

**CALIFORNIA INSTITUTE OF TECHNOLOGY
LOCAL HOTEL AGREEMENT 2006**

Important: Please review Caltech's Policy regarding booking events at hotels (see page 4-of- 4)

Request the Caltech preferred rates, but also ask if there are rates available that are lower than our negotiated rates.

State and Local taxes in the Pasadena/Los Angeles area are 14.5%.

(Other charges may apply-inquire when reservation is made.)

Most rates are not valid during Holidays or special events such as the Tournament of Roses.

Contact Caltech Travel Specialist, Georgia Mendoza, at (626) 395-8101 if you need assistance obtaining group rates.

PASADENA AREA HOTELS

<p>Courtyard by Marriott 180 N. Fair Oaks Ave. Pasadena, CA 91103</p> <p>Phone (626) 403-7600 or (800) 321-2211 Fax (626) 403-7700</p> <p>http://www.courtyard.com</p> <p>\$122 Single/Double</p> <p>Complimentary transp. to Caltech must be arranged in advance.</p> <p>2.3 Miles to Caltech</p>	<p>Westin Hotel (Formerly the Doubletree) 191 N. Los Robles Ave. Pasadena, CA 91101</p> <p>Preferred reservation line Phone (626) 304-1444 Fax (626) 795-7669</p> <p>http://www.westin.com</p> <p>\$144 Single \$174 Double</p> <p>Complimentary transp. to Caltech must be arranged in advance.</p> <p>1.8 Miles to Caltech</p>	<p>Hilton Pasadena 168 S. Los Robles Ave. Pasadena, CA 91101</p> <p>Phone (626) 577-1000 or 1-800-HILTONS Fax (626) 584-3148</p> <p>http://www.pasadena.hilton.com</p> <p>\$134 Single/Double</p> <p>Book the Caltech rate online, use Corporate Account #: 9881035</p> <p>1.4 Miles to Caltech</p>	<p>Sheraton Pasadena 303 E. Cordova St. Pasadena, CA 91101</p> <p>Phone (626) 449-4000 or 1-800-325-3535</p> <p>http://www.sheratonpasadena.com</p> <p>\$125 Single \$155 Double</p> <p>Complimentary transp. to Caltech must be made in advance.</p> <p>1.5 Miles to Caltech</p>	<p>Ritz Carlton Pasadena 1401 S. Oak Knoll Ave. Pasadena, CA</p> <p>Phone (626) 568-3900 Fax (626) 585-6420</p> <p>http://www.ritzcarlton.com/hotels/huntington/</p> <p>\$169 Deluxe Guestroom \$265 Club Guestroom</p> <p>1.6 Miles to Caltech</p>
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PASADENA AREA MOTELS

<p>Best Western 2156 E. Colorado Blvd. Pasadena, CA 91107</p> <p>Phone (626) 793-9339 1.8 Miles to Caltech <i>Caltech has a corporate discount with Best Western Worldwide. Provide ID number when booking: (Only available by calling 800-937-8376)</i></p> <p>Best Western Worldwide Corporate ID# 01388930</p>	<p>SAGA Motor Hotel 1635 E. Colorado Blvd. Pasadena, CA 91106</p> <p>Phone (626) 795-0431 http://www.thesagamotorhotel.com</p> <table border="0"> <tr> <td></td> <td align="center">Single</td> <td align="center">Double</td> </tr> <tr> <td></td> <td align="center">Occupancy</td> <td align="center">Occupancy</td> </tr> <tr> <td>One Bed</td> <td align="center">\$66</td> <td align="center">\$69</td> </tr> <tr> <td>Two Beds</td> <td align="center">\$70</td> <td align="center">\$73</td> </tr> <tr> <td>King Bed</td> <td align="center">\$71</td> <td align="center">\$73</td> </tr> </table> <p>1.2 Miles to Caltech</p>		Single	Double		Occupancy	Occupancy	One Bed	\$66	\$69	Two Beds	\$70	\$73	King Bed	\$71	\$73	<p>Vagabond Inn, Pasadena 1203 E. Colorado Blvd. Pasadena, CA 91106</p> <p>Phone (626) 449-3170 http://www.vagabondinn.com</p> <p>\$64 Single \$69 Double</p> <p>1.2 Miles to Caltech</p>	<p>West Way Inn 1599 E. Colorado Blvd. Pasadena, CA 91106</p> <p>Phone (626) 304-9678 http://www.westwayinn.com</p> <p><u>Single or double occupancy</u> \$59 One King Bed \$65 Two Queen Beds</p> <p>1.2 Miles to Caltech</p>
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LAX AREA HOTELS

<p>Hilton Los Angeles Airport 5711 W. Century Blvd. Los Angeles, CA 90045-5631</p> <p>Phone (310) 410-4000 or 1-800-HILTONS http://www.hilton.com</p> <p>Rates from \$116 Stay one night and get up 7 days of free parking</p> <p><i>(Informational purposes only-no Caltech Rates)</i></p>	<p>Ramada Plaza 6333 Bristol Parkway, LAX Culver City, CA 90230</p> <p>Phone 1-800-321-5575 Fax (310) 484-7074 http://www.ramada.com</p> <p>Rates from \$76</p> <p><i>(Informational purposes only-no Caltech Rates)</i></p>
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MONROVIA AREA HOTELS

<p>Embassy Suites 211 E. Huntington Dr. Arcadia, CA 91006</p> <p>Phone (800) 362-2779 or (626) 445-8525</p> <p>http://www.embassysuites.com</p> <p>\$116 Single \$126 Double</p> <p><i>(Informational purposes only. No Caltech rates)</i></p>	<p>Four Points by Sheraton 700 W. Huntington Dr. Monrovia, CA 91016</p> <p>Phone (626) 357-5211 Fax (626) 357-2786</p> <p>http://www.starwood.com/fourpoints/index.html</p> <p>\$99 Single \$109 Double \$10 Extra person</p>	<p>Hampton Inn 311 E. Huntington Dr. Arcadia, CA 91006</p> <p>Phone (626) 574-5600 Fax (626) 577-5693</p> <p>http://www.hilton.com</p> <p><i>(Informational purposes only. No Caltech rates)</i></p>	<p>Holiday Inn 924 W. Huntington Dr. Monrovia, CA 91016</p> <p>Phone (626) 357-1900 Fax (626) 359-1386</p> <p>http://www.holidayinn.com</p> <p><i>(Informational purposes only. No Caltech rates)</i></p>	<p>Hilton Garden 199 N. Second Ave. Arcadia, CA 91006</p> <p>Phone (626)574-6900 Fax (626) 574-9910</p> <p>http://www.hilton.com</p> <p><i>(Informational purposes only. No Caltech rates)</i></p>	<p>Spring Hill Suites 99 N. Second Ave. Arcadia, CA 91006</p> <p>Phone (626) 821-5400 Fax (626) 821-0770</p> <p>http://www.marriott.com</p> <p><i>(Informational purposes only. No Caltech rates)</i></p>
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Oakwood Corporate Apartments
Stays of 5 days or more-Furnished Apartments
Caltech rates available nationwide
 Several Locations in Pasadena
<http://www.oakwood.com>
 Rates in Pasadena from \$90
 Rates Nationwide from \$55
 Reservations and Information:
 800-942-2787
 or 323-878-2100

LONG TERM EXTENDED-STAY

Homestead Guest Studios
 930 S. Fifth Ave.
 Monrovia, CA 91016

Phone (626) 256-6999
 Fax (626) 256-6969

	<u>Days</u>	<u>Single</u>	<u>Double</u>
Queen Studio	1-6	\$75	\$87
Queen Studio	7 plus	\$55	\$64

Marriott Residence Inn
 321 E. Huntington Dr.
 Arcadia, CA 91006

Phone (626) 446-6500

<u>Days</u>	<u>1-Bedroom Suite</u>
1-5	\$149
6-11	\$139
12-29	\$129
30+	\$109

NON-PASADENA HOTELS

Starwood Hotels (Including Sheraton, Four Points, Westin, & Luxury Collection Hotels) offers up to a **40%** discount to Caltech travelers who enroll in the Starwood preferred guest program. Follow this link to enroll:

http://www.starwood.com/preferredguest/account/newroc_join1.html?pcode=SPB&corporateAccountNo=41001&back=-1

The Caltech SET Number is 41001

Best Western Hotels Worldwide <http://www.bestwestern.com> (Provide Corporate ID# when booking: 01388930)

Doubletree Berkeley Marina Hotel

200 Marina Boulevard, Berkeley, CA 94710

Tel: 1-510-548-7920

Fax: 1-510-548-7944

Convenient to Lawrence Berkeley Lab and UC Berkeley

\$105.95 Standard Room, includes full breakfast (Regular rate \$159.00)

Corporate Rate Number: 560007624

Book online at <http://www.berkeleymarina.doubletree.com>, or via toll-free reservations: 1-800-243-0625

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Hotel Group & Event Contract Policy

- Hotels will usually require that a contract is signed when you are requesting 10 or more sleeping rooms, any meeting or banquet space or catering. The contract is a legal document that obligates Caltech to pay the rates, penalties and fees specified in the contract. **All contracts or agreements must be reviewed, approved and signed by a representative in Purchasing Services.**
- The contract is the final word. Do not accept, or expect the hotel to accept, verbal amendments to the contract. Put all change requests in writing or email, and have them confirmed. A representative in Purchasing Services should amend any contract with a hotel.
- The contract will spell out any cancellation fees or penalties that will apply if the group cancels or is reduced significantly.
- Make note of booking and cancellation deadlines specified in the contract. Ensure that you are able to meet them before having a representative in Purchasing Services sign the contract.
- It is recommended that you schedule a walk-through before Caltech signs the contract so that you may be sure that the accommodations will meet your needs. It may be necessary to schedule a subsequent walk-through if any changes are made, such as group size or format changes.
- The Caltech Travel Specialist is available (626-395-8101) to review group/event contracts or answer general questions about contracts with hotels and coordinate the approval of the contract with Purchasing Services.
- Under no circumstances should anyone who is not a representative of Purchasing Services sign a contract with a hotel.

Before contacting a hotel about your event, have the following information available:

- The dates of your event/group, including alternate dates if applicable.
- The number of attendees expected (figures for both sleeping rooms and meetings/banquets-you may have many local attendees who will not require sleeping accommodations.)
- An idea of what format will best suit your needs. (For instance, if you are hosting a meeting, will you want the room set up as a theater or a classroom?)
- An idea of the catering needs for your event. (Will you want beverage service, snacks, or meals provided?)
- An idea of parking requirements. (Particularly important if there will be many local attendees.)