Doubletree Club by Hilton Las Vegas Airport

Meeting & Event Resource Guide

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

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

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

DoubleTree Club by Hilton Las Vegas Airport
7250 Pollock Drive
Las Vegas, NV 89119

www.doubletree.com
www.doubletreelasvegas.com
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GENERAL INFORMATION

HOTEL OVERVIEW
The non-gaming DoubleTree Club by Hilton Las Vegas Airport is conveniently located two miles / 3.2 km south of McCarran Airport, and two miles / 3.2 km east of I-15 at I-215 and Warm Springs Road (Exit 9). We offer a complimentary 24-hour courtesy shuttle to and from McCarran Airport; and a scheduled courtesy shuttle to and from the MGM Grand from 8:00am to 10:00pm, within walking distance their Las Vegas Monorail station. The DoubleTree Club by Hilton is minutes from UNLV, Thomas & Mack Center, and Mandalay Bay Convention Center. The Sands Expo Center and Las Vegas Convention Center are only 20 minutes away. The DoubleTree Club by Hilton Las Vegas Airport, with its casual friendly atmosphere, offers comfort, value and service to business and leisure travelers. We have also earned the EPA ENERGY STAR in recognition of our energy efficiency efforts.

Our tastefully appointed standard and upgraded guestrooms feature one king or two full-size incredibly comfortable Sweet Dreams by DoubleTree beds; a 37-inch LCD HDTV with HD cable, pay-per-view movies and video games; complimentary wireless HSIA; complimentary standard laptop size in-room safe; work desk with desk top power outlet and executive desk chair; in-room climate control; Wolfgang Puck® in-room gourmet coffee service; CITRON Honey & Coriander bath amenities by Crabtree & Evelyn; MP3-compatible stereo clock radio; remote access printing; and in-room dining is also available.

In addition to complimentary wireless HSIA, there are no access fees on local, calling card or toll-free phone calls less than 60 minutes. Recreational amenities include a heated outdoor pool and complimentary 24-Hour DoubleTree Fitness by Precor Fitness Room.

The Club Room, equal parts office, den and café, features a Bakery Café; Lounge; and 24-Hour self-serve business center with two computers, wired HSIA, printer with laptop connection, and remote guestroom printing. Take care of business in a complimentary mini meeting room or personal work space or just relax with friends or business associates in one of the comfortable conversation areas. There also are numerous telephones and complimentary wireless HSIA in the Club Room to keep in touch with home or office.

GUEST ROOM SPECIFICATIONS

<table>
<thead>
<tr>
<th>Guest Room Type</th>
<th>Dimensions</th>
<th>Sq. Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 King Bed Standard Guest Room</td>
<td>12’ 6” x 25’ 9”</td>
<td>322</td>
</tr>
<tr>
<td>1 King Bed, Upgraded Guest Room</td>
<td>12’ 6” x 25’ 9”</td>
<td>322</td>
</tr>
<tr>
<td>1 King Bed, Larger Upgraded Guest Room</td>
<td>15’ 9” x 25’ 9”</td>
<td>406</td>
</tr>
<tr>
<td>1 King Bed Standard Accessible Guest Room</td>
<td>15’ 6” x 33’ 6”</td>
<td>519</td>
</tr>
<tr>
<td>1 King Bed Standard Accessible Guest Room, Roll-In Shower</td>
<td>15’ 6” x 33’ 6”</td>
<td>406</td>
</tr>
<tr>
<td>1 King Murphy Bed Accessible Standard Accessible Guest Room</td>
<td>15’ 6” x 33’ 6”</td>
<td>519</td>
</tr>
<tr>
<td>2 Double Bed Standard Guest Room</td>
<td>12’ 6” x 25’ 9”</td>
<td>322</td>
</tr>
<tr>
<td>2 Double Bed Upgraded Guest Room</td>
<td>12’ 6” x 25’ 9”</td>
<td>322</td>
</tr>
</tbody>
</table>
Standard King Bed or Two Double Bed Guest Room
One incredibly comfortable king or two full-size Sweet Dreams by DoubleTree plush top king bed awaits you in this well-appointed standard guest room. Lay back on the jumbo down pillows or relax in the oversized chair to watch your favorite television program or a pay-per-view movie in high-definition on the 37” LCD HDTV, or listen to your favorite music on the MP3 compatible stereo clock radio. If you have to work, do so at the oversize desk, with desk top power outlet and executive office chair. Wireless HSIA, standard lap-top size in-room safe and remote guest room printing are all complimentary. The in-room Wolfgang Puck gourmet coffee station is in the guest room, so the bathroom, with a combination shower/tub and bowed shower rod, has plenty of space for you to spread out and feel right at home. Combed cotton terry towels and CITRON Honey & Coriander bath amenities by Crabtree & Evelyn should also make you feel pampered.

Upgraded King Bed or Two Double Bed Guest Room
One incredibly comfortable king or two full-size Sweet Dreams by DoubleTree plush top king bed awaits you in this well-appointed upgraded guest room. Lay back on the jumbo down pillows or relax in the oversized chair to watch your favorite television program or a pay-per-view movie in high-definition on the 37-inch LCD HDTV, or listen to your favorite music on the MP3 compatible stereo clock radio. If you have to work, do so at the oversize desk, with desk top power outlet and executive office chair. Wireless HSIA, standard lap-top size in-room safe and remote guest room printing are all complimentary. The mini refrigerator and in-room Wolfgang Puck gourmet coffee station are in the guest room, so the bathroom, with a combination shower/tub and bowed shower rod, has plenty of space for you to spread out and feel right at home. Two bathrobes, combed cotton terry towels and CITRON Honey & Coriander bath amenities by Crabtree & Evelyn should also make you feel pampered.
Larger Upgraded King Bed Guest Room
A decadently comfortable Sweet Dreams by DoubleTree plush top king bed awaits you in this well-appointed larger upgraded guest room. Lay back on jumbo down pillows or relax in the loveseat to watch your favorite television program or a pay-per-view movie in high-definition on the 37” LCD HDTV, or listen to your favorite music on the MP3 compatible stereo clock radio. If you have to work, do so at the oversize desk, with desk top power outlet and executive office chair. Wireless HSIA, standard lap-top size in-room safe and remote guest room printing are all complimentary. The mini refrigerator and in-room Wolfgang Puck gourmet coffee station are in the guest room, so the bathroom, with a combination shower/tub and bowed shower rod, has plenty of space for you to spread out and feel right at home. Two bathrobes, combed cotton terry towels and CITRON Honey & Coriander bath amenities by Crabtree & Evelyn should also make you feel pampered.

Standard Accessible King Bed Guest Room
A decadently comfortable Sweet Dreams by DoubleTree king bed awaits you in this well-appointed accessible guest room. With configuration for easy equipment access, this room also features lowered closet rods, switches, receptacles and door peep hole; a shower/tub combination with bowed shower rod or a roll-in shower and safety bars in the bathroom. Watch your favorite television program or a pay-per-view movie in high-definition on the 37-inch LCD HDTV, or listen to your favorite music on the MP3-compatible stereo clock radio. If you have to work, do so at the oversize desk, with desk top power outlet and executive office chair. Wireless HSIA, standard lap-top size in-room safe and remote guest room printing are all complimentary. The in-room Wolfgang Puck gourmet coffee station is in the guest room, so the bathroom has plenty of space for you to spread out and feel right at home. Combed cotton terry towels and CITRON Honey & Coriander bath amenities by Crabtree & Evelyn should also make you feel pampered.
Standard Accessible King Murphy Bed Guest Room

A decadently comfortable Sweet Dreams by DoubleTree king Murphy bed awaits you in this well-appointed non-smoking accessible guest room. With a configuration for easy equipment access, this room also features lowered closet rods, switches, receptacles and door peep hole; a shower/tub combination with bowed shower rod and safety bars in the bathroom. Watch your favorite television program or a pay-per-view movie in high definition on the 37-inch LCD HDTV, or listen to your favorite music on the MP3-compatible stereo clock radio. If you have to work, do so at the oversize desk, with desk top power outlet and executive office chair. Wireless HSIA, standard lap-top size in-room safe and remote guest room printing are all complimentary. The in-room Wolfgang Puck gourmet coffee station is in the guest room, so the bathroom has plenty of space for you to spread out and feel right at home. Combed cotton terry towels and CITRON Honey & Coriander bath amenities by Crabtree & Evelyn should also make you feel pampered.
**DINING INFORMATION**

When it's time to please your palate, casual dining is available in the Bakery Café from 6:00am to 2:00pm. We offer the DoubleTree Breakfast buffet, specialty breakfast sandwiches & freshly baked breakfast pastries from 6:00am to 10:00am or 11:00am on weekends. Then for lunch you can enjoy hearty soups, garden fresh salads, freshly prepared deli & specialty sandwiches & classic luncheon menu entrees from 10:00am to 2:00pm. Dinner entrees can be ordered in the Lounge from 5:00pm to 10:00pm each evening. In-room dining is available 6:00am to 10:00pm.

The Lounge is open from 5:00pm to 11:00pm and is a perfect place to relax with friends or business associates at the bar or in one of the comfortable conversation areas while enjoying your favorite beverage. A limited dinner menu is available in the Lounge from 5:00pm to 10:00pm each evening.

**FUNCTION SPACE & BANQUETS**

With 2,970 square feet of function space, the DoubleTree Club by Hilton is an ideal choice for gatherings of eight to 80 people. Whether it’s a conference, meeting or special event, our attentive, friendly banquet staff will assist you with every facet of your banquet and event needs. Unique menu options and on-site full-service catering, plus on-site audio/visual rentals and wired high speed internet access can help assure a memorable event.

<table>
<thead>
<tr>
<th>Meadows</th>
<th>Painted Desert</th>
<th>Lake Mead</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.0' x 25.0'</td>
<td>26.0' x 30.5'</td>
<td>26.0' x 30.5'</td>
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<tr>
<td>659 Sq.Feet</td>
<td>1,001 sq. ft.</td>
<td>1,001 sq. ft.</td>
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Meeting Room Capacities are under Resources Information. Banquet Menu is available separately.
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Banquet Curfews
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Banquet Terms & Conditions
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Cash Paying Guests
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Directions to the Hotel
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Drug Stores
Dry Cleaning
eEvents
Electrical
Elevators
Emergency Procedures
Environmental Commitment
Fax Machines
Fax Numbers
Fire Codes
Fitness Center
Flags
Floral & Florist
General Manager
Gift Ideas
Golf Course Information
Gratuities
Group Reservations Identification Program (GRIP)
Group Check-In, Arrival & Departure
Guest List Manager
Guest Rooms
Guest Service Hotline
Hospitality Desks
Hotel Facts & History
Housekeeping
Indemnification
In-Room Dining
Internet Services
Key Hotel Contacts
Labor
Laundry & Valet
Limousine Services
Linen Selection
Liquor Laws
Loading Dock
Local Information
Lost & Found
Luggage Storage
Manager on Duty (MOD)
Mail Services
Master Accounts
Medical Facilities
Meeting Packages
Meeting Room Capacities
Meeting Room Deliveries
Meeting Room Rental
Meeting Room Set Standard
Newspapers
Office Equipment & Supplies
Parking
Personalized Group Web Page
Pet Policies
Pool
Post-Convention Meeting
Posting of Events
Pre-Convention Meeting
Printing Services
Public Transportation
Pyrotechnics
Recycling
Registration Desks
Reservations (RAPID!)
Restaurants & Lounges
Restaurant Reservations
Restrooms
Resumes
Room Codes & Rooming Lists
Safes & Safety Deposit Boxes
Security
Shipping & Receiving
Shopping
Signage & Banners
Site Inspection & Pre-planning
Smoking
Sound System
Special Meal Requests
Storage
Sunrise & Sunset Times
Taxes
Taxicabs
Team Member Recognition
Telephones & Telecommunications
Tours & Sightseeing
Trash Removal
Tuxedo & Formalwear
Voice Mail
Weather
Wheelchairs
Wired Payment
Worship Services
Zip-Out Checkout
ADVERTISING OPPORTUNITIES
The hotel offers groups and their affiliate’s opportunities to sponsor or advertise during the specified dates of the event. Your catering sales coordinator or sales manager will provide detailed information and can discuss other ideas not listed below:

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

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AFFILIATES
Groups meeting in conjunction with a conference, but not part of the official convention program who require meeting space will work directly with our Sales Department. All meeting space, if available, will be at the hotel’s normal prevailing room rental rates and will be subject to the hotel’s standard contract terms and conditions. A listing of all affiliates should be sent to the hotel no later than 90 days prior to the actual event, so that they can be individually contacted by the Sales Department to set up food, beverage and billing arrangements.

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AIRLINE INFORMATION

<table>
<thead>
<tr>
<th>Airline</th>
<th>Nationwide</th>
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</thead>
<tbody>
<tr>
<td>Aeromexico</td>
<td>1-800-237-6639</td>
</tr>
<tr>
<td>Air Canada</td>
<td>1-888-247-2262</td>
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<tr>
<td>Air France</td>
<td>1-800-237-2747</td>
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<tr>
<td>Air New Zealand</td>
<td>1-800-262-1234</td>
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<tr>
<td>Alaska Airlines</td>
<td>1-800-426-0333</td>
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<tr>
<td>Allegiant Air</td>
<td>702-505-8888</td>
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<tr>
<td>American Airlines</td>
<td>1-800-433-7300</td>
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<tr>
<td>Austrian Airlines</td>
<td>1-800-843-0002</td>
</tr>
<tr>
<td>Aviaresca Airlines</td>
<td>1-800-967-5263</td>
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<tr>
<td>British Airways</td>
<td>1-800-247-9297</td>
</tr>
<tr>
<td>Cathay Pacific</td>
<td>1-800-233-2742</td>
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<tr>
<td>Delta</td>
<td>1-800-221-1212</td>
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<tr>
<td>Frontier Airlines</td>
<td>1-800-432-1359</td>
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<tr>
<td>Great Lakes Airlines</td>
<td>1-800-554-5111</td>
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<tr>
<td>Hawaiian Airlines</td>
<td>1-800-367-5320</td>
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<td>Horizon Air</td>
<td>1-800-547-9308</td>
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<tr>
<td>Japan Airlines</td>
<td>1-800-525-3663</td>
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<tr>
<td>JetBlue Airways</td>
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<tr>
<td>Korean Air</td>
<td>1-800-438-5000</td>
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<td>Lufthansa</td>
<td>1-800-645-3880</td>
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<tr>
<td>Qantas Airways</td>
<td>1-800-227-4500</td>
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<tr>
<td>Singapore Airlines</td>
<td>1-800-742-3333</td>
</tr>
<tr>
<td>Southwest Airlines</td>
<td>1-800-435-9792</td>
</tr>
<tr>
<td>Sun Country Airlines</td>
<td>1-800-359-6786</td>
</tr>
<tr>
<td>United Airlines</td>
<td>1-800-521-0810</td>
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<tr>
<td>US Airways</td>
<td>1-800-428-4322</td>
</tr>
<tr>
<td>Virgin America</td>
<td>1-877-359-8474</td>
</tr>
<tr>
<td>Virgin Atlantic</td>
<td>1-800-862-8621</td>
</tr>
<tr>
<td>WestJet</td>
<td>1-800-538-5696</td>
</tr>
</tbody>
</table>
**Airport Information**
The nearest airport is McCarran International Airport, [Las Vegas - McCarran International Airport](#), located two miles, approximately five minutes north of the DoubleTree Club by Hilton Las Vegas Airport. Click on [McCarran International Airport - Ground Transportation](#) for a map.

The DoubleTree Club by Hilton offers complimentary 24-Hour McCarran Airport courtesy shuttle, departing from the hotel on the hour and half-hour each hour, 24-Hours a day.

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**AMENITIES**
The Front Desk is happy to arrange your group gift and amenity needs. You may choose from the list of amenities below or advise your catering sales coordinator or sales manager of your specific preferences or budgeting guidelines.

All amenity pricing excludes gratuity, delivery fee and sales tax. Room service gratuity is currently 15%. The standard delivery fee is $2.00 per order.

**Standard Amenities**
- Fruit Plate… Selection of fresh cut fruit (2 People)
- Cheese Tray… Served with assorted crackers (2 People)
- Chocolate Covered Strawberries (2 People)
- Budweiser, Miller Lite, Heineken or Samuel Adams Beer, Per Bottle
- Bottle of Cabernet Sauvignon, Chardonnay, Merlot or White Zinfandel Wine & Two Glasses
- Bottle of Champagne & Two Glasses
- Still Mineral Water, Per Bottle
- Two Doubletree Chocolate Chip Cookies & Milk (2 People)
- Healthy Heart: i.e. Granola Bars, Bottled Water or Juices, Whole fruit etc. (2 People)

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**AMERICANS WITH DISABILITIES (ADA)**
The DoubleTree Club by Hilton Las Vegas Airport 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 Club by Hilton Banquet Department maintains an inventory of audio/visual equipment. Any equipment requested that is not in inventory, which has associated costs, will be passed on to your group.

For more audio/visual equipment information, please refer to the Banquet Menu, which is available separately, or contact your catering sales coordinator.

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AUTOMATED TELLER MACHINES
There is an ATM located near the Front Desk, and a Wells Fargo ATM is located across Pollock Drive from the hotel. ATM’s are at all major Las Vegas bank locations.

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.

Absolute Best Care
2920 N. Green Valley Parkway
Henderson, NV 89074
702-990-0944 (After Hours Hotline Available)
Email: jbernstein@absolutebestcare.com.
Website: www.absolutebestcare.com
Office Hours: Mon. to Fri. 9:00am - 5:30pm

Nanny’s & Granny’s
6440 Coley Avenue
Las Vegas, NV 89146
702-264-4700 (Available 24-Hours a day, 7 days a week)
Website: www.nanny4u.com
Office Hours: Mon. to Sat. 9:00am - 5:00pm

Nannies & Housekeepers USA
3585 E. Flamingo Road, Suite 204
Las Vegas, NV 89121
702-451-0021 (Available 24-Hours a day, 7 days a week)
Website: www.nahusa.com
Office Hours: Mon. to Sat. 9:00am - 5:00pm

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

American Balloons of Las Vegas
390 W. Sahara Avenue
Las Vegas, NV 89102
702-671-0117
Email: amerimar@earthlink.net
Website: www.americancostumes.com/balloon
Mon. to Fri. 10:30am - 6:00pm & Sat. 12:00pm - 6:00pm
Balloons in Motion
21 N. Pecos, Suite 101
Las Vegas, NV 89101
702-567-3771
Website: www.bimlv.com
Sun. to Sat. 8:00am - 7:00pm

BANKS
Bank of America
2200 E. Warm Springs Road
Las Vegas, NV 89119
Phone: 702-654-6340
Website: www.bankofamerica.com
Mon. to Thu. 9:00am - 5:00pm; Fri. 9:00am - 6:00pm & Sat. 9:00am - 1:00pm

Chase
2165 E. Windmill Lane, Suite 100
Las Vegas, NV 89015
Phone: 702-614-9052
Website: www.chase.com
Mon. to Fri. 9:00am - 6:00pm & Sat. 9:00am - 1:00pm

Nevada State Bank
750 E. Warm Springs Road
Las Vegas, NV 89119
Phone: 702-383-0009
Website: www.nsbank.com
Mon. to Thu. 9:00am - 4:30pm & Fri. 9:00am - 5:30pm

U.S. Bank
600 E. Warm Springs Road, Suite 150
Las Vegas, NV 89119
Phone: 702-361-5252
Website: www.usbank.com
Mon. to Thu. 8:30am - 5:30pm; Fri. 8:30am - 6:00pm & Sat. 9:00am - 1:00pm

Wells Fargo Bank
770 E. Warm Springs Road
Las Vegas, NV 89119
Phone: 702-407-9162
Website: www.wellsfargo.com
Mon. to Thu. 9:00am - 5:00pm & Fri. 9:00am - 6:00pm

BANQUET BEVERAGE SELECTION
The Doubletree Club Hotel offers a choice of premium beverages on banquet bars. The following is a list of beverages currently offered by our banquet 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.
Premium Brands: Bacardi Rum, Beefeaters Gin, Canadian Club, Cutty Sark Scotch, Jack Daniels, Jose Cuervo Tequila & Smirnoff Vodka
Domestic Beer: Budweiser, Coors, Bud Light, Miller Light & O’Douls
Imported Beer: Corona & Heineken
House Wines: Chardonnay, Merlot, Cabernet Sauvignon & White Zinfandel
Non-Alcoholic Beverages: Coke, Diet Coke, Dr. Pepper, Sprite & Bottled water

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.

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**BANQUET CURFEWS**
There is an outdoor function curfew of 9:00pm, and function room curfew of 10:00pm, without prior hotel approval.

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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 a dance floor, high boys, serpentine tables, computer terminals and monitors or video conferencing equipment.*

For more information on banquet equipment, please see your catering sales coordinator.

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**BANQUET MENU SELECTION**
We request that banquet menus, room arrangements, and other details pertinent to your convention be submitted to your catering sales coordinator ten business days prior to your event 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 sales coordinator in advance with any special dietary requirements.

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**STANDARD BANQUET TERMS & CONDITIONS**

1. **Assignment & Confirmation of Function Space:** You agree to confirm with us the assigned meeting rooms before printing any materials listing specific meeting rooms. If for any reason the meeting room 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, Event Orders will be sent to you to confirm all final arrangements and prices, which Event Orders will serve as a part of this Agreement. If you do not advise Hotel of any changes on the Event Orders by the date requested by Hotel, you agree that the Event Orders will be considered accepted by you as correct and you will be billed accordingly.
2. **Guarantee:** At least 72 hours (three business days) before your Event, you must inform us of the exact number of people who will attend your Event by contacting your catering sales coordinator by phone. If the Event is held, but the Hotel does not realize the Total Minimum Anticipated Revenue from your Event, you agree to pay performance damages to the Hotel. The damages owed will be the amount necessary for the Hotel to receive no less than 90% of the Total Minimum Anticipated Revenue from your Event (exclusive of gratuities, service charges, labor fees, applicable federal, state or local taxes or any other fees outside of food and beverage product sales). You will be charged based on the Event guarantee that you give us or the Total Minimum Anticipated Revenue indicated at the time you signed this Agreement, whichever is greater. We will not undertake to serve more than 3% above this guaranteed minimum.

3. **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 gratuity to our employees working at your Event.

4. **Overtime:** You agree to begin your functions 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 Event Order. You further agree to reimburse us for any overtime wage payments or other expenses incurred by us because of your failure to comply with these requirements.

5. **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, or at our option we may make reasonable substitutions in menus and you agree to accept such substitutions.

6. **Set-Up Charges:** Should extensive meeting room set-ups 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.

7. **Outside Food & Beverage:** Due to state law, you may not bring alcoholic beverages into the Hotel for your Event. You must obtain our prior approval before you bring any food or non-alcoholic beverages from outside sources into our Hotel. If approval is granted by Hotel, you must sign a hold harmless and indemnification agreement in the form currently in use at Hotel if food or beverage products not purchased from us 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 whether Hotel labor is required.

8. **Displays & Decorations - Your Property:** 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.

9. **Conduct of Event:** 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, whether caused by you, your agents, employees, contractors or attendees, including any damage resulting from or connected with transportation, placing, removal or display of exhibits, displays or other items related to your Event. You also agree that your Event will not create any disturbance to other guests or meetings, such as noise, smoke or fog machines, dry ice, confetti cannons, candles, incense, or any activity that generates smells. Hotel reserves the right to end your Event immediately if you do not comply with Hotel’s request to reduce or eliminate any such disturbance, and you will remain responsible for payment of all charges related to your Event and no refunds will be issued by Hotel. Should you require any rigging services for this Event, all such services must be arranged through the Hotel and you will be responsible for all associated costs.
10. **Security**: If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your Event, 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. Your security agency must sign a hold harmless, indemnification and insurance agreement in the form currently in use at Hotel in favor of Hotel, Hilton Worldwide, Inc., Hotel’s Owner and Group, and provide proof of insurance in amounts acceptable to Hotel before they will be allowed to provide security services on Hotel premises.

11. **Fire Safety**: For the safety of persons and property, no fireworks or incendiary devices may be used indoors at the Hotel. All room sets must be in compliance with the local Fire Department regulations including those pertaining to occupancy load, mandatory aisles, ceiling clearance and fire exits. Any Event that has vehicle displays, fog machines, fueled cooking demonstrations, lasers, 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 of all such permits must be provided to us at least three (3) days prior to your Event.

12. **Deliveries**: Arrangements for delivery of packages should be made through the catering office. 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)

**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 sales coordinator or sales manager in advance for any specific instructions on how you would like your bill organized. We recommend on-site daily review with the banquet captain or catering sales coordinator.

**BOX LUNCHES**
Box lunches are available through our Banquet Department. We can help you create your own customized lunch. If you wish to order box lunches for your group, your catering sales coordinator will coordinate your order and provide delivery to your location on the property.

**BUSINESS CENTER SERVICES**
Whatever your business needs, they can be accommodated through our 24-Hour self-serve Business Center with remote guestroom printing, or through your catering sales coordinator or sales manager if you require a fully operational office setup on property or various limited services. Please contact the Front Desk for outgoing faxes or small copying jobs.

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

FedEx Kinko’s  
7620 S. Las Vegas Blvd. (Warm Springs & Las Vegas Blvd.) 
Las Vegas, NV, 89123  
Phone 702-837-5557  
Website: www.fedexkinkos.com  
Mon. to Fri. 7:30am - 9:00pm; Sat. 10:00am - 6:00pm & Sun. 12:00pm - 6:00pm
BUS COMPANIES

47-55 Passenger Coaches
Coach USA
4020 E. Lone Mountain
North Las Vegas, NV 89031
800-559-9522 or 702-644-2233
Website: www.coachusa.com
Office Hours: 8:00am - 5:00pm

25 Passenger Limo Busses
CLS Transportation Services
6430 Procyon
Las Vegas, NV 89118
702-740-4545
www.clsnevada.com
Office Hours: 8:00am - 5:00pm

CAR RENTAL AGENCIES
Following are the three Hilton preferred companies and contact numbers. They are located at the McCarran Airport Rent-A-Car facility (1 mile west of the DoubleTree Club by Hilton), 7135 Gillespie St., Las Vegas, NV 89119

Budget   800-527-0700
Local phone number: 702-736-1212

Hertz   800-654-3011
Local phone number: 702-262-7700

National Car Rental   800-782-4064

CASH PAID OUTS
The DoubleTree Club by Hilton does not permit cash paid-out transactions.

CASH PAYING GUESTS
In the event a hotel guest does not have a major credit card to secure his/her room, the DoubleTree Club by Hilton Las Vegas Airport requires full payment in advance for room and tax charges. In addition, there is a $50.00 refundable deposit for incidental charges. If the guest does not wish to establish credit for incidental charges, the guest room phone will be restricted to room-to-room calls and room folio charges from the Lounge, Cafe and movies will be restricted.

CELEBRITY / DIGNITARY VISITS
Rest assured your celebrities or dignitaries will be treated with the utmost confidentiality. Your catering sales coordinator or sales manager would be pleased to accommodate your requests.
CHECK CASHING PRIVILEGES
Hotel guests may cash checks at the Front Desk for up to $50.00 per day. The check must be imprinted with the guest’s name and address and made out to the DoubleTree Club by Hilton Las Vegas Airport. Identification is required.

CHECK-IN & CHECKOUT
Hotel check-in is 3:00pm, and checkout is 12:00pm. All guests arriving before 3:00pm will be accommodated as rooms become available. Our Front Desk 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 $100.00 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
Satellite check-in is available. The following conditions must be met in order to be eligible for consideration; arrival manifest provided seven days in advance of major arrival. The success of a satellite check-in is very dependent on the hotel's occupancy the evening before and flow of your arrival manifest. Your catering sales coordinator or sales 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 “0” to check-out. Please leave your keys in the room. If you are not departing the hotel immediately, luggage storage can be arranged at the Front Desk.

COMMUNITY OUTREACH
Doubletree Club by Hilton is an ongoing donor to The Shade Tree Shelter for Women and Women with children. Hotel team members, through the CARE Committee, participate in the Teaching Kid’s to Care elementary school educational programs on protecting the environment. Team Members also participate in the Susan G. Koman Race for the Cure, and other charitable events.

CONVENTION CENTERS
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
Phone: 702-892-0711
Website: www.LVCVA.com
Travel: 20 minutes (Est. $25.00 Taxi Cost)
Mandalay Bay Convention Center
3950 S. Las Vegas Blvd.
Las Vegas, NV 89119
Phone: 702-632-7777
Website: www.mandalaybay.com
Travel: 15 minutes (Est. $15.00 Taxi Cost)

Sands Expo & Convention Center
201 E. Sands Avenue
Las Vegas, NV 89109
Phone: 702-733-5556
Website: www.sandsexpo.com
Travel: 20 minutes (Est. $25.00 Taxi Cost)

CREDIT CARDS
The DoubleTree Club by Hilton Las Vegas Airport accepts American Express, Diners Club, Discover Card, JCB International, Master Card and Visa.

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

DECORATIONS
Please contact your catering sales coordinator 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, 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.

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 sales coordinator.
**DIETARY REQUIREMENTS**
Our chef can provide meals for your attendees with special dietary requirements. Please advise your catering sales coordinator if a special meal is required.

**DIRECTIONS TO HOTEL**

**From McCarran Airport:** South through the Airport Connector tunnel to I-215 East "Henderson" exit. Exit at Warm Springs Road (Exit 9). Right on Warm Springs Road. Right on Pollock Drive (1st Street on Right). Hotel is on right.

**From McCarran Airport Rent-A-Car facility:** Right on Gillespie Road from the facility. Left on Warm Springs Road. Left on Pollock Drive (Applebee’s On Corner). Hotel is on right.

**From I-15:** Exit at I-215 East (Exit #34). Exit at Warm Springs Road (Exit #9). Right on Warm Springs Road. Right on Pollock Drive (1st Street on Right). Hotel is on right.

**From I-515 / 93 / 95:** Exit at I-215 West (Exit #61). Exit at Warm Springs Road (Exit #9). Left on Warm Springs Road. Right on Pollock Drive (Applebee’s On Corner). Hotel is on right.

**DOCTORS ON CALL**
The following Doctors on Call agency doctors are American trained Board Certified physicians. None of these agencies are affiliated with the DoubleTree Club by Hilton Las Vegas Airport, and as such, the hotel is not responsible for the services rendered by these agencies. Direct payment is required to the vendor. No room charges or master billing for Doctors on Call services is permitted. Both agencies are available 24-Hours a day, 7 days a week.

Inn-House Doctor, Inc.
Phone: 702-259-1616

InRoomMD
Phone: 866-909-7666
**DRUG STORES**

CVS Pharmacy  
1825 E. Warm Springs Road (Warm Springs & Spencer)  
Las Vegas, NV 89119  
Store: 702-361-4873  
Pharmacy: 702-361-6581  
Store Hours: Sun. to Sat. 7:00am - 10:00pm  
Pharmacy Hours: Mon. to Fri. 7:00am - 10:00pm & Sat. to Sun. 9:00am - 9:00pm

Walgreen Drug Store  
2389 E. Windmill Lane (Windmill Lane & Eastern)  
Las Vegas, NV 89119  
Store: 702-837-9528  
Pharmacy: 702-837-9531  
Store Hours: 24-Hours a day, 7 days a week  
Pharmacy Hours: 24-Hours a day, 7 days a week

**DRY-CLEANING**

Dry cleaning services are available. Garments dropped off at the Front Desk prior to 9:00am are returned to the hotel by 6:00pm the same evening. Garments dropped off after 9:00am will be returned to the hotel the following day by 6:00pm.

There is no service Memorial Day, July 4, Labor Day, Thanksgiving, Christmas and New Year’s.

**EVENTS**

Hilton Worldwide online booking channel for small groups and meetings.

**ELECTRICAL**

The DoubleTree Club by Hilton Engineering Department can provide assistance with all your mechanical and electrical needs. Please contact your catering sales coordinator if you require an electrical services, additional power and/or labor services. All requests for power requirements are to be communicated to your catering sales coordinator.

**ELEVATORS**

The DoubleTree Club by Hilton has two guest elevators located to the left of the Front Desk.

**EMERGENCY PROCEDURES**

The DoubleTree Club by Hilton 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 Police Department are located approximately five minutes from the DoubleTree Club by Hilton.
- The hotel’s managers and supervisors are trained in CPR and First Aid.
- Emergency evacuation routes and procedures are on the inside of all guestroom doors.
Nearest Emergency Room & Hospital:
St. Rose Dominican Hospitals - Sienna Campus
3001 St. Rose Parkway, Henderson, NV 89052
702-616-5000
Available 24-Hours a day, 7 Days a Week
**Travel time from the hotel is approximately 10 minutes**

ENVIRONMENTAL COMMITMENT
The DoubleTree Club by Hilton Las Vegas Airport earned the 2006 ENERGY STAR, which distinguishes our building as one of the top 25% in the nation in terms of energy performance, and makes our hotel a testament to improving our environment.

Protecting the Environment is a top priority at Hilton Worldwide. Responsible environmental activity is good for both our business and the community. Hilton Worldwide 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.

FAX MACHINES
The DoubleTree Club by Hilton does not have a rental fax machine, but your catering sales coordinator or sales manager can make arrangements to rent a fax machine for a Group with three business days notice. Incoming faxes to the hotel fax number, 702-948-4100, are complimentary.

FAX NUMBERS
For Guests: 702-948-4100
For All Departments: 702-948-4100
Reservations office: 702-948-4100

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. For the safety of persons and property, no fireworks or incendiary devices may be used indoors or outdoors at the hotel. 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 24-Hour DoubleTree Fitness by Precor Fitness Center features 3 Treadmills, Recumbent Cycle, Elliptical Fitness Crosstrainer, Dumb Bells, Adjustable Bench, ABench and Back Extension Bench

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

FLAGS
Our Banquet Department currently has one United States flag and one Nevada State flag in inventory. If you require additional flags, please discuss rental costs with your catering sales coordinator.
**FLORAL / FLORIST**
Windmill Floral Expressions is a nearby florist featuring floral arrangements and plants. They can provide beautiful table and buffet centerpieces for your event. They are open and deliver seven days a week, and accept same day delivery orders. Contact them at 1-800-996-7682 or 702-897-6700, and their website is www.floralexpressionslasvegas.com.

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**GENERAL MANAGER**
Jim Cady joined the DoubleTree Club by Hilton Las Vegas Airport in February 2001 as General Manager. He has been in the hotel industry since 1968, previously holding the position of General Manager at The DoubleTree by Hilton Golf Resort, San Diego, CA.

Jim Cady is thrilled to welcome your group to the DoubleTree Club by Hilton Las Vegas Airport and is accessible as needed on extension 1055.

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**GIFT IDEAS**
http://www.hiltontohome.com/ - The Hilton Serenity Collection
http://www.hilton.corplogoware.com/?rep=hilton - Olympic Merchandise

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**GOLF COURSE INFORMATION**

**Callaway Golf Center** 6730 S. Las Vegas Blvd., Las Vegas, NV 89119
Located 2 miles from the Hotel (Las Vegas Blvd. & Sunset)
The championship “Divine Nine” par-3 public course features lakes and water features and challenging holes ranging from 110 to 185 yards, PGA quality greens and illuminated for night play. 113 station driving range, equipment rentals and professional instruction are available. www.cgclv.com ph: 702-896-4100

**Bali Hai Golf Club** $$$ 5160 S. Las Vegas Blvd., Las Vegas, NV 89119
Located 2.5 miles from the Hotel (Las Vegas Blvd. & Russell)
This 7,002 yard, par-71 tropical paradise course affords spectacular views of the Strip. The unique layout includes teasers like #16, par-3 island green, and #3, a 468 yard par-4 with a creek running the entire right-side, balanced with a bunker on the left. www.balihaigolfclub.com ph: 702-597-2400

**The Legacy Golf Club** $$ 130 Par Excellence Drive, Henderson, NV 89074
Located 3.5 miles from the Hotel (Green Valley & Wigwam)
This 7,233 yard, par-72 course is a desert jewel highlighted by multi-tiered fairways and large undulating greens. The course is a strong challenge for a scratch player, yet will accommodate a novice. Professional instruction, driving range and practice putting green are available. www.thelegacygc.com ph: 1-888-446-5358 -or- 702-897-0138

**Wild Horse Golf Club** $ 2100 W. Warm Springs Road, Henderson, NV 89 89014
Located 3.5 miles from the Hotel (Warm Springs, east of Green Valley)
This very player friendly 6,525 yard, par-70 public course features several holes guarded by shimmering lakes and offers an enjoyable round of golf at an affordable price. Professional instruction and a lighted grass tee driving range are available. www.golfwildhorse.com ph: 702-434-9000
Las Vegas National Golf Club  $  1911 E. Desert Inn Road, Las Vegas, NV 89169
Located 5 miles northeast of the Hotel (Desert Inn, west of Eastern)  
This 6,815 yard, par-71 public course is a traditional, oasis styled golf course with fairways that meander in the shadows of thousands of trees and greens flanked by sand traps and ponds.  

Rio Secco Golf Club  $$  2851 Grand Hills Drive, Henderson, NV 89052
Located 6 miles southeast of Hotel (west of Eastern)  
This 7,332 yard, par-72 public course was named one of "America's 100 Greatest Public Golf Courses" by Golf Digest. The course features six holes that go through steep canyons, six holes on a plateau overlooking Las Vegas and six holes in a broad desert wash.  
www.riosecco.net  ph: 702-777-2400

Revere at Anthem Golf Club  2600 Hampton Road, Henderson, NV 89052
Located 8 miles southeast of the Hotel (west of Eastern)  
The Revere is a blend of beauty and challenge, with views of the Las Vegas and the mountains beyond. The 7,143 -yard, par-72 Lexington course ($$$) will test shot making abilities and the Concord Course ($$) is a 7,034 yard par-72 course with Bermuda fairways and large greens.  

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 is discretionary for above and beyond services provided for you.

GROUP RESERVATIONS IDENTIFICATION PROGRAM (G.R.I.P.)
Manage room blocks proactively with automated cross-reference of Group registration lists against hotel reservations.
- Automates 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 & DEPARTURES
The DoubleTree Club by Hilton Las Vegas Airport parking lot has ample room for bus loading and unloading. The area immediately inside the front doors may be reserved and set up for satellite check-in and convention registration, depending on your arrival pattern.

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.
GUEST LIST MANAGER
An on-line tool provided by Hilton Worldwide to Group customers that allows them to manage their group’s reservations on-line and provides on-line guest list information.

GUEST ROOMS
The hotel’s current bedding breakdown is: 109 King Bed and 81 Two Double Bed guest rooms.
Nevada state law and local enforcement of national fire codes mandate that there is a maximum of four guests per room (adults/children).
The DoubleTree Club by Hilton is pleased to present the “DoubleTree Sweet Dreams Bed,” today’s premier bedding package including pillow top mattress and luxury linens. Did you enjoy your night’s sleep?

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

HOSPITALITY DESKS
Your catering sales manager would be pleased to arrange a hospitality desk for your Group. A hospitality desk can be located in the Club Room near the Group’s meeting room. Phones may be arranged in advance with either in-house extensions or direct dial numbers. Please note that all hospitality desks will be taken down each evening and reset for the next day’s use.
Should you require a larger area for an office, storage or hospitality, please consult your catering sales coordinator for space availability.
Handwritten signs and flip charts are not allowed in any hotel public areas. Professionally printed signs may be ordered in advance.

HOTEL FACTS / HISTORY
DoubleTree Club by Hilton Las Vegas Airport Fact Sheet:
Location: I-215 & Warm Springs Road (Exit 9)
Address: 7250 Pollock Drive, Las Vegas NV  89119
Telephone: 702-948-4000
Facsimile: 702-948-4100
Reservations: 1-800-222-TREE
Website: www.doubltrelasvegas.com
Developer: Club Mack OPCO, L.L.C.
Managed By: DoubleTree Management, L.L.C.
Grand Opening: Nov. 23, 1998
Last Renovation: 2009

Brief Description:
The DoubleTree Club by Hilton Las Vegas Airport, a 190-room non-gaming hotel with a casual, friendly atmosphere, is located two miles south of McCarran Airport at I-215 and Warm Springs Road. We offer a complimentary 24-hour courtesy shuttle to and from McCarran Airport, along
with complimentary scheduled courtesy shuttle to and from MGM Grand on the Strip from 8:00am to 10:00pm. We also offer complimentary wireless high speed internet access in our main floor public areas and guest rooms, plus there are no access fees on local, calling card and toll-free phone calls less than 60 minutes.

**Awards:**
2000  Circle of Excellence Award - 100% Green in all Key Performance Indicators
2000  Pinnacle Award of Excellence - Best Overall Performance
2000  Sales Team of the Year - Hilton Garden Inn, DoubleTree Guest Suites & Clubs
2001  Connie Award - #1 Overall DoubleTree Hotel for Year
2001  Pride Award - One of Top Ten Hotels for Year
2004  Director of Sales of the Year - DoubleTree Hotels
2004  Sales Team of the Year - DoubleTree Hotels

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**HOUSEKEEPING**
Daily housekeeping services, which consist of general cleaning, take place between 8:00am and 5:00pm. Should one of your guests require special times of service, requests may be made directly with Housekeeping or your catering sales coordinator.

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

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

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**INDEMNIFICATION**
To the extent permitted by law, you agree to protect, indemnify, defend and hold harmless the Hotel, Hilton Worldwide, 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**
In-Room Dining is available from 6:00am to 10:00pm every day for breakfast, lunch, dinner, snacks and beverage service. In-Room Dining can be reached at extension 2105 in-house.

A variety of amenities are also available through room service. A 15% room service gratuity, $2.00 delivery fee per order, and sales tax are posted on all checks.

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**INTERNET SERVICES**
The DoubleTree Club by Hilton Las Vegas Airport provides numerous Internet Services. AT&T is our Internet Service Provider for all guests’ networks. The Sales or Engineering Departments will answer any questions concerning our system.

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**KEY HOTEL CONTACTS**

The DoubleTree Club by Hilton Managing Committee consists of the following people:

- **General Manager** Jim Cady, Ext. 1055
- **Food & Beverage Manager** Fred Jolly, Ext. 1065
- **Controller** Bonnie Alfaro, Ext. 1067
- **Guest Services Manager** Michael McCalla, Ext. 1060
- **Director of Housekeeping** Carla Arias, Ext. 1063
- **Director of Property Operations** Earl Person, Ext. 2129
- **Director of Sales** Chuck Jarvi, Ext. 1059
- **Sales Manager** Monique Starling, Ext. 1066

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**LABOR**

The DoubleTree Club by Hilton Las Vegas Airport is a non-union hotel.

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**LAUNDRY / VALET**

Laundry services are available. Garments dropped off at the Front Desk prior to 8:30am are returned to the hotel by 6:00pm the same evening. Garments dropped off after 8:30am will be returned to the hotel the following day by 6:00pm.

There is no service Memorial Day, July 4, Labor Day, Thanksgiving, Christmas and New Year’s.

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**LIMOUSINE SERVICES**

Arrangements may be made to have a group VIP transported by an outside service. CLS Transportation Services is our preferred service and can be reached at 702-740-4545.

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**LINEN SELECTION**

A variety of table linens are available for your various functions. Please consult your catering sales coordinator if you desire specialty linen or theme-coordinated linens and chair covers.

**Linen Colors**

<table>
<thead>
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<th>Tablecloths</th>
<th>Overlays</th>
<th>Table Skirts</th>
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<tr>
<td></td>
<td>White</td>
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<td>Beige</td>
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**LIQUOR LAWS**

The State of Nevada has strict liquor laws that must be followed by the DoubleTree Club by Hilton Las Vegas Airport. Because the hotel is only licensed-authorized to sell and serve alcoholic beverages that were purchased by the DoubleTree Club by Hilton, no group may bring in their own alcohol to be served. The legal drinking age in Nevada is 21. Your catering sales coordinator may provide a copy of some of the applicable State of Nevada liquor laws upon request.

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**LOADING DOCK**
The hotel does not have a loading dock. As a result, the Group must request that the freight company use a lift gate truck to deliver large and/or heavy shipments to the hotel.

**LOCAL INFORMATION**
The Las Vegas attractions, such as the world famous Strip, the Fremont Street Experience, and entertainment and sports venues, along with championship & executive length golf courses are just minutes away using the DoubleTree Club by Hilton convenient I-215 freeway access. Lake Mead, Hoover Dam, Las Vegas Motor Speedway and Red Rock Canyon are also nearby.

**LOST & FOUND**
It is the policy of Hilton Worldwide 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 found property. If the owner cannot be determined within ninety days (or time period specified by local law), the found property will be disposed of in accordance with Nevada 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 CARE LINE speed-dial button, or extension 1009.

**MAIL SERVICES**
Stamps are for sale at our Front Desk. If you have a large number of items that need to be mailed, or require shipping materials, we suggest the United States Las Vegas Main Post Office. It is located 1.5 miles from the hotel at 2001 E. Sunset Road (Sunset & Paradise), Las Vegas NV 89193. Hours are Mon. to Fri. 7:00am - 8:00pm & Sat. 8:00am - 3:00pm.

An alternative is FedEx Kinko’s, 7620 S. Las Vegas Blvd. (Warm Springs & Las Vegas Blvd.), Las Vegas, NV 89123, Tel. 702-837-5557. They offer mail services as well as materials. Hours are Mon. to Fri. 7:30am - 9:00pm; Sat. 10:00am - 6:00pm & Sun. 12:00pm - 6:00pm.

**MASTER ACCOUNTS**
See Sales Agreement
MEDICAL FACILITIES

Urgent Care
Parkway Urgent Care (Genesis Medical Group)
100 N. Green Valley Parkway (Green Valley, N. of I-215)
Henderson, NV 89074
Phone: 702-436-7700
Mon. to Fri. 7:00am - 7:00pm & Sat. to Sun. 9:00am - 5:00pm
**Travel time from hotel is about 10-15 minutes**

Advanced Urgent Care & Nightlight Pediatrics
9975 S. Eastern Avenue (St. Rose Parkway & Eastern)
Henderson, NV 89052
Phone: 702-361-2273
Mon. to Fri. 8:00am - 9:00pm & Sat. to Sun. 9:00am - 4:00pm
**Travel time from hotel is about 10-15 minutes**

Emergency Room
St. Rose Dominican Hospitals – Sienna Campus
3001 St. Rose Parkway (St. Rose Parkway & Eastern)
Henderson, NV 89052
702-616-5000
Available 24-Hours a day, 7 Days a Week
**Travel time from hotel is about 10-15 minutes**

Hospital
St. Rose Dominican Hospitals – Sienna Campus
3001 St. Rose Parkway (St. Rose Parkway & Eastern)
Henderson, NV 89052
702-616-5000
Available 24-Hours a day, 7 Days a Week
**Travel time from hotel is about 10-15 minutes**

Ambulance
American Medical Response
1130 S. Martin Luther King Blvd.
Las Vegas, NV 89102
Dial 911
Available 24-Hours a day

Back to Resource Information

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

Back to Resource Information
### MEETING ROOM CAPACITIES

<table>
<thead>
<tr>
<th>Meeting Room</th>
<th>Dimensions</th>
<th>Sq. Ft.</th>
<th>Banquet, Class, &quot;U&quot;, Hollow Square</th>
<th>Shape</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meadows</td>
<td>25.0’ x 26.0’</td>
<td>650</td>
<td>40</td>
<td>18</td>
</tr>
<tr>
<td>Painted Desert</td>
<td>26.0’ x 38.5’</td>
<td>1,001</td>
<td>80</td>
<td>54</td>
</tr>
<tr>
<td>Lake Mead</td>
<td>26.0’ x 38.5’</td>
<td>1,001</td>
<td>80</td>
<td>54</td>
</tr>
<tr>
<td>Mountain</td>
<td>15.5’ x 20.5’</td>
<td>318</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

10’ Ceiling in Lake Mead, Painted Desert & Meadows; 8’ Ceiling in Mountain

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### MEETING ROOM DELIVERIES

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

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### MEETING ROOM RENTAL

Meeting room rental charges are based on the Group’s total revenue per day. There also are minimum attendance requirements for each meeting room per day.

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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
- Hard candies
- Ice water
Basic meeting room set up is complimentary. Depending upon the extent of the setup requirements, additional charges may be incurred. Please contact your catering sales coordinator for pricing. All meeting rooms are non-smoking.

NEWSPAPERS
- Financial Times: Complimentary copies available Monday - Friday in Lobby
- USA Today is delivered to guestrooms Monday - Friday mornings, except on holidays

OFFICE EQUIPMENT & SUPPLIES
The in-house Banquet Department offers a complete range of services including rental of computer systems, copier machines, facsimile machines, 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 Banquet Department or with your catering sales coordinator.

For large quick printing or copying jobs, we recommend:
FedEx Kinko’s
7620 S. Las Vegas Blvd. (South of Warm Springs)
Las Vegas, NV, 89123
Phone 702-837-5557
Website www.fedexkinkos.com
Mon. to Fri. 7:30am - 9:00pm; Sat. 10:00am - 6:00pm & Sun. 12:00pm - 6:00pm

PARKING
The DoubleTree Club by Hilton offers complimentary self-parking in front and behind the hotel.

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

PERSONALIZED GROUP WEB PAGE “POG”
POG is a personalized web page for your attendees to book reservations directly online.
- Available at all Hilton Worldwide 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. Other than service animals, no other pets are allowed in the hotel.
**POOL**
Our heated outdoor pool is available for our guests from 6:00am to 10:00pm.

**POST-CONVENTION MEETING**
We encourage our customers to meet with our general manager during or after the meeting to provide and review feedback. Your sales manager or catering sales coordinator will coordinate a convenient time.

**POSTING OF EVENTS**
The hotel’s events are posted on the Daily Events reader board located in the lobby.

**PRE-CONVENTION MEETING**
In order to introduce our clients to the key hotel operational department heads, we would be pleased to arrange a pre-convention meeting a day or two prior to your main group arrival. Please advise your catering sales coordinator 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).

**PRINTING SERVICES**
FedEx Kinko’s
7620 S. Las Vegas Blvd. (South of Warm Springs)
Las Vegas, NV 89123
Phone 702-837-5557
Website www.fedexkinkos.com
Mon. to Fri. 7:30am - 9:00pm; Sat. 10:00am - 6:00pm & Sun. 12:00pm - 6:00pm

**PUBLIC TRANSPORTATION**
The Warm Springs Road Citizens Area Transit “CAT” Route 217, which connects with the major North/South Las Vegas Blvd. bus route, is short walk from the hotel. This bus route operates 7 days a week, from 5:30am to 1:30am.
PYROTECHNICS
For the safety of persons and property, no fireworks or incendiary devices may be used indoors or outdoors at the hotel.

Back to Resource Information

RECYCLING
The DoubleTree Club by Hilton is committed to recycling paper, and other materials that are feasible for the hotel to recycle.

Back to Resource Information

REGISTRATION DESKS
Your catering sales coordinator is happy to arrange a hospitality desk for your Group. A hospitality desk can be located in the Club Room near your Group’s meeting room. Phones may be arranged in advance with either in-house extensions or direct dial numbers. Please note that all hospitality desks will be taken down each evening and reset for the next day’s use.

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

Back to Resource Information

RESERVATIONS: “RAPID” Reservations Automated Processing Input & Delivery
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

Back to Resource Information

RESTAURANTS & LOUNGES
The Bakery Café, open from 6:00am to 2:00pm seven days a week, offering specialty breakfast sandwiches & freshly baked breakfast pastries from 6:00am to 10:00am. Then for lunch you can enjoy hearty soups, garden fresh salads, freshly prepared deli & specialty sandwiches & classic luncheon entrees. Dinner entrees are also available in the lounge from 5:00pm to 10:00pm.

The Club Room Lounge, open from 5:00pm to 11:00pm, offers a number of comfortable conversation areas to relax with friends or business associates

Back to Resource Information
**RESTAURANT RESERVATIONS**
Reservations are strongly recommended for all Las Vegas restaurants.

*Back to Resource Information*

**RESTROOMS**
Public restrooms are located at end of the hallway to the left of the Front Desk.

*Back to Resource Information*

**RESUMES**
Resumes for large meetings are completed and distributed to management and department managers ten calendar days prior to the first major arrival date of a meeting. The resume is sent to the meeting planner at his/her office for approval and editing prior to distribution to the hotel.

*Back to Resource Information*

**ROOM CODES / ROOMING LISTS**
The following are the room category codes utilized by the hotel’s reservations department. It will assist us greatly if you use these codes on the rooming lists you send to the hotel:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NK1</td>
<td>1 King Bed, Standard, Non-Smoking</td>
</tr>
<tr>
<td>NK1P</td>
<td>1 King Bed “PURE Allergy Friendly,” Non-Smoking</td>
</tr>
<tr>
<td>SK1</td>
<td>1 King Bed, Standard, Smoking</td>
</tr>
<tr>
<td>NK1D</td>
<td>1 King Bed, Upgraded, Non-Smoking</td>
</tr>
<tr>
<td>SK1D</td>
<td>1 King Bed, Upgraded, Smoking</td>
</tr>
<tr>
<td>NK1LX</td>
<td>1 King Bed, Larger Upgraded, Non-Smoking</td>
</tr>
<tr>
<td>NK1H</td>
<td>1 King Bed Accessible, Standard, Non-Smoking</td>
</tr>
<tr>
<td>NK1HP</td>
<td>1 King Bed Accessible “PURE Allergy Friendly,” Non-Smoking</td>
</tr>
<tr>
<td>SK1H</td>
<td>1 King Bed Accessible, Standard, Smoking</td>
</tr>
<tr>
<td>NK1HR</td>
<td>1 King Bed Roll-In Shower Accessible, Standard, Non-Smoking</td>
</tr>
<tr>
<td>NM1HX</td>
<td>1 King Murphy Bed, Accessible, Conference Table, Non-Smoking</td>
</tr>
<tr>
<td>ND2</td>
<td>2 Double Beds, Standard, Non-Smoking</td>
</tr>
<tr>
<td>ND2P</td>
<td>2 Double Beds “PURE Allergy Friendly,” Non-Smoking</td>
</tr>
<tr>
<td>SD2</td>
<td>2 Double Beds, Standard, Smoking</td>
</tr>
<tr>
<td>ND2D</td>
<td>2 Double Beds, Upgraded, Non-Smoking</td>
</tr>
<tr>
<td>SD2D</td>
<td>2 Double Beds, Upgraded, Smoking</td>
</tr>
</tbody>
</table>

*Back to Resource Information*

**SAFES & SAFE DEPOSIT BOXES**
Complimentary standard lap-top size in-room safes are in all guest rooms. Complimentary safe deposit boxes are also available at the Front Desk.

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

*Back to Resource Information*
SHIPPING & RECEIVING
The hotel storage facilities are extremely limited. Packages for functions may be delivered to the hotel up to one week prior to the event. Arrangements must be made through the catering sales coordinator for storage. Please do not ship valuables. We cannot be responsible for contents.

When shipping materials to the hotel, the following information should be included on all packages to insure proper storage and delivery:

Event Name
Event Dates
Client / Guest Name
Hold for Arrival (arrival date)
Attention: (catering sales coordinator)
DoubleTree Club by Hilton Las Vegas Airport
7250 Pollock Drive
Las Vegas, NV 89119
Phone: 702-948-4000
Number of packages in 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).

SHOPPING

Las Vegas Outlet Center
7400 S. Las Vegas Blvd.
Las Vegas, NV 89119
702-896-5599
Website: www.lasvegasoutletcenter.com
Mon. to Sat. 10:00am - 9:00pm & Sun. 10:00am - 8:00pm

Galleria at Sunset
1300 Sunset Road
Henderson, NV 89014
702-434-0202
Website: www.galleriaatsunset.com
Mon. to Sat. 10:00am - 9:00pm & Sun. 11:00am - 7:00pm

Fashion Show Las Vegas
3200 S. Las Vegas Blvd.
Las Vegas, NV 89109
702-369-8382
Website: www.thefashionshow.com
Mon to Thu 10:00am - 9:00pm; Fri 10:00am - 10:00pm; Sat 8:00am - 10:00pm & Sun 11:00am - 7:00pm

Back to Resource Information
SIGNAGE & BANNERS
The DoubleTree Club by Hilton Las Vegas Airport 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 public 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.

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

SITE INSPECTION & PRE-PLANNING
The DoubleTree Club by Hilton Sales Department would be pleased to arrange a convenient time for a Group site inspection, menu tasting and/or pre-planning meeting. Arrangements can be made through your sales manager or catering sales coordinator.

SMOKING
Per Nevada State Law, smoking is not permitted in the hotel’s non-smoking guest rooms, and indoor public areas, including lobby, meeting rooms, lounge, and restaurant and guest room corridors. Smoking is only permitted in designated smoking guest rooms.

SOUND SYSTEM
The hotel’s main floor meeting rooms typically do not require a basic sound system. Please contact your catering sales coordinator with questions, or to rent a portable sound system.

SPECIAL MEAL REQUESTS
Please consult with your catering sales coordinator for any special meal requests. The Banquet Department would be pleased to accommodate your requests to the best of their ability.

STORAGE
Storage for your advance boxes and convention supplies is quite limited at the DoubleTree Club by Hilton. If you are anticipating shipping a large volume of materials, we suggest you consult your catering sales coordinator as soon as possible to reserve a room. Hotel cannot provide security. If shipping valuables, please make arrangements to hire and pay for outside security.

SUNRISE & SUNSET TIMES

<table>
<thead>
<tr>
<th>Date</th>
<th>Sunrise</th>
<th>Sunset</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1</td>
<td>6:50am PST</td>
<td>4:35pm PST</td>
</tr>
<tr>
<td>Apr. 1</td>
<td>6:25am PDT</td>
<td>7:00pm PDT</td>
</tr>
<tr>
<td>July 1</td>
<td>5:25am PDT</td>
<td>8:00pm PDT</td>
</tr>
<tr>
<td>Oct. 1</td>
<td>6:35am PDT</td>
<td>6:25pm PDT</td>
</tr>
</tbody>
</table>

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TAXES
The current Clark County Sales Tax is 8.1%. The current Guestroom Occupancy Tax is 8%, and Guestroom Tourism Fee is 4%.
All goods and services are subject to Sales Tax including but not limited to audio/visual, food, beverage, labor, and service charges.

TAXICABS
There are more than 12 taxi companies available to our guests in Las Vegas. The DoubleTree Club by Hilton recommends Deluxe Taxicab Service at 702-568-7700.
The standard rate for transfers from the McCarran International Airport to the DoubleTree Club by Hilton Las Vegas Airport is approximately $15.00 plus gratuity.

TEAM MEMBER RECOGNITION
DoubleTree Club by Hilton team members are recognized in the following ways: Housekeeper of the Month Award, Team Member of the Month and Team Member of the Year.

TELEPHONES / TELECOMMUNICATIONS
The following types of telephones are available for guests, meeting and convention service and administrative staff. Please advise your catering sales coordinator or your sales manager, if you need the use of a phone for your program.

Telephone / Outside Analog Data Line
Can be used for local, calling card or toll-free and long distance calls; or PC and fax as well. Price is $40.00 per day plus tax and price of all calls. $10.00 installation fee will apply. No access fees on local, calling card or toll-free calls less than 60 minutes, $.10 per minute thereafter.

The following are enhancements that can be added:
Speaker Phone @ $35.00 per day, hardware rental only, and does not include phone line.
The hotel needs (2) two days notice before we can activate the line(s). The hotel requires minimum (2) weeks notice for more than (3) three lines.

Internet Access
Broadband Access – T1.5 or greater (Call for price quote)
Devices – Call for personal computer set-up fees

Guest Room Calls

<table>
<thead>
<tr>
<th>Type of Call</th>
<th>Instructions</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Dial-Bill to Room</td>
<td>7 + Room Number</td>
<td>No Charge</td>
</tr>
<tr>
<td>EMERGENCY</td>
<td>9 + 911</td>
<td>No Charge</td>
</tr>
<tr>
<td>Room to Room</td>
<td>9 + Number</td>
<td>Toll Free 1st 60 min.</td>
</tr>
<tr>
<td>Local</td>
<td></td>
<td>$.10 per minute thereafter</td>
</tr>
<tr>
<td>Calling Card</td>
<td>9 + 1 + Number</td>
<td>Toll Free 1st 60 min.</td>
</tr>
<tr>
<td>800/888/8xx toll free</td>
<td>9 + 1 + Number</td>
<td>$.10 per minute thereafter</td>
</tr>
</tbody>
</table>
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 are 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. AT&T is our local carrier. You have the right to reach other long distance carriers from the telephone 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 away from your room.

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.

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

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

**TOURS/SIGHTSEEING**
Numerous motor coach, plane and helicopter tour operators have daily Las Vegas, Hoover Dam and Lake Mead, and Grand Canyon tours. Some options are:

Gray Line - Las Vegas, Red Rock Canyon, Lake Mead & Grand Canyon; 702-384-1234 or 800-634-6579; www.graylinelasvegas.com

Rebel Adventure Tours - Hummer Specialty Tours; 702-380-6969 or 800-817-6789, www.rebeladventuretours.com

Maverick Helicopter Tours - Las Vegas & Grand Canyon; 702-261-0007 or 888-261-4414; www.maverickhelicopter.com

Scenic Airlines - Grand Canyon; 702-638-3300 or 800-634-6801; www.scenic.com

**TRASH REMOVAL**
Trash will be removed at the end of each day when the meeting room is refreshed for the next day. Please contact our Banquets Department if more frequent removal is needed.
**TUXEDOS / FORMAL WEAR**
If you are anticipating a large delivery of tuxedos on site, please advise your catering sales coordinator or sales manager in advance. The following stores offer tuxedo rentals:

Jerry’s Tux Shop  
8846 S. Eastern Avenue  
Las Vegas, NV 89123  
702-450-6451  
Website: www.jerrystuxshop.com  
Mon. to Fri. 11:00am - 6:00pm; Sat. 10:00am - 5:00pm & Sun. 12:00pm - 4:00pm

Formal Occasions  
9230 S. Eastern Avenue  
Henderson, NV 89052  
702-733-7333  
Mon. to Fri. 10:00am - 6:00pm; Sat. 10:00am - 4:00pm & Sun. 12:00pm - 4:00pm

**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 five rooms, a service charge of $2.00 per room will be assessed. Please discuss any specific requests with your catering sales coordinator.

**WEATHER**
Depending on the season, the weather in Las Vegas varies from a low of 20 degrees to a high of 115 degrees. Before visiting Las Vegas, we recommend that guests check the local listings to determine the weather conditions.

**WHEELCHAIRS**
If a guest requires a wheelchair, we can arrange a rental for them at their own expense. Please note that we can coordinate the rental, but will not cover the expense.

The following companies rent wheelchairs and will deliver to the DoubleTree Club by Hilton:

Freedom Medical Supply  
2470 E. Pebble Road, Suite 115  
Henderson, NV 89074  
702-997-9097  
Website: www.FreedomMedicalSupply.com  
Mon. to Fri. 9:00am - 6:00pm & Sat. 10:00am - 2:00pm

Medical “N” Mobility Specialists  
10624 S. Eastern Ave., Suite S  
Henderson, NV 89052  
702-410-8976  
Website: www.medmo.net  
Mon. to Fri. 9:00am - 6:00pm & Sat. 10:00am - 4:00pm

Back to Resource Information
WIRED PAYMENT
If you would like to have payment wired, please notify your sales manager or catering sales coordinator, and instructions will be faxed to you.

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WORSHIP SERVICES

- **Baptist**
  Warm Springs Baptist Church
  2075 E. Warm Springs Road
  Las Vegas, NV 89119
  Phone: 702-361-7070
  Services: Sun. 9:15am & 11:00am

- **Catholic**
  St. Thomas More Catholic Community
  130 N. Pecos Road
  Henderson, NV 89074
  Phone: 702-361-3022
  Masses: Sat. 4:30pm; Sun. 8:00am, 10:00am, 12:00pm & 5:30pm

- **Christian**
  The Crossing - A Christian Church
  7950 W. Windmill Lane
  Las Vegas, NV 89131
  Phone: 702-947-2080
  Services: Sun. 8:30am, 10:00am & 11:30am

- **Episcopal**
  Episcopal Church of the Epiphany
  9041 S. Pecos Road
  Las Vegas, NV 89120
  Phone: 702-693-4100
  Services: Sun. 8:00am & 10:00am

- **Jehovah’s Witnesses**
  English Speaking Congregations
  2520 E. Patrick Lane
  Las Vegas, NV 89120
  Phone: 702-736-7450
  English Services: Sun. 9:30am & 12:30pm
  Spanish Services: Sun. 3:30pm & 6:30pm

- **Jewish**
  Chabab of Green Valley
  10870 S. Eastern Avenue
  Henderson, NV
  Phone: 702-617-0770
  Services: Sat. 10:00am

- **Lutheran**
  Green Valley Evangelical Lutheran Church - WELS
  1799 Wigwam Parkway
Henderson, NV 89074
Phone: 702-454-8979
Services: Mon. 7:30pm; Sun. 8:30am & 11:00am

- **Methodist**
  Green Valley United Methodist Church
  2200 Robindale Road
  Henderson, NV 89074
  Phone: 702-454-7989
  Services: Wed. 7:00pm; Sun. 8:15am, 9:45am & 11:15am

- **Mormon**
  Warm Springs Stake, The Church of Jesus Christ of Later Day Saints
  7670 S. Bruce
  Las Vegas, NV 89119
  Phone: 702-361-4457
  Please phone for service schedule

- **Presbyterian**
  Green Valley Presbyterian
  1798 Wigwam Parkway
  Henderson, NV 89074
  702-454-8484
  Services: Sat. 5:30pm; Sun. 8:30am & 11:00am

**ZIP CHECKOUT**
With Zip Checkout, your room folio is at your door early in the morning of your departure. Simply verify the charges, dial extension “0” to Checkout. Please leave your keys in the room. If you are not departing the hotel immediately, luggage storage can be arranged at the Front Desk.