

CALIFORNIA INSTITUTE OF TECHNOLOGY LOCAL HOTEL AGREEMENT 2007

Request the California Institute of Technology preferred rates, which apply for Institute business, guests and visitors.

Ask for special promotions when making reservations. 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 if you need assistance obtaining group rates **(626-395-3098)**.

CALTECH PREFERRED HOTELS

Courtyard by Marriott 180 N. Fair Oaks Ave. Pasadena, CA 91103 Phone (626) 403-7600 Or (800) 321-2211 Fax (626) 403-7700 http://www.courtyard.com \$149 (Sun-Thurs.) Best Available Rate (Fri-Sat.) Call in advance for complimentary transportation to Caltech.	Westin Hotel (Formerly the Doubletree) 191 N. Los Robles Ave. Pasadena, CA 91101 Preferred reservation line: Phone (626) 304-1444 Fax (626) 795-7669 http://www.westin.com \$165 Single/Double Occupancy Black Out Dates: January 1, 2007 Dec. 28 thru Dec. 31,2007 Call in advance for complimentary transportation to Caltech.	Hilton Pasadena 168 S. Los Robles Ave. Pasadena, CA 91101 Phone (626) 577-1000 Or 1-800-HILTONS Fax (626) 584-3148 http://www.hilton.com \$149 Single/Double Occupancy Online client ID#N9881035 Please identify as California Inst. of Technology, not 'Caltech', for negotiated rate.	Sheraton Pasadena 303 E. Cordova St. Pasadena, CA 91101 Phone (626) 449-4000 Or 1-800-325-3535 http://www.sheratonpasadena.com \$139 Standard \$169 Club Level For On-line reservations only use Corporate Account #46865 Call in advance for complimentary transportation to Caltech.	Ritz Carlton Pasadena 1401 S. Oak Knoll Ave. Pasadena, CA 91106 Phone (626) 568-3900 Fax (626) 585-6420 http://www.ritzcarlton.com/hotels/huntington/ \$187 Deluxe Guestroom No complimentary transportation available.
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PASADENA AREA MOTELS

Best Western 2156 E. Colorado Blvd. Pasadena, CA 91107 Phone (626) 793-9339 http://www.bestwestern.com/ <i>(Informational purposes only. No Caltech rates)</i>	Saga Motor Hotel 1635 E. Colorado Blvd. Pasadena, CA 91106 Phone (626) 795-0431 http://www.thesagamotorhotel.com \$70 Single \$73 Double Occupancy \$75 King \$77 Double Occupancy Poolside: \$76 Single / \$79 Double Occupancy	Vagabond Inn, Pasadena 1203 E. Colorado Blvd. Pasadena, CA 91106 Phone (626) 449-3170 http://www.vagabondinn.com <i>(Informational purposes only. No Caltech rates)</i>	West Way Inn 1599 E. Colorado Blvd. Pasadena, CA 91106 Phone (626) 304-9678 http://www.westwayinn.com <i>(Informational purposes only. No Caltech rates)</i>
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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><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><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 http://www.embassysuites.com</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 http://www.starwood.com/fourpoints/index.html</p> <p>Sunday Champagne Buffet Brunch</p> <p><i>(Informational purposes only. No Caltech rates)</i></p>	<p>Hampton Inn 311 E. Huntington Dr. Arcadia, CA 91006</p> <p>Phone (626) 395-6331 Fax (626) 577-5693 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 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 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 http://www.marriott.com</p> <p><i>(Informational purposes only. No Caltech rates)</i></p>
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LONG TERM EXTENDED-STAY

<p>Oakwood Corporate Apartments <i>Stays of 5 days or more-Furnished Apartments</i></p> <p>Several Locations in Pasadena</p> <p>http://www.oakwood.com Reservations and Information: 800-942-2787 Or 323-878-2100</p> <p><i>(Informational purposes only)</i></p>	<p>Homestead Guest Studios 930 S. Fifth Ave. Monrovia, CA 91016</p> <p>Phone (626) 256-6999 Fax (626) 256-6969</p> <p><i>(Informational purposes only)</i></p>	<p>Marriott Residence Inn 321 E. Huntington Dr. Arcadia, CA 91006</p> <p>Phone (626) 446-6500</p> <p><i>(Informational purposes only. No Caltech rates)</i></p>
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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 Lead is available (626-395-3098) 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)