (5 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 % more than this guaranteed minimum.

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

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: 21% 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. 21% 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.

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.

Back to Resource Information
**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. Porterage charges will be set forth in your contract. The current rate is $8 round trip per person, plus state tax, and is subject to change. Departure notices and bag pulls should be coordinated with our (Guest Services Manager and/or Bell Captain or Catering/Event Manager).

Back to Resource Information

**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.

Back to Resource Information

**BOX LUNCHES**
Box lunches are available through Event Services and are for off-site events only. We can help you create your own customized lunch. If you wish to order box lunches for your group, your Catering/Event Manager will arrange the order for you.

Back to Resource Information

**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:
OPEN 24 hours

For large quick printing or copying jobs, we recommend calling: Kinkos 805-966-2700

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**BUS/BUS COMPANIES**
Santa Barbara Air Bus www.sbaibus.com

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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
On Property
Avis Rent-A-Car  800-321-3712
Budget Rent-A-Car  800-527-0700

Back to Resource Information

*CASH PAID OUTS
We cannot do cashouts

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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 Fess Parker’s Doubletree Resort will require full payment in advance for room and tax charges. In addition, there will be a 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-IN AND CHECKOUT
Hotel check-in is 4:00 pm, and checkout is 11:00 am. (All guests arriving before 4:00 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
Your guests will have the opportunity to confirm their departure date at check-in. Once this departure date has been confirmed, there will be a 50% of guestroom early departure fee assessed in the event the guest departs prior to their confirmed departure date.

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

Satellite Check-In
Limited satellite check-in is available. The following conditions must be met in order to be eligible for consideration; arrival manifest provided 10 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. Your Catering/Event Manager will be
able to discuss these issues in more detail to determine if this is the correct solution for your arrival.

**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 8668 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.

**Kiosks**  
Fess Parker’s Doubletree Resort does not offer Kiosk check-in and checkout as a convenience to our guests. Our kiosks are user friendly and accept credit or HHonors cards. Guests are able to retrieve room keys at check-in and a printed folio at checkout.

**COAT CHECK SERVICES**  
See Guest Services ext 24

**COFFEE MAKER**  
In every guestroom

**CONCIERGE**  
Ext 8533 7am-7pm

**CORKAGE**  
$20 ++ per bottle

**CREDIT CARDS**  
The Fess Parker’s Doubletree Resort accepts most major credit cards including VISA, Mastercard, Discover, Am Ex, Diner’s Club, JCB International

**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.
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.

DESTINATION MANAGEMENT COMPANIES (DMC)
Preferred vendors that have successfully worked with the hotel are listed below for your reference.
  - Releve Unlimited Destination Management, www.releveunlimited.com

*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.

DIAGRAMS
Diagrams are available on our website or contact your Catering/Event Manager.

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.
DIRECTIONS TO THE HOTEL
From Santa Barbara Airport:
1. Take 101 southbound to Santa Barbara.
2. Exit at Milpas St.
3. Turn right onto Milpas St.
4. After crossing the railroad tracks, turn right onto Calle Puerto Vallarta.
5. The hotel entrance is halfway down the block on the right. Come in the driveway, and head left, follow the signs to the hotel lobby. Once you register, you can park close to where your room is located.

www.fessparkersantabarbarahotel.com

DRUG STORES
Rite Aid 805-965-0787

DRY-CLEANING – SEE LAUNDRY/VALET
Laundry services are available by dialing extension 8533. Garments picked up prior to 9 a.m. are returned to guests by 5 p.m. the same evening.

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

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/Event Manager. Please see forms for pricing and ordering.

ELEVENATORS
The Fess Parker’s Doubletree Resort hotel has 4 guest elevators located Lobby, 3 guestroom buildings. In addition, there are no parking garage elevators.
EMERGENCY PROCEDURES
The Fess Parker’s Doubletree Resort 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, are trained in CPR and First Aid.
- Emergency evacuation routes and procedures are located on the inside of all guest room doors.
- Nearest emergency room: 8 min
- Nearest hospital: 8 min

SUSTAINABILITY
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.

We also listed on the www.greensantabarbara.com: under the heading - Green Tourism/Green Lodging: http://www.greensantabarbara.com/greenLodging.htm
We have received a sustainability rating from the California Integrated Waste Management.
Their website is:
http://www.ciwmb.ca.gov/EPP/GreenLodging/Directory/#Santa%20Barbara

Additionally, Fess Parker’s Doubletree Resort is an official member of the Green Lodging Program of California.
Fess Parker’s Doubletree Resort Sustainability Practices:
Our hotel places an energy conservation “Green Card” in all guest rooms for the guests choice to have linens laundered less frequently. Laundry washers utilize formulas for reclaimed water for first rinses, and final rinse water replenishes the reclaimed water supply.
Our landscaping department uses disease resistant plantings in lieu of pesticides, and reclaimed water for irrigation needs with the exception of food serving areas. Mulching lawnmowers aid in supplemental nitrogen in lieu of fertilization, and drip irrigation is used where practical. Employee practices include recycling paper, cans, bottles, vendor packaging and composting food waste.

Santa Barbara is viewed as the birthplace of the modern environmental movement. In 1970, one of the nation’s first Earth Days was held here. A portion of the city’s hotel tax is used to fund urban-creek restoration projects. Within the city, the Metropolitan Transit District operates a large fleet of battery electric vehicles including the MTD electric shuttle which has downtown and waterfront routes. Visitors to Santa Barbara will find many alternative-fuel vehicles here, and can access car-free itineraries from Santa Barbara Car-free www.santabarbaracarfree.org

Within the Hilton Family of Hotels, we recognize our environmental responsibility and are committed to improving our performance towards a sustainable future while enhancing the guest and team member experience. To ensure sustainable business practices in the countries in which we operate around the globe, we will:

• Embrace an environmental mission and strategy that encompasses each and every team member
• Focus upon our key environmental commitments: energy efficiency, CO2 reduction, water efficiency, waste reduction, renewable energy, and sustainable buildings and operations which includes building design & construction, hotel & corporate operations, chemical management, and purchasing
• Engage our team members through training, tools and active involvement
• Ensure that environmentally friendly initiatives and tactics will impact the guest experience in a positive way
• Set targets, measure, benchmark and continually improve our performance
• Share best practices and comply with relevant local, national and international legislation
• Liaise with our suppliers and business partners to improve their environmental performance
• Influence land use in harmony with nature and construction by promoting the use of established environmental best practices
• Support environmental initiatives within the local community
• Communicate our environmental achievements to our team members and guests
• Publish our performance against our established targets
HEAT (Hilton Environmental Analysis and Tracking)
The Hilton Family of Hotels recognizes our environmental responsibility and is committed to improving our performance towards a sustainable future.

To ensure sustainable business practices in the countries in which we operate around the globe, we will:
• Embrace an environmental mission and strategy that encompasses each and every team member
• Focus upon our key environmental commitments: energy efficiency, CO2 reduction, water efficiency, waste reduction, chemical reduction and more sustainable building design and operations
• Engage our team members through training, tools and active involvement
• Set targets, measure, benchmark and continually improve our performance
• Share best practices and comply with relevant local, national and international legislation
• Liaise with our suppliers and business partners to improve their environmental performance
• Influence land use in harmony with nature and construction by promoting the use of environmental standards

SPORT (Sustainable Property Operations Results Tracking)

What and Why

Sustainable Property Operations Results Tracking (SPORT) is an integrated performance based system, built into our HEAT system that looks at all of the key focus areas in terms of sustainability and operational best practices (energy and water efficiency, F&B, building maintenance, etc.)

SPORT will provide us as a company a wealth of key performance data that will create a common language around sustainability and also allow properties to track performance and more easily communicate with individual and group customers.

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FAX MACHINES

Back to Resource Information

FAX NUMBERS
For Guests: 805-564-4964
Catering/Event Services office: 805-962-8198
Sales office: 805-962-8198
Reservations office: 805-962-1814
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.

**FITNESS CENTER**
Complimentary Fitness Center on property.

**FLAGS**
Our Banquet Department currently has 2 United States flags and 2 CA State flags in inventory. If you require additional flags, please discuss rental costs with your Catering/Event Manager.

**FLORAL/FLORIST**
Recommended Florists:
- Kaleidoscope Flowers 805-962-0032
- Flora Boutique 805-684-8222
- Grass Roots 805-682-9105

**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.

**GENERAL MANAGER**
Matthew LaVine joined Fess Parker’s Doubletree Resort as General Manager. Matthew LaVine is thrilled to welcome your group to Fess Parker’s Doubletree Resort and is accessible as needed.

**GIFT IDEAS**
- [http://www.hilton.corplogoware.com/?rep=hilton](http://www.hilton.corplogoware.com/?rep=hilton) - Olympic Merchandise
- [http://www.waldorfcollection-hotelsathome.com/home.html](http://www.waldorfcollection-hotelsathome.com/home.html) - The Waldorf Collection
GOLF COURSE INFORMATION

Santa Barbara Golf Course Information

Sandpiper Golf Course – This PGA rated course boasts gorgeous ocean views and was named one of the top 25 public courses in the nation by Golf Digest.
   15 Minutes driving time, north of the Resort
   www.sandpipergolf.com

Rancho San Marcos – Located in the Santa Ynez Valley, next to Lake Cachuma.
   25-30 Minutes driving time north of the Resort
   www.rsm1804.com

Glen Annie Golf Club – Sits on rolling foothills overlooking scenic views of the Santa Barbara coast and mountains.
   15 Minutes driving time north of the Resort
   www.glenanniegolf.com

Facilities
Putting green, tennis courts, spa, fitness center, 2 restaurants, pool, Jacuzzi, shuffle board

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.

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
GROUP CHECK-IN, ARRIVALS AND DEPARTURES
The Fess Parker’s Doubletree Resort has a specially designed group entrance to accommodate the needs of your group. It has a porte cochère and 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.

BACK TO RESOURCE INFORMATION

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.

BACK TO RESOURCE INFORMATION

GUEST ROOMS
Hotel is 100% smoke-free

The hotel’s current bedding breakdown is as follows: 360 guestrooms:
3 Presidential Suites, Ocean view, 1 king bed, separate living area w/ pull out sofa
7 Parlor Suites, Ocean view, 1 king bed, separate living area w/ pull out sofa
3 Junior Suites, Garden/Pool view, 1 king bed, separate living area w/ pull out sofa
3 Executive Suites, Partial Ocean view, 1 king bed w/ fireplace
7 Studio Suites, Garden/Pool view, Extra large room with 1 king bed
7 Ocean view Deluxe, 1 king bed
18 Ocean view Deluxe, 2 Queen beds
23 Ocean view, 1 king bed
19 Ocean view, 2 Queen beds
1 Ocean view, 1 king
1 Ocean view, 2 queen beds
19 Resort view, Deluxe, 1 King bed
5 Resort view, Deluxe, 2 Queen beds
43 Resort view, King bed
72 Resort view, 2 Queen beds
9 Resort view, King bed
7 Resort view, 2 Queen beds
46 Standard view, King bed
44 Standard view, 2 Queen beds
7 Standard view, King bed
5 Standard view, 2 Queen beds
5 Handicap Accessible, King bed
3 Handicap Accessible, 2 Queen beds
3 Handicap Accessible, 2 Queen beds with roll-in shower

CA 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.

**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 - $3.00 per envelope $3.00 if personalized) deliveries inside the room - $3.00 for the first item & $3.00 for each additional item.

**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.

**HAIR SALON**
Salon Del Mar 805-884-8561, hotel ext. 8561 Tue-Fri 9-5/Sat 9-4
Sunday by appointment only
www.salondelmaronline.com

**HHONORS FLOOR**
Fess Parker’s Doubletree Resort does not have a dedicated Hilton Honors floor.
HOSPITALITY DESKS
Your Catering/Event Manager is happy to arrange a hospitality desk for your group. Hospitality desks are located in main lobby 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.

HOSPITALITY SUITES FUNCTIONS
Can be arranged through a sales manager

Back to Resource Information

HOTEL FACTS/HISTORY
The following is a fact sheet for Fess Parker’s Doubletree Resort:

Location: Santa Barbara, CA
Address: 633 East Cabrillo Blvd.
Santa Barbara, CA 93103
Telephone: 805-564-4333 or toll free 800-879-2929
Telex:
Facsimile: 805-564-4964
Reservations: 877-893-0892
Website: www.fessparkerhotels santabarbarahotel.com
Managed By: Hilton Hotels Worldwide
Grand Opening: 1986
Last Renovation: 2006

Brief Description:
Located just steps away from the beach and only ½ mile away from historic downtown Santa Barbara, Stearns Wharf and the Santa Barbara Zoo, Fess Parker’s Doubletree Resort offers a unique getaway experience where mixing business with pleasure comes naturally. Santa Barbara is a sun-drenched ribbon of celebrity estates, terraced vineyards, mountain canyons and golden sands formed by coastal bluffs. Cradled between the Santa Ynez Mountains and the blue Pacific, Fess Parker’s Doubletree Resort looks south toward the sheltering Channel Islands. A perfect climate and a dramatic landscape draw a wonderfully diverse community to Santa Barbara.
Fess Parker’s Doubletree Resort is a 24-acre mission-style resort offering 360 guestrooms, of which 23 are suites. We provide over 45,000 square feet of flexible indoor and outdoor luxurious meeting space. Professional award-winning catering, event services and complete audio/visual capabilities are available on property. Other resort services include spa, salon, pool, fitness facility, business center, concierge and 24 hour room service.

Awards: AAA Four Diamond Resort

**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 $1.00-2.00 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 available upon request.

**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.

**IN-ROOM DINING**

Our In-Room Dining is open 24 hours a day for breakfast, lunch, dinner, snacks and beverage service. We are happy to offer convenient doorknob ordering for breakfast service. In-Room Dining can be reached at extension 22 in-house.

A variety of amenities are also available through room service.
Room service gratuity is 21% and is posted automatically on all checks. There is also a delivery fee of $3.00 per order.

INTERNET SERVICES
The Fess Parker’s Doubletree Resort provides numerous Internet Services. Hilton Stayconnected Program is our Internet Service Provider for all guests’ networks and will answer any questions concerning your system.

KEY CARDS
Please contact your Catering/Event 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 $50 charge per door/per room and you may be required to sign a hold harmless agreement.

(Customized) KEY CARDS
Please contact your Catering/Event Manager if you would like custom keys for your group. They are an excellent way to market your organization.

KEY HOTEL CONTACTS
The Fess Parker’s Doubletree Resort Managing Committee consists of the following people:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager</td>
<td>Matthew LaVine</td>
<td>8500</td>
</tr>
<tr>
<td>Director of Food &amp; Beverage</td>
<td>Gary Lemma</td>
<td>8567</td>
</tr>
<tr>
<td>Director of Finance</td>
<td>Rehan Fazal</td>
<td>8570</td>
</tr>
<tr>
<td>Director of Front Office</td>
<td>Benjamin Ly</td>
<td>8516</td>
</tr>
<tr>
<td>Executive Chef</td>
<td>Kirk DeLong</td>
<td>8550</td>
</tr>
<tr>
<td>Housekeeping Manager</td>
<td>Jose Quezada</td>
<td>8537</td>
</tr>
<tr>
<td>Director of Property Operations</td>
<td>Eric Maass</td>
<td>8543</td>
</tr>
<tr>
<td>Director of Sales and Marketing</td>
<td>Beth Olson</td>
<td>8502</td>
</tr>
<tr>
<td>Director of Catering</td>
<td>Kathy Ackley</td>
<td>8504</td>
</tr>
<tr>
<td>Director of Events</td>
<td>Marybeth Gilliland</td>
<td>8512</td>
</tr>
</tbody>
</table>

KOSHER
We offer a variety of Kosher Meals to our guests. These meals are prepared for us by www.koshermeal.com and are “Glatt Kosher”. Please ask your Catering/Event Manager for kosher suggestions.
**LABOR**
The Fess Parker’s Doubletree Resort is a non-union hotel.

**LAUNDRY/VALET – SEE DRY CLEANING**
Self Serve Laundry facilities via quarters are available on property. Complete dry cleaning services are also available by dialing extension 8533 in-house. Garments picked up prior to 9 a.m. are returned to guests by 5 p.m. the same evening.

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.

**LIMOUSINE SERVICES**
Arrangements may be made to have a group VIP transported by our hotel limousine or town car, or through an outside service. Spencer’s Limousine is our preferred service and can be reached at 805-884-9700. Guest Services can also arrange limousine transfers and can be reached at hotel ext 24.

**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: White, ivory, black, burgundy
Napkins: same
Tablecloths same

**LIQUOR LAWS**
The State of CA has strict liquor laws that must be followed by the Fess Parker’s Doubletree Resort. Because the hotel is only licensed-authorized to sell and serve alcoholic beverages that were purchased by the Fess Parker’s Doubletree Resort no group may bring in their own alcohol to be served. The legal drinking age in CA is 21.

Your Catering/Event Manager may provide a copy of some of the applicable State of CA liquor laws upon request.
LOCAL INFORMATION
Santa Barbara offers a wide variety of outdoor adventures, such as:

- Horseback Riding through the Mountains or along the Beach
- Sailing- Chartered Boats are Available for Whale Watching, Fishing Trips, Sightseeing, and Sunset Cocktail or Dinner Cruises
- Kayaking among the Channel Islands, Surf Lessons, Mountain Biking, Rock Climbing, Paragliding and Much More are offered by the Santa Barbara Adventure Company
- World Class Golf
- Trolley rides through Historic Downtown Santa Barbara and Montecito
- Jeep Tours – takes guests from the valley floor to above 4,000 feet in the beautiful Santa Ynez Mountains in a safe, 6 passenger open jeep. Mountain, Wine Country and Sunset narrated tours are available through Cloud Climbers Jeep Tours
- Santa Barbara Zoo - with elephants, lions, giraffe, gorillas, monkeys, sea lion, exotic birds, and more. Miniature trains ride, children's playground, and botanic gardens
- Stearns Wharf - our dolphin fountain welcome visitors to Stearns Wharf, the oldest working West Coast pier of restaurants and a fantastic view of the coastline
- Yacht Harbor and Breakwater - a paved walkway offers a scenic half-mile walking tour around the harbor. It's also a departure point for shoreline tour boats and sport fishing excursion boats
- State Street - the heart of Santa Barbara is filled with a variety of renowned restaurants and plenty of unique boutiques and shopping hot spots
- Santa Barbara County Courthouse - a magnificent Spanish-Moorish "palace" built in 1929
- El Presidio de Santa Barbara State Historic Park - reconstruction of the 18th century's Spanish fort, which was Santa Barbara's birthplace
- Santa Barbara Historical Museum - view rare mementos from three eras: Spanish, Mexican, and American
- El Paseo-"The Street In Spain" - picturesque shopping arcade reminiscent of Old Spain built in and around the adobe home of the historic, Casa De La Guerra
- Santa Barbara Museum of Art - an outstanding newly remodeled regional museum
• La Arcada - a Spanish-style building and courtyard with locally owned shops, galleries, boutiques, restaurants, and fountains

• Mission Santa Barbara - called "Queen of the Missions" for its grace and beauty. Founded in 1786, 10th of the 21 Franciscan missions in the state

• Museum of Natural History - exhibits feature mammals, birds, fish, reptiles, plant life and geology of the coast and Channel Islands

• Santa Barbara Botanic Garden - 60 acres of native trees, shrubs, wildflower, and cacti in a natural setting

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.

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.

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.

MAIL SERVICES
Stamps are for sale, and our Concierge and Business Center offers UPS and FedEx services. If you have a large number of items that need to be mailed, or require shipping materials, we suggest UPS. They are located in main lobby or concierge desk and offer complete mail services as well as materials.
MASSAGE THERAPY
Massage is well known for its ability to relax muscle spasms and relieve tension from the body. The Spa offers several massage therapy treatments including facials, massages, aromatherapy. Reservations are suggested. For booking massages as a group activity option, you may consult your Catering/Event Services Manager.

- visit www.fessparkersantabarbarahotel.com/spa for services and pricing

All prices are subject to CA state sales tax. A standard gratuity of 20% is suggested for any group bookings. Pricing is subject to change without notice.

MASTER ACCOUNTS
See Sales Agreement.

MEDICAL FACILITIES/SERVICES
Medical Services facilities nearby:

- Cottage Hospital
  320 W Pueblo St, Santa Barbara, 93105 - (805) 682-7111
  **Travel time from the hotel is about 8 minutes**

MEETING ROOM CAPACITIES
Please visit our website at www.fessparkersantabarbarahotel.com

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 $3.00 per item/per move.

MEETING ROOM RENTAL
Please speak directly with a Catering/Event Services Manager for pricing.
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.

Back to Resource Information

MUSIC/MUSICIANS
The Fess Parker’s Doubletree Resort has key contacts in the entertainment industry which make it possible to secure the best local, national, and international talents. Please contact your Catering/Event Manager for assistance in booking entertainment.

The Santa Barbara requests that outdoor entertainment begins no earlier than 10 a.m. and ends no later than 11 p.m.

Back to Resource Information

NEWSPAPERS/PUBLICATIONS
Newspapers are available in our Gift Shop

They are delivered to the resort, daily.

Back to Resource Information
OFFICE EQUIPMENT/SUPPLIES
The in-house Business Center offers a complete range of services including rental of computer systems, copier machines, facsimile machines, secretarial support, photocopying, word processing services, fax transmission, and shipping and mail services, just to name a few.

Prices are quoted on an individual basis depending on the type of equipment needed as well as the scope of the job requested. Discuss your group’s needs with the Business Center or with your Catering/Event Manager.

Business Center hours are 24 hours a day

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

Kinkos 805-966-2700

PARKING
Overnight Guest Parking is $18.00 per day
We also offer valet parking at the rate of $25.00 per day.
If you are planning a large movement or delivery of rental cars for a specific group event or activity, please advise your Catering/Event Manager so that specific parking may be reserved.

PERSONALIZED ON-LINE GROUP PAGE (POG)
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

PETS (POLICY)
Service animals are always welcome and must be accommodated.
Fess Parker’s Doubletree Resort is a pet friendly resort. There is a $25 per night fee that is non-refundable.

POOLS
Heated Pool and Jacuzzi
**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.

**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.

**POSTING OF EVENTS**
We post the daily resort events each day in the lobby.

**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.

**PRINTING SERVICES**
Kinkos 805-966-2700

**PUBLIC TRANSPORTATION**
The Santa Barbara has a bus that operates between 6 a.m. and 11 p.m. The shuttle picks up and drops off near the front of the hotel. The fare is $1.00 per person one-way. Bulk purchases of the shuttle passes are available for your attendees. Please consult your Catering/Event Manager for a shuttle schedule.

**PYROTECHNICS**
N/A
**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.

**RECYCLING**
Bins around property

**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.

**RESORT FEE**
No Resort Fee

**RESTAURANTS/LOUNGES**
**Café Los Arcos**
Newly renovated, located in the main lobby. Serves breakfast and lunch daily in a casual atmosphere. Café Los Arcos offers a limited breakfast buffets Monday – Friday and a full hot breakfast buffet on Saturday and Sunday in addition to the standard breakfast menu.

**Rodney’s Steakhouse**
Fine dining restaurant open 7 days a week from 5:30 pm – 10:00 pm. An elegant steakhouse featuring prime aged beef, seafood, specialty cocktails and a wide variety of renowned wines. Reservations recommended. The private dining room in Rodney’s can be reserved for groups up to 30 people.

**Barra Los Arcos**
Ocean view indoor/outdoor bar, serving appetizers and cocktails in a comfortable, relaxed atmosphere. Open daily until 12 midnight.

**Terraza Del Mar**
During our busy summer months, this poolside outdoor BBQ serves light fare and beverages to enjoy while relaxing in the sun.
RESTAURANT RESERVATIONS
Reservations are strongly recommended for all restaurants in the hotel and in Santa Barbara whether it is for a table of four or a dine-around for 250.

RESTROOMS
Public restrooms are located in the following areas:
Main Lobby near meeting rooms

RESUMES
Group resumes are created a week before a group arrives so all departments are aware of upcoming events.

ROPES/STANCHIONS
The resort does not carry ropes or stanchions.

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

SAFES/SAFE DEPOSIT BOXES
In each guestroom

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.
**SHIPPING AND RECEIVING**
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.

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 Fess Parker’s Doubletree Resort**
The Fess Parker’s Doubletree Resort utilizes UPS for our shipping needs. Please see concierge for pick-up and delivery schedules. A Freight-Forwarding Form should be obtained from your Catering/Event Manager and completely filled out for shipping.

**SHOPPING**
Nordstrom, Macys, Saks 5th Ave, Juicy, etc… 2 outdoor malls in Santa Barbara
**SIGNAGE/BANNERS**
The Fess Parker’s Doubletree Resort 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. Fees range between $50-75 depending on the size of banners. Please speak to your Catering/Event Services Manager directly for more information.

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

**SITE INSPECTION/PRE-PLANNING**
Ask your Event Manager. In most cases we will offer a complimentary room for a pre planning meeting or site tour.

**SMOKING**
Only in designated areas on property. Guestrooms are 100% smoke-free.

**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. Event Technology can be reached at 805-884-8560.

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 10 a.m., and all outdoor evening functions must end no later than 11 p.m.

**SPA**
Spa de Mar on property. Visit www.fessparkersantabarbarahotel.com/spa for services and pricing
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.

STORAGE
Storage for your advance boxes and convention supplies is quite limited at the Fess Parker’s Doubletree Resort. 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. Hotel cannot provide security. If shipping valuables, please make arrangements to hire and pay for outside security.

SUITES
23 luxuriously appointed suites

TAXES
The current CA State General Excise Tax is 8.75%. The current CA State Hotel Tax is 12.10% (includes state tax).
All goods and services are subject to state tax including but not limited to food, beverage, labor, and gratuities.

TAXICABS
For the city of Santa Barbara there are numerous taxi companies available to our guests. The Fess Parker’s Doubletree Resort recommends Gold Cab at 805-685-9797. See the Bell Stand for more options or call them at ext. 24.

The standard rate for transfers from the Santa Barbara Airport to the Fess Parker’s Doubletree Resort is complimentary for our resort shuttle, available until 9:00 p.m.

TEAM MEMBER RECOGNITION
CARE Champion of the Month, Hero of the Month presented by Event Services, Star Luncheon every Quarter.
**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. Price is $25.00 per day

Unrestricted Domestic Phone Line:
Permits Outgoing local Calls
Domestic Long Distance calls.
Incoming calls route through Hotel Operator $75.00 per day

Unrestricted International Phone Line
Permits Outgoing local calls
Domestic and International Long Distance calls.
Incoming calls route through Hotel Operator $75.00 per day Plus Phone Charges

Direct Phone line
Permits Outgoing Local Calls
Domestic Long Distance calls.
Assigns a phone number to the designated extension
Callers do not route through the Hotel Operator. $175.00 per day

**Internet Access**
Wireless Internet Access is provided in the lobby with the same options as the guest rooms. Standard rate: $12.95 per guestroom per day. Several additional options are available.
High Speed Internet Access (Wireless or Wired Access)
Contact an Event Services Manager for detailed event pricing.

**Guest Room Calls**

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<th>Type of Call</th>
<th>Instructions</th>
<th>Rates</th>
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<td>Direct Dial-Bill to Room</td>
<td>9+911</td>
<td>No Charge</td>
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<td>EMERGENCY</td>
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<td>Room to Room</td>
<td>9+Number</td>
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<td>$.10 per minute after 60 min</td>
<td>9+1+Number</td>
<td>Toll Free 1st 60</td>
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<td>800/888/8xx toll free</td>
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<td>minutes $.10 per minute thereafter</td>
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<td>AT&amp;T Operator</td>
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<td>Long Distance assisted rate less 50%</td>
<td>9+011+CC+CC+Number</td>
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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.

**Integrated Services Digital Network (ISDN)/T1 Speeds**
128kb lines for Internet access $  
Higher speed ISDN lines available (Inquire)  
1.5 megabyte (options) (Inquire)

**Video Teleconferencing**
We have video conferencing equipment - can be installed in all public space rooms except the Boardroom and Board Dining room
(Please inquire with Presentation Services)

Back to Resource Information

**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:
King Tux 805-682-8888

Back to Resource Information
**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 no amount, a service charge of 0.00 per room will be assessed. Please discuss any specific requests with your Catering/Event Manager.

Back to Resource Information

**WEATHER**
Depending on the season, the weather at the Fess Parker’s Doubletree Resort varies from a low of 64 degrees to a high of 84 degrees. Before visiting the Fess Parker’s Doubletree Resort we recommend that guests check the local listings to determine the weather conditions.

Back to Resource Information

**WHEELCHAIRS**
If a guest requires a wheelchair, we can arrange a rental for them at their own expense. 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.

We also have a few for guest use.

Back to Resource Information

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

Back to Resource Information

**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 8668 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.

Back to Resource Information
**ACTIVITIES/Excursions**

**Within a five-minute drive...**

- Stearns Wharf, the oldest working wharf on the West Coast, housing restaurants, gallerias, and shops.
- Santa Barbara Zoological Gardens, featuring a variety of animals from around the world, a petting zoo, and a train ride.
- Golf at Montecito Country Club
- Whale watching. Watch the migration of the gray whales traveling north through the Santa Barbara Channel to feeding grounds in the Bering Sea.
- Shopping on State Street
- Yacht harbor and breakwater - has sailboat charters, fresh fish markets, seafood restaurants.

**Within a twenty-minute drive...**

- Mission Santa Barbara, the Queen of the California Missions.
- Santa Barbara Courthouse, with mission-revival style architecture.
- El Paseo, originally an adobe rancho, now turned into a shopping enclave.
- Historical Society Museum, housing treasures from Santa Barbara's colorful past, covering three eras: Spanish, Mexican and American.
- Carriage Museum, housing a unique collection of horse-drawn carriages, some dating back over 300 years.
- Museum of Natural History, featuring mammals, birds, fish, reptiles, plant life and the geology of the Pacific Coast and Channel Islands.
- Sandpiper Golf Course, rated as one of the top 25 public courses in the U.S.

**Within a one-hour drive...**

- Los Olivos, an up-and-coming art community, featuring galleries specializing in Western and Indian art.
- Solvang, a famous Danish community, offering shops, boutiques, and many wonderful bakeries.
- Santa Ynez wine country - over 30 wineries available for tours and evening events. Outlet Shopping at hundreds of stores at the Camarillo Factory Outlet
FORMS:

- Credit Application
- Credit Card Authorization Form
- Shipping Form
- Banner Hang Form
- Internet Form: Please ask your Catering/Event Manager for details
- Phone Form: Please ask your Catering/Event Manager for details
CREDIT APPLICATION

HOTEL NAME: ____________________________________________
Telephone: ____________________
ADDRESS: ____________________________________________ Fax #:__

CREDIT APPLICATION

Confidential Information

Name of Company Requesting Direct Billing: ________________________________
Address: ____________________________________________________________
Telephone: __________________________
City: _____________________________ State: ____________
Zip: __________

Dun & Bradstreet Number: __________________________ Rating: __________ Listed
in Name of: ______________
Group Name: ______________________________

Inclusive Booking Dates: ________________________________

Group Contact: ______________________________ Fax #: _

Address: __________________________________________
Telephone: __________________________
City: _____________________________ State: ____________
Zip: __________

DIRECT BILLING HAS BEEN REQUESTED AS INDICATED:

1. Guestroom Accounts
   ______ All charges for specified guests - Provide List
   ______ Room & Tax only for specified guests - Provide List

2. Catering:
   ______ All Catering/Banquet charges

3. Miscellaneous
   ______ Provide List
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**AGREEMENT & RELEASE:**

I (We) agree if credit is extended, to pay the amount due upon receipt of the first statement. In accordance with the Privacy Act, Freedom of Information Act, the Fair Credit Reporting Act, and any similar federal, state or local statutory or common laws or regulations. I (We) expressly authorize the above-named references, any credit reporting agency, any law enforcement agency (federal/state/local) and any person or entity with knowledge of information relevant to this request for credit to release this information to the hotel (together with its own, partners, subsidiaries and affiliates, and their officers, directors, agents and employees, "Hotel") and Hotel to request, obtain and use such
information as it sees fit. I (We) hereby agree to release, indemnify, defend and hold harmless Hotel and any or all other persons or entities, including without limitation those providing information, from any and all liability, for losses, claims, injuries, liabilities, and damages of whatever kind of nature, whether known or unknown, including without limitation those based upon defamation, invasion of privacy, and rights of publicity and personality, which may at any time arise or accrue to me (us) or my (our) heirs, successors, parents, subsidiaries, assigns, officers, directors, employees, agents or other persons or entities claiming by or through is, on account of provision of such information or reliance on such information or on other information gathered pursuant thereto and hereto. I (We) hereby authorize this Credit Application and release to be shown and delivered to such persons, with a copy of this Credit Application and release to be as valid as the original.

Authorized Signature: ___________________________ Date: ___

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DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Estimated Amount of Charges - To be completed by Originator

Rooms: $ ____________ Credit Approved By: ____________________________
Catering/Banquet: $ ____________ Date: ____________________________
Meeting Room Rental: $ ____________ Credit Limit: ____________________________
________________________________
Other: $ ____________ Credit Denied: ____________________________
Total: $ ____________ Advanced Deposit Required: ____________________________
________________________________
Sales Rep: __________ File#: __________ Deposit Received: $ ____________
Convention Services Rep: ____________________________ (Always Attach Copy of
Catering Rep: ____________________________ Contract)
CREDIT CARD AUTHORIZATION FORM

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: 805-962-8198

ATTN: __________________________________________

HOTEL USE ONLY: ___________________________________________

| Guest / Group Name: | | |
|---------------------|------------------|
| Check-In / Event Date: | | |
| Name of Person/Group Making Reservation: | Phone: |
| Authorized Amount: | Approval Code: | Date: |

CARDHOLDER - Please complete the following section and sign/date below.

| Cardholder Name as it Appears on Credit Card: | |
| Cardholder Billing Address: | |
| City: | State: | Zip: |
| Daytime /Business Telephone: | Evening Telephone: |
| Credit Card Number: | Expiration Date: |
| Credit Card Type: (Circle one) | |
| Visa/MasterCard | American Express | Discover | JCB |
| Diners Club | |
| Credit Card Issuing Bank Name: | Bank Phone Number (from back of your credit card): |
| I agree to cover the following categories of charges: (Please circle) | |
| All Charges | Room & Tax | Food & Beverage | Retail |
| Recreation | |
| I agree to cover the above categories of charges up to a Maximum Amount of $ ________________ |

DIRECT BILL ACCOUNT PAYMENTS ONLY:
Name on Invoice/Statement ________________________ Date on Invoice/Statement __________

Invoice/Statement Number ________________________ Authorized Amount $_______________________

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: $______________

Final Balance Billed to Credit Card (hotel use only): $______________

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the “Maximum Amount” indicated above. You further acknowledge that if “all charges” has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: ________________________ Date: ________________________
Receiving/Handling/Delivery Form
Billing information/authorization

Exhibitor company: ____________________________

Exhibitor name: ________________________________

Room number/confirmation number: ________________
(if applicable)

Credit card number: ____________________________

Credit card expiration: ____________________________

Number of boxes accepted: ________________________

Cost for acceptance, storage & handling: ________________

Signature authorizing the above charge: ________________

Date: ____________________________
**BANNER HANG FORM**

FESS PARKER’S DOUBLETREE RESORT

Banner Hanging Form

Welcome to Fess Parker’s Doubletree Resort. It is our pleasure to be “At Your Service” and we look forward to meeting and exceeding your expectations so that your Conference will be a true success.

Below, you will find instructions and pricing information for banner hanging. Please complete this form and return to your Conference Services Manager (2) weeks prior to your arrival.

Thank you for your time,

Conference Services
Fess Parker’s Doubletree Resort

Please indicate how many banners you will need to be displayed.

___________  Banner(s)
___________  Size of Banner(s)

ALL BANNERS MUST HAVE A BACKING SUPPORT.

**PRICING STRUCTURE FOR BANNER HANGING**

<table>
<thead>
<tr>
<th>Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMALL – 24” or Less</td>
<td>$50.00</td>
</tr>
<tr>
<td>MEDIUM – 64” or Less</td>
<td>$50.00</td>
</tr>
<tr>
<td>LARGE - 64” or More</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

** Charges for banners will be applied to the program’s Master Account.