Doubletree Hotel Overland Park

Meeting & Event Resource Guide

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

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

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

Doubletree Hotel Overland Park
10100 College Blvd
Overland Park, Kansas 66210

www.Hilton.com
www.overlandparkcorporatewoods.doubletree.com
Doubletree Hotel Overland Park

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- Information

Resource Information

Location
- Located in Overland Park, Kansas; situated near the intersection of I-435 and U.S. 69.
- Approximately 20 minutes south of downtown Kansas City.
- Approximately 45 minutes from KCI Airport.
- Approximately 5 minutes from Oak Park Mall and Town Center Plaza and 10 minutes from The Great Mall of the Great Plains. Complimentary transportation within 5 miles to Oak Park Mall, Town Center Plaza, Business & Restaurants based on availability.

Facility
- 356 Non-Smoking Guest Rooms including 17 Suites.
- Guest rooms include Cable TV with free HBO and Disney channel, Pay-Per-View movies, phone with dataport, voice mail, hair dryer, iron and ironing board.
- 22,000 square feet of meeting and banquet facilities.
- Tiered amphitheatre capable of seating up to 50.
- 7 Conference Suites, ideal for Executive “Board Room” situations, seating up to 15.
- High speed and wireless internet access in guest room and meeting space –wireless access available in public areas.
- On-site transportation provided by Classic Limo to the local area and KCI Airport.

Recreation
- Indoor Pool with Jacuzzi and Sauna (Hours: 5 AM - 11 PM)
- Fully equipped Fitness Center and Racquetball Court (24 hours)
- Miles of tree-lined jogging trails, adjacent to Hotel.
- Sun Deck and Locker Rooms with showers.
Food & Beverage
- **Trofi Restaurant**, offering both upscale and casual dining options: Open for Breakfast and Lunch, 6:30am-2pm; Dinner, 5pm-10pm, Monday-Friday; Breakfast and Lunch from 7am to 2pm and Dinner, 5pm-10pm, Saturday and Sunday
- Room Service available 6am-10pm.
- **The Verandah**, a semi-private area in the restaurant.
- **Terrace**, a private, glassed-in room with seating for up to 16.
- **The Trofi Bar**, offering an impressive list of imported micro-brewed beers, and a great selection of single malt scotches: open 4pm-1am, Monday-Saturday and 4pm- Midnight on Sunday. Full menu available from 4pm-10pm.

Forms
- Amenity Request Form
- Electrical Form
- Credit Application
- Credit Card Authorization
AMENITY

1. CHOCOLATE DIPPED STRAWBERRIES W/ CHAMPAGNE
   6 pc’s at $40  12pc’s at $55

2. DOMESTIC & INTERNATIONAL CHEESE & FRUIT DISPLAY
   WITH CHOICE OF CANYON ROAD MERLOT OR CABERNET SAUVIGNON
   BY THE BOTTLE  $65

3. ASSORTED PRALINES, CHOCOLATE WAGON FILLED W/ BERRIES
   Displayed on plate with “Welcome to Overland Park” painted in chocolate
   $45

4. FIVE STAR ASSORTED PRALINES
   Assorted Pralines, Chocolate Wagon Filled with Berries, Assorted Seasonal Whole Fruit and Bottled Waters
   $75

5. ASSORTED SEASONAL WHOLE FRUITS W/ BOTTLED WATERS
   $ 25 per person, in glass bowl  $ 45 for two people, in wire basket

6. COLD SURF & TURF DISPLAY
   4 oz Applewood Smoked Tenderloin & 6 ea. Cocktail Shrimp served with Raspberry BBQ and Cocktail Sauce. DELIVER UPON ARRIVAL.
   $45

7. FIVE STAR COLD SURF & TURF
   To include Domestic and International Cheese & Fruit Display
   $20

8. SNACK BASKET
   Assorted Mixed Nuts, Candies, Flavored Potato Chip, Mini Cookies and Bottled water
   $20

9. K.C SAMPLER BASKET
   Assorted BBQ Sauce from KC’s own Gates, Cowtown, Jack Stack BBQ with All Purpose Seasoning, Bilardo Brothers Chicken Rub and KC BBQ Society Cookbook
   $50

10. HOUSE CHAMPAGNE, Freixenet, Blanc de Blanc
    $28

11. HOUSE WINE, Canyon Road
    Choice of White Zinfandel, Cabernet Sauvignon, Merlot & Chardonnay
    $42

12. ASSORTED DOMESTIC BEER DISPLAY IN BUCKET ( 3 ea. )
    To include Mixed Nuts and Pretzels
    $20

13. FRUIT JUICES, CEREAL BAR, TRAIL MIX. AND BOTTLED WATERS
    $20
AMENITY FORM

Amenity Information

Amenity: __________________________________________________

(special instructions)_______________________________________________________

___ *FIVE STAR VIP* ___ Note Attached

Cost: $_______________________

Delivery Information

Day: ____________________ Guest Room Number: ______________

Date: ____________________ Time: ________________________

Guest Information

Guest Name: __________________________________________

Company Name: ___________________________________________

Arrival Date: ________________ Departure Date: ________________

Approval

___ Complimentary

Department: ___ Sales ___ A&G ___ Rooms ___ F&B

Requested By: ________________________________

General Manager Approval: ________________________________

___ Retail Total Amount: $_______________

Charge to: Room Number: ______ Credit: ___ Cash or Check ___

Name on Credit Card: ________________________________

Credit Card Number: ________________________________ Exp: _____________

Instructions: Print and have Bob Hite sign. Make a copy for the restaurant, kitchen, purchasing and your files.
Convention Name: ________________________________

Dates Required: ________________________________

Exhibitor Name/Booth Number: ____________________

Contact Name (On Site): __________________________

Address: _______________________________________

Phone Number: __________________ Fax Number: ________

Electrical Outlets/Charges Per Connection – One Time Charge for Duration of Exhibit Stays
Please specify Volts, Amps & Wattage to ensure that proper requirements are met.

<table>
<thead>
<tr>
<th>Outlet Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlet total capacity 600 watts (5 amps)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Outlet total capacity 1800 watts (15 amps)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Outlet total capacity 3000 watts (25 amps)</td>
<td>$35.00</td>
</tr>
<tr>
<td>150 Watt Floodlight with outlet</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

220 Volts Single Phase

<table>
<thead>
<tr>
<th>Outlet Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlet total capacity 1800 watts (15 amps)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Outlet total capacity 3000 watts (25 amps)</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

220 Volts Three Phase

<table>
<thead>
<tr>
<th>Outlet Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outlet total capacity 3000 watts (25 amps)</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

277/480 Volt service and high amperage service available and quoted according to requirements (special wiring)

Engineering Services

Labor charges for special accommodations or crating, uncrating, etc…per man @ $16.00

Hijacker available at $35.00 per hour with a $35.00 minimum (includes operator). A hotel Engineering employee must operate this equipment.

Additional Equipment Rental for Booths

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Daily Charge Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dial 9 Phone Line</td>
<td>$30.00 (plus cost of calls)</td>
</tr>
<tr>
<td>T-1 High Speed Phone Line Package</td>
<td>$200.00</td>
</tr>
<tr>
<td>Display Easel</td>
<td>$5.00</td>
</tr>
<tr>
<td>Flipchart with Markers</td>
<td>$35.00</td>
</tr>
<tr>
<td>Extension Cord with Power Strip</td>
<td>$15.00</td>
</tr>
<tr>
<td>6’ x 6’ Screen</td>
<td>$50.00</td>
</tr>
<tr>
<td>TV/VCR Package</td>
<td>$120.00</td>
</tr>
<tr>
<td>Additional Skirted Tables (6’ x 30”)</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Note: If you are forwarding boxes to the hotel, please do not do so more than five days prior to the event. Please include the name of the guest responsible for receiving package, name and date of event, and number of boxes, i.e. 1 of 5. A handling fee of $3.00 per box and $75.00 per pallet, crate or display case will apply.
APPLICATION FOR CREDIT

NAME OF ORGANIZATION CORPORATION PARTNERSHIP OTHER

BILLING ADDRESS (CITY, STATE, ZIP) TELEPHONE ATTENTION OF:

DUNN AND BRADSTREET ACCOUNT? NUMBER NAME OF MEETING PLANNER DOUBLETREE CONTACT

DATE OF FUNCTION OR STAY REQUESTED CREDIT LIMIT ARE PURCHASE ORDERS REQUIRED?

DATE OF FUNCTION OR STAY REQUESTED CREDIT LIMIT ARE PURCHASE ORDERS REQUIRED?

PLEASE CHECK THOSE CHARGES TO BE MASTER BILLED:

PLEASE CHECK THOSE CHARGES TO BE MASTER BILLED:

PLEASE PRINT NAMES OF INDIVIDUALS WHO ARE AUTHORIZED AS SIGNERS ON THIS ACCOUNT:

A. ___________________________ B. ___________________________ C. ___________________________ D. ___________________________

PREVIOUS EVENTS OR CREDIT ESTABLISHED AT OTHER DOUBLETREES IN U.S.A.

HOTEL LOCATION: DATE OF FUNCTION:

OTHER HOTEL REFERENCES:

#1 HOTEL LOCATION: CONTACT: DATE OF FUNCTION:

ADDRESS (CITY, STATE, ZIP) TELEPHONE:

#2 HOTEL LOCATION CONTACT DATE OF FUNCTION:

ADDRESS (CITY, STATE, ZIP) TELEPHONE:

#3 HOTEL LOCATION CONTACT DATE OF FUNCTION:

ADDRESS (CITY, STATE, ZIP) TELEPHONE:

BANKING REFERENCES:

BANK NAME ACCOUNT # TYPE OF ACCOUNT DATE ESTABLISHED

BANK NAME ACCOUNT # TYPE OF ACCOUNT DATE ESTABLISHED

BANK NAME ACCOUNT # TYPE OF ACCOUNT DATE ESTABLISHED

BRANCH OFFICER TELEPHONE

THE COMPANY, AS REPRESENTED BY ITS UNDERSIGNED OFFICER, GUARANTEES (ABSOLUTELY AND UNCONDITIONALLY) PAYMENT ACCORDING TO ESTABLISHED TERMS ANY INDEBTEDNESS OR BALANCE OF INDEBTEDNESS TO DOUBLETREE RESULTING FROM PURCHASES MADE BASED UPON GRANTING OR EXTENSION OF CREDIT. IT IS HEREBY AGREED THAT UNDERSIGNED WILL PAY INTEREST AT THE RATE OF 18% PER ANNUM ON ALL UNPAID CHARGES AND WILL PAY ALL COLLECTION AGENCY CHARGES, ATTORNEY FEES, COURT COSTS AND OTHER COSTS INCURRED BY THE SUITES TO COLLECT UNPAID CHARGES, EXCEPT INTEREST WILL NOT ACCRUE ON CONSUMER CHARGES IF PROHIBITED BY LAW.

SIGNATURE OF OFFICER: TITLE: DATE:

1. CREDIT WILL BE AUTHORIZED AFTER CAREFUL REVIEW OF THIS APPLICATION. ALLOW AT LEAST FIFTEEN BUSINESS DAYS BEFORE YOUR EVENT SO THAT CREDIT CAN BE SET-UP FOR YOUR COMPANY AND REPRESENTATIVES.

2. PAYMENT IS DUE UPON RECEIPT OF INVOICE. REVOLVING CREDIT WILL BE REVIEWED AND IS SUBJECT TO PAYMENT HISTORY FOR CONTINUANCE.

3. AS A COMPANY POLICY, DOUBLETREES GRANT CREDIT BASED UPON A COMPANY’S OR ORGANIZATION’S PAST CREDIT HISTORY. INDIVIDUALS ARE NOT NORMALLY GRANTED BILLING PRIVILEGES OR TAX EXEMPT STATUS. ADVANCE DEPOSIT REQUIREMENTS ARE NOT WAIVED WITH THE GRANTING OF CREDIT.

4. IF YOUR FUNCTION IS PRIMARILY POLITICAL OR SOCIAL, PLEASE CONTACT YOUR DOUBLETREE SALES MANAGER FOR DEPOSIT REQUIREMENTS.

5. FULL AND COMPLETE DISCLOSURE OF THE ABOVE INFORMATION IS REQUIRED TO BEGIN THE CREDIT REVIEW PROCESS.

6. THIS APPLICATION MUST BE SIGNED BY A COMPANY REPRESENTATIVE NORMALLY AUTHORIZED TO DISBURSE FUNDS OR OTHERWISE CONTRACTUALLY OBLIGATE YOUR COMPANY OR ORGANIZATION.
Credit Card Authorization Form

Name of Company/Event: _____________________________________________
Date of Function: __________________________

I authorize the charges noted below to be billed to my credit card:

_____ Meeting room rental and refreshment breaks
_____ Sleeping Rooms (room/tax only)
_____ Sleeping Rooms (room, tax, and incidental charges)
_____ Restaurant/Room Services Charges
_____ Audio/Visual Equipment Rental
_____ Fax and Copy Charges
_____ Banquet Meals (Food)
_____ Banquet Bar
_____ Box Handling
_____ Other (Specify): ___________________________________________________

In the event that the original estimate of total charges is exceeded or should we add items on the day of our event, I authorize the following to be added to my credit card:

_____ Additional food items to a maximum of $_________
_____ Additional bar items to a maximum of $_________
_____ Additional miscellaneous charges to a maximum of $________

Note: We will call to pre-authorize your card approximately five days in advance of the above scheduled event date. Should your card number be inaccurate or if it will not accept the total estimated charges for your event, a different card will need to be provided within 24 hours.

Credit Card _____ #______________________________Exp: _______

Name on Card: __________________________________________________________
Doubletree Hotel Overland Park

Authorized Signature: ________________________________ Date: _______________

GENERAL INFORMATION
The Doubletree Hotel-Overland Park is conveniently located in the heart of the Overland Park, Kansas business corridor, and minutes away from dozens of area businesses and corporate headquarters including the Sprint Campus, Johnson County Community College and the Overland Park Convention Center. At the Doubletree Hotel-Overland Park, you're close to shopping, dining and entertainment, championship golf courses, family favorites like the Country Club Plaza, Kansas City Zoo, Kansas City Speedway, Union Station, Crown Center, Harry S. Truman Sports Center-home of the Chiefs and the Royals, Starlight Theater and Nebraska Furniture Mart. The hotel is also close to major hospitals including Overland Park Regional, St. Luke's, Shawnee Mission, Menorah and Olathe Medical Centers.

The Doubletree Hotel Overland Park’s Conference Center is an ideal facility for event planners seeking a truly unique venue for trade shows, conferences, seminars, weddings, banquets and a variety of social and business gatherings. We have over 22,000 square feet of versatile function space that will accommodate parties of up to 1,000 including a 9,000 square foot ballroom and a high-tech, tiered lecture hall. From boardroom to classroom to ballroom, we'll provide state-of-the-art communications and presentation equipment, practical Meeting Packages, elegantly comfortable surroundings, dedicated staff and an exceptional catering team for your important event.

Leisure and business travelers will appreciate our hotel's 356-oversized guest rooms and executive suites, featuring a long list of amenities including our new Sweet Dreams beds with pillow top mattresses, down blankets, comforters and luxury sheeting, large work desk with ergonomic chair, high-speed internet access, Printer On™ Services, and wireless high-speed internet access in public areas.

Visit our newly renovated Fitness Center, equipped with all new Pre-cor cardio equipment, free weights and racquetball court. Unwind and refresh in our indoor pool, complete with whirlpool and sauna and sundeck. Our pool deck overlooking a private courtyard is the perfect spot to enjoy a quiet evening or to host weddings, receptions and other special events. Dine in casual elegance at our Trofi Restaurant, featuring continental cuisine including a wide range of menu favorites and regional cuisine for breakfast, lunch and dinner.

FUNCTION SPACE AND BANQUETS
- Catering Menus available separately.

FITNESS CENTER
Open 24 hours, accessible with your key card, our Fitness Center is equipped with Precor cardio equipment, including 3 True stair steppers, 1 True cycle, a Precor incline press, a Precor vertical chest, a Precor lateral pull down and leg press, as well as free weights and a racquetball court.
RESOURCE INFORMATION
Airline Information
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Banquet Curfews
Banquet Equipment
Banquet Menu Selection
Banquet Terms and Conditions
Bell Services
Billing
Box Lunches
Business Center
Bus/Bus Companies
Car Rental Agencies
Cash Paying Guests
Changing Facilities/Day Use
Check Cashing Privileges
Check-In and Checkout
Coat Check Services
Coffee Maker
Community Outreach
Concierge
Convention Center
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Dietary Requirements
Directions to the Hotel
Dressing/Green Rooms
Drug Stores
Dry Cleaning
eEvents
Doubletree Hotel Overland Park

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Emergency Procedures
Entertainment
Environmental Commitment
Exhibits
Fax Machines
Fax Numbers
Fire Codes
Fitness Center
Flags
Floral/Florist
Food Donations
General Manager
Gift Certificates
Gift Ideas
Golf Course Information
Gratuities
Group Reservations Identification Program (GRIP)
Group Check-In, Arrival and Departures
Guest List Manager
Guest Rooms
Guest Room Deliveries
Guest Service Hotline
Hair Salon
Hospitality Desks
Hospitality Suites Functions
Hotel Facts/History
Hotel Map
Housekeeping
In Conjunction With (ICW’s)
Indemnification
In-Room Dining
Interpretation/Translation Services
Key Hotel Contacts
Kiosks
Kosher
Labor
Laundry/Valet
Limousine Services
Linen Selection
Liquor Laws
Load-In/Load Outs (Production, Decor, & Staging)
Loading Dock
Local Information
Lost and Found
Luggage Storage
Manager on Duty (MOD)
Mail Services

10100 College Boulevard  Overland Park, Kansas  66210  (913)451-6100  Fax (913)323-1927
Doubletree Hotel Overland Park

Massage Therapy
Master Accounts
Medical Facilities/Services
Meeting Packages
Meeting Room Capacities
Meeting Room Deliveries
Meeting Room Rental
Meeting Room Set Standard
Music/Musicians
Newspapers/Publications
Office Equipment/Supplies
Parking
Personalized On-Line Group Page (POG)
Pets (policies)
Photography
Pianos
Pools
Post-Convention Meeting
Post Event Report
Posting of Events
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Printing Services
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Production Crew Meals
Public Transportation
Pyrotechnics
Radios/Pagers/Nextels
Registration Assistance
Registration Desks
Reservations (RAPID!)
Resort Fee
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Rigging
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Ropes/Stanchions
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Tours/Sightseeing
Tuxedo/Formalwear
Voice Mail
Wheelchairs
Wired Payment
Worship Services
Zip-Out Checkout
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.

AIRLINE INFORMATION

<table>
<thead>
<tr>
<th>Airline</th>
<th>Nationwide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aero Mexico</td>
<td>1-800-237-6639</td>
</tr>
<tr>
<td>Air Canada</td>
<td>1-888-247-2262</td>
</tr>
<tr>
<td>Air France</td>
<td>1-800-237-2747</td>
</tr>
<tr>
<td>Air India</td>
<td>1-800-223-7776</td>
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<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>
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<td>America West Airlines</td>
<td>1-800-235-9292</td>
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<td>Austrian Airlines</td>
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<td>British Airways</td>
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<td>Continental Airlines</td>
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<td>Lufthansa</td>
<td>1-800-645-3880</td>
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<td>Midwest Airlines</td>
<td>1-800-452-2022</td>
</tr>
<tr>
<td>Northwest (Domestic)</td>
<td>1-800-225-2525</td>
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<tr>
<td>Northwest (International)</td>
<td>1-800-447-4747</td>
</tr>
<tr>
<td>Qantas</td>
<td>1-800-227-4500</td>
</tr>
<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>United Airlines</td>
<td>1-800-521-0810</td>
</tr>
</tbody>
</table>
Doubletree Hotel Overland Park

US Air 1-800-428-4322
Varig 1-800-468-2744
Virgin Atlantic 1-800-862-8621

Airport Information
The nearest airport is the Kansas City International Airport located 33 miles, approximately 45 minutes from the Doubletree Hotel. Click on this www.flykci.com for a map.

AMENITIES
The Room Service department is happy to service your group gift and amenity needs. You may choose from the list of amenities 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 18%. For a standard delivery, the fee is $3.00.

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

- Automated Teller (ATM)
- Baggage Storage
- Concierge Desk
- Elevators
- Gift Shop
- Guest Activity/Recreation Desk
- Laundry/Valet Service
- Local Area Transportation
- Lounge
- Luggage Hold
- Multi-Lingual Staff
- News Stand
- On-Site Convenience Store
- Room Service
- Safety Deposit Box

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

- Fitness Room
- Hiking Trail
- Jogging/Walking Track
- Pool
- Racquetball
- Solarium

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.
Doubletree Hotel Overland Park

**AUDIO/VISUAL**
Our audio/visual staff brings years of experience in the field of audio visual to your meeting at the Doubletree Hotel-Overland Park. Our Audio Visual Manager may be reached by dialing 1945.

**AUTOMATED TELLER MACHINES**
There is an ATM conveniently located just off of the lobby. There are also ATM locations in Overland Park at all major bank locations.

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

Balloon Designs
Rita Borer
816-419-6962

Blowin’ Away Balloons
Donna Zdanek
913-341-1771

Up, Up & Away
816-792-5390

**BANKS**

Bank of America
10000 College Boulevard
Overland Park, KS 66210
816-979-8712
www.bankofamerica.com
Monday – Friday 9am – 5pm and Saturday 9am-12pm

Capitol Federal Savings
10101 College Boulevard
Overland Park, KS 66210
913-381-5400
www.capfed.com
Monday-Thursday 9am-4pm, Friday 9am-6pm, and Saturday 12pm-4pm

**BANQUET BEVERAGE SELECTION**
The Doubletree Hotel offers a choice of house, call 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.

10100 College Boulevard  Overland Park, Kansas  66210  (913)451-6100  Fax (913)323-1927
Doubletree Hotel Overland Park

**Standard Brands**

Meyers Platinum Rum  
Sauza Gold Tequila  
Smirnoff Vodka  
Jim Beam Bourbon  
Seagram’s Gin  
J&B Scotch  
Canadian Club Blended Whiskey

**Call Brands**

Bacardi Superior Rum  
Jose Cuervo Gold Tequila  
Skyy Vodka  
Jim Beam Bourbon  
Beefeaters Gin  
Dewar’s Scotch  
Canadian Club Blended Whiskey

**Premium Brands**

Bacardi Superior Rum  
1800- Reposado Tequila  
Ketel One Vodka  
Maker’s Mark Bourbon  
Tanqueray Gin  
Johnnie Walker Red Scotch  
Crown Royal Blended Whiskey

**Cordials**

Amaretto  
Cask & Cream  
Courvoisier  
Benedictine & Brandy  
Frangelico  
Grand Marnier  
Kahlua

**Beer**

Budweiser  
Budweiser Select  
Bud Light  
Boulevard Wheat & Pale Ale  
Coors Light
Michelob Ultra Light  
Miller’s Genuine Draft  
Corona  
Heineken

Wine

Chateau St. Michelle Riesling  
Banrock Station Riesling  
Canyon Road White Zinfandel  
Sycamore Lane Pinot Grigio  
Jacobs Creek Pinot Grigio  
Canyon Road Chardonnay  
Kendall Jackson Vintners Reserve Chardonnay  
Chalone Chardonnay  
A by ACACIA Chardonnay  
Canyon Road Sauvignon Blanc  
Brancott Sauvignon Blanc  
Chalone Pinot Noir  
A by ACACIA Pinot Noir  
Canyon Road Merlot  
Cellar 8 Merlot  
Chateau St. Michelle Merlot  
Canyon Road Cabernet Sauvignon  
Beringer Founders Estate Cabernet Sauvignon  
Hogue Genesis Cabernet Sauvignon  
Chateau St. Michelle Cabernet Sauvignon  
Rancho Zabaco “Dancing Bull” Red Zinfandel  
Ravenswood Red Zinfandel  
Little Boom Syrah/Shiraz  
Jacobs Creek Syrah/Shiraz

Non-Alcoholic Beverages

O’Doul’s

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
Banquet bars must close by 1:00 a.m.

BANQUET EQUIPMENT
Some items in our banquet inventory are for your use at no additional charge. Associated costs for any equipment requested which must be rented from an outside source will be passed on to your group. For more information on banquet equipment, please see your Catering/Event Manager.
Doubletree Hotel Overland Park

BANQUET MENU SELECTION
We request that banquet menus, room arrangements, and other details pertinent to your convention be submitted to your Catering/Event Manager 14 days prior to your conference date. We are happy to custom design menu proposals for your group and assist in selecting the proper menu items and program arrangements to ensure a successful event.

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

BANQUET POLICIES

FUNCTION REQUIREMENTS: All meeting requirements and food or beverage selections, should be confirmed no later than 14 days prior to the function date.

1. ROOM RENTAL & SCHEDULES: Room Rental will be negotiated with meal functions. Charges may vary for partial day, evening or 24-hour rentals. Rooms must be vacated promptly as scheduled.

2. ROOM CONFIRMATION: Final confirmation of room assignment can be made at the time the guarantee is given. Function rooms are subject to change by the Hotel’s Catering Department. The hotel reserves the right to sell function space prior to or following an event, provided the room can be set by the time designated. Additional time requested for setup and/or teardown must be approved by the sales manager and may be subject to additional rental fees.

3. GUARANTEE POLICY: A final minimum guarantee of attendance must be received before 4:00 P.M. three business days (72 Hours) prior to the event. This is the minimum number for which you will be charged. The Hotel will “set” 3% more than the guarantee figure, if requested to do so. An increase in the guaranteed attendance is subject to the approval of your sales manager. The guarantee listed on the Banquet Event Order will apply if not revised 48 hours prior to the function. POSITIVELY NO REDUCTION IN GUARANTEED FIGURES WILL BE ACCEPTED LESS THAN 48 HOURS PRIOR TO THE EVENT.

4. BANQUET ROOM LIABILITY: Doubletree Hotel reserves the right to inspect and control all private functions. Liability for damage to the premise will be charged to the representative making arrangements at actual repair or replacement cost. Please note the following:

- A. No posters or signs are to be located in the Hotel Lobby without prior approval from the Catering Department.

- B. Scotch tape, pushpins or potential damaging fasteners MAY NOT be used to hang signs or other materials on any walls. Easels are available on a limited basis for informational purposes.

- C. Labor charges will apply to functions if more than standard cleanup is required at the close of the function, i.e. trash, confetti, rice, etc…

- D. Banners may be hung with approval and coordination by the Catering Office.
5. **DEPOSITS & CREDITS:** A non-refundable deposit of 25-100% of the anticipated billing may be required at the time of definite bookings based on the nature of the function. Balance will be due 72 hours prior to the function with the guarantee of attendance unless prior billing arrangements have been made.

Direct billing may be requested. An application for credit is to be completed and returned by date requested with proper processing. Upon approval of credit, a master account will be established. Accounts are to be paid in full within 30 days of billing date.

6. **FOOD SERVICES:** *All food must be supplied by the Hotel.* It is a policy that one entrée be served in a banquet room unless other arrangements have been made with the Catering Department. Substitutions may be made for dietary or religious purposes. Any substitute entrée must be confirmed at time of guarantee. The number of substitute entrees must number less than 5% of the total function attendance. **Food and beverage may not be removed from Hotel premises without prior arrangement.** Note: Food and beverage pricing cannot be confirmed more than six months prior to date of the event.

7. **TAX & SERVICE CHARGE:** Prices are subject to City/State Taxes and taxable Service Charge.

8. **BEVERAGE SERVICE:** All beverage services must be coordinated with the Catering Department in accordance with state and local laws and Hotel policy.

9. **CANCELLATION:** Definite functions subsequently cancelled after confirmation will result in fees. Please consult your contract or Banquet Event Order for details.

10. **AUDIO/VISUAL EQUIPMENT:** The Doubletree Hotel has an in-house audio/visual department. Audio/visual equipment is available at a daily rental fee. Assistance in ordering appropriate equipment may be provided by the Hotel Catering Department or by our trained technicians.

11. **TELEPHONES:**

   A. House phones are available in all meeting rooms at no charge.

   B. Private/Dedicated Lines for outside calls must be pre-arranged and coordinated with the Hotel. Refer to Audio/Visual pricing for rental fees.

12. **ENGINEERING SERVICES:** Should meetings require extra lighting, electrical hook-ups or Engineering work, information must be provided fourteen (14) days in advance. Extra power and/or labor provided by the Hotel will be charged to the group requesting these services. Due to Hotel policies, the Hotel will be unable to provide a lift or ladder to the client. If the client needs assistance with hanging a banner or other materials please advise your sales manager in order to make arrangements.

13. **SUBCONTRACTORS:** The Catering Department will be happy to refer florists, decorators,
musicians and photographers.

A. All decorations brought into the Hotel must be marked as non-flammable or bare an official tag stating that the article has been flame protected. Any electrical device must meet with Underwriters Laboratory requirements.

B. All florists, decorators, musicians or other subcontractors MUST abide by Hotel policies.

C. Due to Overland Park Fire Ordinance, candles must be placed in a closed container, i.e. votive or hurricane. No open flames are allowed.

14. SECURITY: The Doubletree Hotel has an in-house security manager. Should additional security officers be required for an event at the request of the engager of the Hotel, the Client may contract for (unarmed) security at their own discretion. Please inform your sales manger of any specific arrangements that have been made. The Hotel retains the right to approve, coordinate and monitor any supplemental security services. **The Hotel assumes no responsibility for items left in any area of the Hotel, locked or otherwise.**

15. LOADING/UNLOADING: Loading dock is located on the West side of the Hotel. Optimal loading to the Ballroom area is from the back parking lot. Security must coordinate access to this area. Loading is not permitted through the front entrance to the Hotel.

16. PARKING: The Doubletree Hotel offers complimentary self-parking.

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 $3.00 per person, plus state tax, and is subject to change. Departure notices and bag pulls should be coordinated with our Bell Captain.

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.

BOX LUNCHES
Box lunches are available through Catering. 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 and provide delivery to your specified location on the property.

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.
**Doubletree Hotel Overland Park**

Business center is available 24 hours a day. Access is with your room key.

For large quick printing or copying jobs, we recommend calling:
Kinko’s/Fedex  
11026 Metcalf Avenue  
Overland Park, KS 66210  
Phone: 913-661-0192  
Fax: 913-661-0120

**BUS/BUS COMPANIES**
Greyhound Bus Lines  
1101 Troost Avenue  
Kansas City, MO 64106  
816-221-2835

**CAR RENTAL AGENCIES**
Following are the three *Doubletree Hotel* preferred companies, their locations, and contact numbers.

Hertz Rent-A-Car  800-654-3011  
Local phone number: 913-381-5519  
Locations: 7275 West 105th Street  
Overland Park, KS 66212

Avis Rent-A-Car  800-321-3712  
Local phone number: 913-383-3374  
Locations: 8223 Metcalf Ave  
Overland Park, KS 66204

Budget Rent-A-Car  800-527-0700  
Local phone number: 913-696-1269  
Locations: 7540 West 119th Street  
Overland Park, KS 66213

**CASH PAYING GUESTS**
In the event a hotel guest does not have a major credit card to secure his/her room, the front desk will require full payment in advance for room and tax charges. In addition, there will be a $20.00 per day refundable deposit for incidental charges. If the guest does not wish to establish credit for incidental charges, the guest room phone will be restricted to room-to-room calls. All room folio charges from the Food and Beverage outlets and movie charges will also be restricted.
Doubletree Hotel Overland Park

CHANGING FACILITIES/DAY USE
Please contact your Catering/Event Manager regarding our changing facility. The hours of guest room availability for day use will depend on occupancy of the hotel.

*CHECK CASHING PRIVILEGES
Hotel guests may cash checks at the Front Office. The check must be imprinted with the guest’s name and address and made out to Doubletree Hotel. Identification may be required.

CHECK-IN AND CHECKOUT
Hotel check-in is 3p.m., and checkout is 12p.m. (All guests arriving before 3:00p.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 $50.00 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.

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 2020 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.

COAT CHECK SERVICES
Contact your Catering/Event Manager should you wish to arrange for Coat Check Services.

COFFEE MAKER
All guest rooms feature coffee makers with complimentary coffee.

COMMUNITY OUTREACH
Career Success Programs with local school districts
Etiquette Classes for surrounding youth
American Heart Association
Breast Cancer Foundation
Hospice Care of Kansas City
United Way Campaigns
Holy Spirit Catholic Church
Doubletree Hotel Overland Park

Arthritis Foundation
D.E.A.F.
Dept. of Health and Human Services
Midwest Hemophilia Association
The Research Foundation
University of Kansas
Cystic Fibrosis Foundation
Leukemia and Lymphoma Society
Blue Valley Special Olympics
TLC for Children and Families
St. Teresa’s Academy
SIDS Art Stroll
Grace Church
Church of the Resurrection
Boys and Girls Clubs
American Diabetes Association
American Cancer Society

CONCIERGE
The Doubletree Hotel Overland Park staff will gladly assist you with any special needs or requests you may have.

CONVENTION CENTER OVERLAND PARK
Overland Park Convention Center
6000 College Blvd.
Overland Park, KS 66211
opconventioncenter.com
Travel Time = 5 minutes
Approximate Taxi Cost $7.00

CREDIT CARDS
The Doubletree Hotel Overland Park accepts most major credit cards including American Express, Diners Club, Discover Card, JCB International, Master Card or 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/Event Manager.

DANCE FLOOR
Please contact your Catering/Event Manager for any questions regarding our dance floor setups.
**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)**

*VENDOR DIRECTORY*

As a convenience, the hotel has compiled this list of various vendors who have worked with the hotel on past events. These are only recommendations. We do not take responsibility for the services they provide.

**PHOTOGRAPHERS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
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</thead>
<tbody>
<tr>
<td>J. Kent Bixler Photography</td>
<td>816/420-0222</td>
</tr>
<tr>
<td>BNW Photography (Brandy Wisdom)</td>
<td>816/792-8878</td>
</tr>
<tr>
<td>David Dice</td>
<td>816/781-2956</td>
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<tr>
<td>Michael Doyle</td>
<td>913/645-6971</td>
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<tr>
<td>Fen Photo Images</td>
<td>816/753-3098</td>
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<tr>
<td>Flashes Photography</td>
<td>816/781-2060</td>
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<tr>
<td>Van Deusen</td>
<td>913/384-5252</td>
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<tr>
<td>Heartland Weddings (Nancy Kerr)</td>
<td>816/224-6161</td>
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<tr>
<td>Rich Grosko</td>
<td>913/677-6787</td>
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<tr>
<td>Distinctive Photography (Andrea Bryant)</td>
<td>816/578-4500</td>
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<tr>
<td>DiMartino Photography</td>
<td>913/449-0778</td>
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**VIDEOGRAPHERS**

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<tbody>
<tr>
<td>George Karnaze</td>
<td>913/334-3967</td>
</tr>
<tr>
<td>Patrick Lamb Video Productions</td>
<td>913/642-5262</td>
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<tr>
<td>Overland Park Video</td>
<td>913/642-7353</td>
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<tr>
<td>Premier Video Productions</td>
<td>913/642-4477</td>
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<tr>
<td>VideoKam Productions</td>
<td>913/438-1100</td>
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</table>

**D.J.’S**

<table>
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<tr>
<th>Name</th>
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<tr>
<td>AMS Entertainment (Larry Loeffler)</td>
<td>913/768-7339</td>
</tr>
<tr>
<td>Complete Music</td>
<td>913/432-1111</td>
</tr>
<tr>
<td>DJ’s By Design</td>
<td>913/688-9211</td>
</tr>
<tr>
<td>Dotor D.J. (Darin Cates)</td>
<td>816/468-5600</td>
</tr>
<tr>
<td>Entertainment to Go</td>
<td>816/524-2222</td>
</tr>
<tr>
<td>Darin Jupe (KCDJ)</td>
<td>913/406-9821</td>
</tr>
<tr>
<td>Bob Miller</td>
<td>913/362-6271</td>
</tr>
<tr>
<td>Quali Sound (Michael Bentrop)</td>
<td>913/941-4160</td>
</tr>
<tr>
<td>Sound Choice (KC Stangel)</td>
<td>816/363-4726</td>
</tr>
</tbody>
</table>
Doubletree Hotel Overland Park

**BANDS**
AMS Entertainment (Larry Loeffler) 913/768-7339
Michael Beers 913/642-8646
Vince Bilardo 913/491-3271
Atlantic/Pacific Express (Gary Mack) 913/469-9009
Encore Assoc. 913/642-2263
BaliRoot (Debbie Roberts) 913/342-1999
Private Stock 913/814-7073
The Essentials 913/205-7027

**Harpist**
Phyllis Hoffman 913/492-6828
Brenda Hoff 913/677-5922
Bonnie Hodge 913/642-2456

**PIANIST/VOCALIST**
Jackie Rylee 913/486-4694
Scott McDonald 913/642-0571
Kerin Denning 913/649-6259
Jayne Black 913/648-3823

**BALLOONS**
Balloon Designs (Rita Borer) 816/419-6962
Blowin’ Away Balloons.
(Donna Zdanek) 913/341-1771
Up, Up & Away 816/792-5390

**WEDDING CAKES**
Pam McGuire 913/856-6498
Lynne Mueller 913/648-6297
Jan O’Rourke 913/642-4741
Kay Benjamin 913/345-2588
Cakes by Rebekah 816/766-5687
Raspberry Rose (Rita Stretch) 816/537-8329
Caren’s Cakes 660/542-2488
Iced Art 913/236-6511
Natasha Goellner 913/660-2094
Cheri Elder 816-761-3759

**FLORISTS**
Christopher’s Florist 913/345-1419
Fiddly Fig – Legg Florist 816/363-4313
Garden House Flowers 816/421-3988
Matney Floral design 913/362-5419
Ranchview Floral 913/696-0033
Santee Floral Designs 913/642-7800
Craig Sole 913/649-9299
Stems Floral 913/851-2323
Trapp & Company 816/931-6940
TRANSPORTATION
Classic Limo 913-685-3332
Agenda Kansas City, Inc. 913/268-4466
Metropolitan Transportation Services, Inc.
(MTSI) 816/471-6050
Overland Limousine 913/381-3504
Super Shuttle of KC (Airport Service) 1-800-bluevan or 800-258-3826
www.supershuttle.com
Blue Ribbon Arrangements & Tours 913/649-5111

DEPOSITS
Required group Cash Deposits are outlined in your sales contract. Cash Deposits may be made at any
time 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
**DIRECTIONS TO THE DOUBLETREE**

**From KCI Airport**
Take I-29 North for about 6 miles to the 435 Fwy. South. Continue on 435 South around the city until it becomes 435 East. Take Hwy 69 South or Fort Scott exit for ¼ of a mile. Take the College Blvd East exit. Turn right at College Blvd, but stay in the left lane. At the 2nd light, turn left at the Doubletree sign on Mastin.

**Or**
Take I-29 South for about 12 miles to 635 South. Continue for 15 miles to the I-35 South exit. Take I-35 South for 8 miles to Hwy 69 South. Take Hwy 69 for 3 miles to the College Blvd East exit. Turn right on College, but stay in the left lane. At the 2nd light, turn left at the Doubletree sign on Mastin.

**Via I-35 Northbound**
Exit at 435 East, then exit at Hwy 69 South. Take Hwy 69 South for ¼ mile to the College Blvd. East exit. From College Blvd., turn left at the 2nd light at the Doubletree sign on Mastin.

**Via I-70 Eastbound**
Take I-70 East past toll plaza to the 435 South Exit. Continue on 435 South to where it becomes 435 East. Take the Hwy 69 South exit. Take 69 South for about ¼ mile to the College Blvd. East exit. At the 2nd light, turn left at the Doubletree sign on Mastin.
**Via I-35 Southbound**
Take I-35 South through Kansas City to Hwy 69 South. Take Hwy 69 South to the College Blvd. East exit. Turn right on College but stay in the left lane. At the 2nd light turn left at the Hwy Doubletree sign on Mastin.

**Via I-70 Westbound**
Take I-70 West past the Sports Complex to the 435 South exit. Continue on 435 South until it becomes 435 West. Take 435 West to Hwy 69 South or Fort Scott exit. Take 69 South for about ¼ of a mile to the college Blvd. East Exit. Turn right on College Blvd, but stay in the left lane. At the 2nd light, turn left at the Doubletree sign on Mastin.
**DRESSING/GREEN ROOMS**
Please contact your Catering/Event Manager regarding our Dressing/Green Rooms.

**DRUG STORES**
CVS
12290 College Blvd
Overland Park, KS 66210
913-327-1332

**DRY-CLEANING – SEE LAUNDRY/VALET**
Laundry services are available Monday – Friday by dialing extension 0. Garments picked up prior to 8:30 a.m. are returned to guests by 6:00 p.m. the same evening. Garments picked up after 8:30 a.m. will be returned the following day by 6:00 p.m.

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

**eEVENTS**
Hilton Family’s online booking channel for small groups and meetings.
e-events.hilton.com

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

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

**ELEVATORS**
The Doubletree Hotel Overland Park hotel has 4 guest elevators located to the left of the Front Desk.

**EMERGENCY PROCEDURES**
The Doubletree Hotel Overland Park 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 Ext. 0.
Doubletree Hotel Overland Park

- 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.
- 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.

ENTERTAINMENT
Please contact your Catering/Event Manager for assistance in booking entertainment.

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

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

FAX MACHINES
Sending Faxes:
Local $0.50 per page
Long Distance Domestic $1.00 per page
International $2.50 per page

FAX NUMBERS
For Guests: 913-451-0386
Catering/Convention Services office: 913-323-1927
Sales office: 913-451-6463
Reservations office: 913-451-3873

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**
It took a lot of hard work, but the Doubletree Hotel is in great shape following the addition of our new Fitness Center.
Doubletree Hotel Overland Park

We have added an 800 square-foot exercise room with state-of-the-art free weights, a multi-station weight machine area and a host of cardiovascular equipment. We even installed two LCD Flat Screen Televisions to make your workouts more enjoyable.

The new exercise room compliments our already popular facilities, which include an indoor pool, whirlpool and sauna, two sundecks, a racquetball court and adjacent jogging trails. And when you’re done, you can head to the locker room for a shower.

Our Fitness Center is the perfect place for a complete workout, any time of the day, So come in soon and see how the Doubletree is shaping up!

Hours of Operation:
24 Hours, with you Key Card.

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

FLORAL/FLORIST
See Destination Management Companies.

GENERAL MANAGER
Mr. Bob Hite joined the Hilton Doubletree Hotel in the month of March 2008 as General Manager. He has been in the hotel industry for over 25 years, previously holding positions as General Manager.

Bob is thrilled to welcome your group to the Doubletree Hotel Overland Park and is accessible as needed.

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

http://www.hilontohome.com/ - The Hilton Serenity Collection

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

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

GOLF COURSE INFORMATION
Deer Creek Golf Club
(913) 681-3100
7000 W. 133rd St.
Overland Park, KS

Iron Horse Golf Club
(913) 685-4653
15400 Mission Road
Leawood, KS

St. Andrews Golf Club
(913) 897-3804
11099 W. 135th St.
Overland Park, KS

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

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 Doubletree Hotel Overland Park 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.

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.

GUEST ROOMS
The hotel’s current bedding breakdown is as follows:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Number</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Non Smoking</td>
<td>ND2</td>
<td>187</td>
</tr>
<tr>
<td>King Non Smoking</td>
<td>NK1</td>
<td>102</td>
</tr>
<tr>
<td>Queen Non Smoking</td>
<td>NQ1</td>
<td>33</td>
</tr>
<tr>
<td>Accessible Non Smoking</td>
<td>NK1H</td>
<td>17</td>
</tr>
<tr>
<td>Conference Suites Non Smoking</td>
<td>NS1</td>
<td>7</td>
</tr>
<tr>
<td>Executive King Suites Non Smoking</td>
<td>NKJ1D</td>
<td>9</td>
</tr>
<tr>
<td>Hospitality Non Smoking Suite</td>
<td>SS1JX</td>
<td>1</td>
</tr>
</tbody>
</table>

Kansas state law and local enforcement of national fire codes mandate that there is a maximum of four guests per room (adults/children).
**Doubletree Hotel Overland Park**

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, under the door or inside the room - $3.00 for each item.

**GUEST SERVICE HOTLINE**
 Guests with specific needs or requests may pick up a house phone and dial extension #39. A hotel operator will direct your needs to the appropriate hotel contact.

**HAIR SALON**
 Beauty Brands  
9570 Quivira  
Shawnee Mission, Ks 66215  
913-492-7900

Par Exsalonce Salon & Day Spa  
11849 College Blvd  
Overland Park, KS  
(913) 469-9532

**HOSPITALITY DESKS**
Should you require a hospitality desk for your group, your Catering/Event Manager will be happy to assist you. Phones may be arranged in advance with either in-house extensions or direct dial numbers.

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**
Please contact your Catering/Event Manager for any questions regarding Hospitality Suite Functions.
Doubletree Hotel Overland Park

HOTEL FACTS/HISTORY

Address: 10100 College Blvd Overland Park, Kansas
Telephone: 913-451-6100
Facsimile: 913-451-6463
Reservations: 800-222-8733
Website: overlandparkcorporatewoods.doubletree.com
Grand Opening: 1982
Last Renovation: 2007

HOTEL MAP
Contact your Event Manager for a map of our facilities.

HOUSEKEEPING

Daily housekeeping services, which consists of general cleaning, take place between 8:00 a.m. and 5:00 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 $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, bath/shower amenities, and extra pillows. Additional bedding available for children: cribs and roll-a-ways. Please note there is a maximum of four persons (including children) allowed per room.

IN CONJUNCTION WITH (ICW’S)

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

Groups meeting in conjunction with a conference, but not part of the official convention program who require meeting space and separate billing, are subject to credit approval. All meeting space, if available, will be at the hotel’s normal prevailing room rental rates and will be subject to the hotel’s standard contract terms and conditions.

A listing of all ICW’s should be sent to the hotel no later than 90 days prior to the actual event, so that they can be individually contacted by the Catering Department to set up food, beverage and billing arrangements.

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 available 6:00 am – 10:00 pm, seven days a week, 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 Ext. 1985 in-house.

A variety of amenities are also available through room service.

Room service gratuity is 18% and is posted automatically on all checks. There is also a delivery fee of $3.00 per order.

INTERPRETATION/TRANSLATION SERVICES
If you require such services, please contact your Catering/ Event Manager.

KEY HOTEL CONTACTS
The Executive Managing Committee consists of the following people:

General Manager       Bob Hite       Ext. 1900
Director of Security   Clint Ernst    Ext. 1908
Director of Food & Beverage Steve Goldstein Ext. 1909
Director of Front Office Janis Munn      Ext. 1917
Executive Chef         Dax Moreno    Ext. 1943
Director of Housekeeping Lisa Wood     Ext. 1955
Director of Engineering John Nolte      Ext. 1923
Director of Sales and Marketing Cheryl Troxel Ext. 1902
Director of Catering   Francie Feinberg Ext. 1907
Senior Catering Manager Derek Smith     Ext. 1910
Senior Catering Manager Meredith Carreira Ext. 1906
Senior Catering Manager David Ranallo   Ext. 1922

KOSHER
Please refer to your Catering/ Event Manager for a selection of Kosher meals.

LABOR
The Doubletree Hotel is a non-union hotel.
**Doubletree Hotel Overland Park**

**LAUNDRY/VALET – SEE DRY CLEANING**
Complete laundry services are also available by dialing extension 0 in-house. Garments picked up prior to 8:30a.m. are returned to guests by 6:00p.m. the same evening. Garments picked up after 8:30a.m., will be returned the following day by 6:00p.m.

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.

**ZLIMOUSINE SERVICES**
Arrangements may be made to have a group VIP transported by our hotel limousine or town car, or through an outside service. Classic Limo is our preferred service and can be reached at 913-685-3332. The Concierge can also arrange limousine transfers and can be reached at 2047.

**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.

**LIQUOR LAWS**
The State of Kansas has strict liquor laws that must be followed by the Doubletree Hotel Overland Park

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

**LOAD-IN/LOAD/OUT (PRODUCTION, DÉCOR AND STAGING)**
Please refer to the Production Resource Guide.

**LOADING DOCK**
The loading dock is located on the West side of the Hotel. The hours of operation are from 7:00 A.M. to 5:00 P.M. daily.

**LOCAL INFORMATION**
www.visitkc.com

**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**
We have postal pickup service at the Front Desk daily. Should you have packages to be sent out, our Purchasing Department can coordinate this for you. Shipping and billing specifics must be determined in advance. Ask your Event Services Manager for details.

**MASTER ACCOUNTS**
See Sales Agreement.

**MEDICAL FACILITIES/SERVICES**
Medical Services facilities nearby:

**Urgent Care/Emergency Room**

- Shawnee Urgent Care  
  11367 West 95th Street  
  Overland Park, KS 66214  
  913-888-1151  
  Monday through Friday 9a.m.-9p.m., Saturday 9a.m.- 9pm, and Sunday 9am-5pm  
  **Travel time from the hotel is about 15 minutes**

- Shawnee Mission Medical Center  
  9100 W. 74th Street  
  Shawnee Mission, KS 66204  
  913-676-2219
Doubletree Hotel Overland Park

Hospital

- Overland Park Regional Medical Center
  10500 Quivira Road
  Lenexa, KS 66215
  913-541-5000

Ambulance

- Mobile Medical Services
  12302 Johnson Drive Ste B
  Shawnee, KS 66216
  913-962-2905
  Available 24 hours a day

MEETING PACKAGES
Please visit our website for all information regarding the Doubletree Hotel Overland Park Meeting Packages.

MEETING ROOM CAPACITIES
For all Meeting Room Capacities and Seating Configurations, please contact your Meeting/ Catering Manager.

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 staff. A $3.00 per box handling fee will apply.

MEETING ROOM RENTAL
Please contact your Meeting/ Catering Manager.

MEETING ROOM SET STANDARD
Standard meeting rooms include the following items:

- Banquet or classroom tables and chairs
- Linens
- 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.

**MUSIC/MUSICIANS**
See Destination Management Companies.

**NEWSPAPERS/PUBLICATIONS**
Kansas City Star
USA Today
Wallstreet Journal
New York Times
They are delivered to the Gift Shop at 7:00a.m. daily.

Complimentary USA Today available on each guest room floor Monday thru Friday.

**OFFICE EQUIPMENT/SUPPLIES**
Please refer to our A/V department or your Meeting/ Catering Manager for a list of different items available.

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

Office Depot
10551 Metcalf Ave
Overland Park, KS 66212
913-381-9387

Fedex/Kinko’s, The Copy Center
11026 Metcalf Ave.
Overland Park, KS 66210 - 1834
913-661-0192
913-661-0120

**PARKING**
The Doubletree Hotel offers convenient, complimentary self-parking.
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.

No Pets Allowed

**PHOTOGRAPHY**

See Destination Management Companies.

**PIANOS**

See Destination Management Companies.

**POOLS**

Come relax by our large indoor pool and spa, enjoyable at any time of year.

**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
The Events Postings are located at each entrance of the Banquet Hallway, and individually on each Banquet Room Door.

PRE-CONVENTION MEETING
For larger groups, in order to introduce our clients to the key contacts of the hotel, we would like to arrange a pre-convention meeting several days 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
Fedex Kinko’s
11026 Metcalf Ave. Ste 7a
Overland Park, KS 66210-1834
913-661-0192
use0456@fedexkinkos.com
www.fedexkinkos.com
24 Hours

Documart
10316 West 79th Street
Overland Park, KS 66214
913-649-9229
www.documart.com
Monday – Friday 8am- 5pm

PRODUCTION GUIDELINES
Your Event Manager will provide you with the hotel’s Production Resource Guide.

PUBLIC TRANSPORTATION
Johnson County Transit
(913) 541-8450

PYROTECHNICS
FIRE SAFETY: All room sets must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance and fire exits. Open flames are not permitted. 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.

**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.

**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.

**Registration Desks**
Your Catering/Event Manager will be happy to arrange a hospitality desk for your group. Phones may be arranged in advance with either in-house extensions or direct dial numbers. Please note that all hospitality desks will be taken down each evening and reset for the next days use.

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

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

**Reservations Rapid! Reservations Automated Processing Input and Delivery System**
Expedited reservation processing straight from your rooming list into our system.
- Eliminates dual entry process
- Accurate and efficient reservations
- Supports 3rd Party Clearinghouses
- No charge – it’s FREE

**Restaurants/Lounges**
Dine in casual elegance at Trofi, serving a wide range of continental cuisine for breakfast, lunch and dinner. Trofi offers private and semi-private dining rooms to accommodate private events. Let our experienced culinary team help create that special event for you.

Hours:
Monday to Friday 6:30am to 10:00pm
Saturday to Sunday 7:00am to 10:00pm
RESTAURANT RESERVATIONS
Reservations are recommended for Trofi, and for all restaurants in the Overland Park area, whether it is for a table of four or a dine-around for 250.

RESTROOMS
Public restrooms are located in the following areas:

Prefunction Gallery
Restaurant Entrance
Men’s and Women’s Locker Rooms

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

ROBES
Robes can be requested by dialing Housekeeping from the guest room phone and are available online for purchase.

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

ROOMING CODES/ROOMING LISTS
The following are the room category and special service codes that are utilized by the hotel’s reservations department. It will assist us greatly if you use these codes on the rooming lists you send to the Doubletree Hotel.

- no smoking
- rollaway
- there is a rate change or room change
- requested high floor
- requested low floor
- early arrival request
- near elevator request
- crib
- room nearby/same floor
- connecting room
- king bed
- 2 double beds
- sofa sleeper turn down
- Run of House view
SAFES/SAFE DEPOSIT BOXES
Boxes are complimentary and located next to the transportation desk in the lobby. See a Front Desk agent to reserve your box.

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
Handling fee for Packages/Boxes is $3.00 each and Pallets/Crates/Display Cases are $75 each
We also recommend that you have a packing slip both inside and outside of each package. Guests will be responsible for the packing and return of all packages.

Receiving, handling and shipping charges may apply. No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).
Shipping from the Doubletree Hotel Overland Park
The Doubletree Hotel utilizes UPS, Fed Ex, and DHL for our shipping needs. Please see each shipping company 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
Town Center Shops
5000 West 119th Street
Overland Park, KS
913-498-1111

Oak Park Mall
11461 West 95th Street
Overland Park, KS
913-888-4400

SIGNAGE/BANNERS
The Doubletree Hotel Overland Park 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.

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

SITE INSPECTION/PRE-PLANNING
Please contact your Meeting/Catering Manager for a tour of our facility.

SMOKING
Due to the Overland Park Fire Ordinance, no smoking is allowed except for the following exceptions:

All Outdoor Areas – a minimum of 10 feet away from the building.
**SOUND SYSTEM**
All sections of the Ballroom have a basic built-in sound system. Please contact your Catering/Event Manager with questions. There may be fees assessed for certain hookups as well as hourly labor charges.

**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 limited. 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. We charge $3.00 per package/box or $75 per pallet/crate/display case.

**SUITES**
Our suites include a living room with wet bar and refrigerator, a game table, a sleeper sofa, two televisions, two phones with data ports, a coffee maker, iron and board and internet access.

Our choices include:
1 KING BED JUNIOR SUITE-SOFABED-NONSMOKING
1 QUEEN SOFABED CONFERENCE PARLOR-NONSMOKING
1 QUEEN SOFABED HOSPITALITYJUNIOR SUITE-NONSMOKING

**TAXES**
The current Kansas State Tax is 7.525%. Occupancy Tax is 9% in addition to the 7.525% State Tax. In addition to the standard State Tax and Service Charges, in the State of Kansas, liquor is subject to a 10% excise tax as well.

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

**TAXICABS**
All-American Cab Company  
(913) 338-3331

Empire Cab Company  
(913) 894-9093
Doubletree Hotel Overland Park

Express Transportation
(913) 262-1313

Levi’s Town Car Service
$50 to airport/$35 to Casinos/$30 to CC Plaza
913-457-9777

Quicksilver Airport Service
(913) 262-0905
www.kcquicksilver.com

Kansas City Taxis (816) 471-6050

Yellow Cab Co.
(816) 471-5000
www.yellowcabkc.com

TELEPHONES/TELECOMMUNICATIONS
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.

TENTS
Please contact your Catering/Event Manager regarding rental of tents

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

TOURS/SIGHTSEEING
Blue Ribbon Arrangements & Tours, Inc.
5200 W 94th Terrace
Suite 109
Prairie Village, KS

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

Black Tie Formal Wear
(913) 341-4889
9047 Metcalf
Overland Park, KS
Doubletree Hotel Overland Park

**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. Please discuss any specific requests with your Catering/Event Manager.

**WHEELCHAIRS**
The hotel has two wheelchairs available for guest use. Ask our Front Desk or Bell staff personnel for assistance. If additional chairs are required, we will be happy to coordinate the rental, but will be unable to cover the expense.

Medical Rentals  
(913) 262-7700  
4620 Mission Rd  
Kansas City, KS

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

**WORSHIP SERVICES**
The following is a list of nearby locations.

- **Baptist**  
  Blue Valley Baptist Church  
  8925 West 151st Street  
  Overland Park, KS 66221  
  913-897-5691

- **Buddhist**  
  Bahai Faith of Overland Park  
  PO Box 4355  
  Overland Park, KS 66204  
  816-464-1997

- **Catholic**  
  Holy Spirit Church  
  11300 West 103rd  
  Overland Park, KS  
  913-492-7318  
  Sunday 7:30am, 9:00am, 10:30am, Noon
Doubletree Hotel Overland Park

- Christian
  Hillcrest Christian
  9301 Quivira
  Overland Park, KS
  913-663-2822
  Sunday 8:15am. 10:45am

- Church of God
  Church Of God Holiness
  6801 West 74th Street
  Overland Park, KS 66204
  913-432-3831

- Episcopal
  St. Thomas the Apostle
  123rd and Antioch
  Overland Park, KS
  913-451-0512
  Sunday 9:30am

- Jehovah’s Witness
  8300 West 79th Street
  Overland Park, KS 66204
  913-649-1495

- Jewish
  B’nai Jehudah
  12320 Nall Avenue
  Overland Park, KS 66210

- Jewish
  Congregation Beth Shalom
  14200 Lamar Ave.
  Overland Park, KS 66223
  913-647-7279

- Lutheran
  Mt. Olive Church
  9514 Perry
  Overland Park, KS
  913-492-9740
  Sunday 9:30am
Doubletree Hotel Overland Park

- Methodist
  Valley View United Methodist
  9405 Woodward
  Overland Park, KS
  913-642-4400
  Sunday 9:30am, 10:00am

- Pentecostal
  Monticello Gospel Assembly
  9200 Highway K-7
  Olathe, KS 66061
  913-764-0407

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 2020 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.