

**CALIFORNIA INSTITUTE OF TECHNOLOGY  
LOCAL HOTEL AGREEMENT 2005**

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

<p><b>Best Western</b> 2156 E. Colorado Blvd. Pasadena, CA 91107</p> <p>Phone (626) 793-9339</p> <p><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><b>SAGA Motor Hotel</b> 1635 E. Colorado Blvd. Pasadena, CA 91106</p> <p>Phone (626) 795-0431 <a href="http://www.thesagamotorhotel.com">http://www.thesagamotorhotel.com</a></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>		Single	Double		Occupancy	Occupancy	One Bed	\$66	\$69	Two Beds	\$70	\$73	King Bed	\$71	\$73	<p><b>Vagabond Inn, Pasadena</b> 1203 E. Colorado Blvd. Pasadena, CA 91106</p> <p>Phone (626) 449-3170 <a href="http://www.vagabondinn.com">www.vagabondinn.com</a></p> <p>\$64 Single \$69 Double</p>	<p><b>West Way Inn</b> 1599 E. Colorado Blvd. Pasadena, CA 91106</p> <p>Phone (626) 304-9678 <a href="http://www.westwayinn.com">www.westwayinn.com</a></p> <p><u>Single or double occupancy</u> \$59 One King Bed \$65 Two Queen Beds</p>
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**LAX AREA HOTELS**

<p><b>Hilton Los Angeles Airport</b> 5711 W. Century Blvd. Los Angeles, CA 90045-5631</p> <p>Phone (310) 410-4000 or 1-800-HILTONS <a href="http://www.hilton.com">www.hilton.com</a></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><b>Ramada Plaza</b> 6333 Bristol Parkway, LAX Culver City, CA 90230</p> <p>Phone 1-800-321-5575 Fax (310) 484-7074 <a href="http://www.ramada.com">www.ramada.com</a></p> <p>Rates from \$76</p> <p><i>(Informational purposes only-no Caltech Rates)</i></p>
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**MONROVIA AREA HOTELS**

<p><b>Embassy Suites</b> 211 E. Huntington Dr. Arcadia, CA 91006</p> <p>Phone (800) 362-2779 or (626) 445-8525</p> <p><a href="http://www.embassysuites.com">www.embassysuites.com</a></p> <p>\$116 Single \$126 Double</p> <p><i>(Informational purposes only. No Caltech rates)</i></p>	<p><b>Four Points by Sheraton</b> 700 W. Huntington Dr. Monrovia, CA 91016</p> <p>Phone (626) 357-5211 Fax (626) 357-2786</p> <p><a href="http://www.starwood.com/fourpoints/index.html">http://www.starwood.com/fourpoints/index.html</a></p> <p>\$99 Single \$109 Double \$10 Extra person</p>	<p><b>Hampton Inn</b> 311 E. Huntington Dr. Arcadia, CA 91006</p> <p>Phone (626) 574-5600 Fax (626) 577-5693</p> <p><a href="http://www.hilton.com">www.hilton.com</a></p> <p><i>(Informational purposes only. No Caltech rates)</i></p>	<p><b>Holiday Inn</b> 924 W. Huntington Dr. Monrovia, CA 91016</p> <p>Phone (626) 357-1900 Fax (626) 359-1386</p> <p><a href="http://www.holidayinn.com">www.holidayinn.com</a></p> <p><i>(Informational purposes only. No Caltech rates)</i></p>	<p><b>Hilton Garden</b> 199 N. Second Ave. Arcadia, CA 91006</p> <p>Phone (626)574-6900 Fax (626) 574-9910</p> <p><a href="http://www.hilton.com">www.hilton.com</a></p> <p><i>(Informational purposes only. No Caltech rates)</i></p>	<p><b>Spring Hill Suites</b> 99 N. Second Ave. Arcadia, CA 91006</p> <p>Phone (626) 821-5400 Fax (626) 821-0770</p> <p><a href="http://www.marriott.com">www.marriott.com</a></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  
[www.oakwood.com](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](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** [www.bestwestern.com](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 [www.berkeleymarina.doubletree.com](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.)