

R

RENAISSANCE®

HOLLYWOOD HOTEL & SPA

2010 MEETING PLANNER RESOURCE GUIDE

Welcome to the Renaissance Hollywood Hotel & Spa! We look forward to “Rolling Out the Red Carpet” for your arrival! From an intimate board meeting for 5 people, a Student Prom for 300 people, to a Dinner and Dance for 500 people, our friendly staff of efficient professionals are eager to assist you with every detail from A to Z. We want to make your Hollywood Premiere as memorable as possible.

This “Meeting Planner Resource Guide” is designed to assist you in the planning process, to introduce our Renaissance property, and to give you a little glimpse into the fabulous star-filled Hollywood scene.

Thank you for selecting the Renaissance Hollywood Hotel & Spa for your event. We assure you that it will be unforgettable and successful in every way possible. Your attendees will leave Hollywood and our hotel with amazing stories and memories to share! If you have any further questions, please feel free to contact us:

Renaissance Hollywood Hotel & Spa
1755 N. Highland Ave.
Hollywood, CA 90028
www.RenaissanceHollywood.com
(323) 856 – 1200

Frequently Used Numbers:

Sales/Event Management: (323) 491 – 1070
Guest Room Reservations: (866) 835 – 7681
Concierge: (323) 491 – 1598
Group Housing Reservations: (323) 491 – 1233
Marriott Rewards Line: (800) 450 – 4442

TABLE OF CONTENTS
THE RENAISSANCE HOLLYWOOD HOTEL & SPA

<u>ACCOMMODATIONS</u>	<u>4</u>
<u>AMENITIES</u>	<u>5</u>
<u>AMERICANS WITH DISABILITY ACT</u>	<u>5</u>
<u>ATTENDANCE GUARANTEE</u>	<u>5</u>
<u>AUDIO VISUAL EQUIPMENT & SERVICES</u>	<u>6-7</u>
<u>BANNERS</u>	<u>7</u>
<u>BELL DESK</u>	<u>7</u>
<u>BILLING</u>	<u>7-8</u>
<u>BUSINESS CENTER</u>	<u>8</u>
<u>CHECK CASHING</u>	<u>8</u>
<u>CHECK-IN AND CHECK-OUT</u>	<u>8</u>
<u>CHEF IN ATTENDANCE AND CAKE CUTTING</u>	<u>8-9</u>
<u>CONCIERGE</u>	<u>9</u>
<u>CONCIERGE LOUNGE</u>	<u>9</u>
<u>DECORATIONS</u>	<u>9</u>
<u>DEPOSITS AND CREDIT</u>	<u>9</u>
<u>DESTINATION MANAGEMENT</u>	<u>10</u>
<u>DIETARY REQUIREMENTS</u>	<u>10</u>
<u>EARLY DEPARTURE</u>	<u>10</u>
<u>EMERGENCY</u>	<u>10</u>
<u>ENGINEERING SERVICES</u>	<u>10-11</u>
<u>ENTERTAINMENT</u>	<u>11</u>
<u>EVENT PLANNING, CATERING, BANQUETS MISCELLANEOUS INFORMATION</u>	<u>11</u>
<u>FAXES / FAX MACHINES</u>	<u>12</u>
<u>FOOD & BEVERAGE SERVICE CHARGE, SURCHARGE</u>	<u>12</u>
<u>FOREIGN LANGUAGES / INTERPRETATIONS</u>	<u>12</u>
<u>FREQUENTLY CALLED NUMBERS</u>	<u>12-13</u>
<u>GUEST SERVICES AND AMENITIES</u>	<u>13</u>
<u>HEALTH CLUB FACILITIES</u>	<u>13</u>
<u>HOTEL AND PHYSICAL SECURITY</u>	<u>13-14</u>
<u>HOUSEKEEPING</u>	<u>14</u>
<u>INDIE THURSDAYS</u>	<u>15</u>
<u>KEYS FOR MEETING ROOMS</u>	<u>15</u>
<u>LAUNDRY SERVICES</u>	<u>15</u>

<u>LINEN</u>	<u>15</u>
<u>LIQUOR LAWS</u>	<u>15-16</u>
<u>LOADING DOCK</u>	<u>16</u>
<u>LOST AND FOUND</u>	<u>16</u>
<u>MARRIOTT REWARDS</u>	<u>16-17</u>
<u>MEDICAL ASSISTANCE</u>	<u>17-18</u>
<u>PARKING</u>	<u>18</u>
<u>PET POLICY</u>	<u>18</u>
<u>PHONES / TELEPHONE LINES / INTERNET ACCESS</u>	<u>18-19</u>
<u>PHOTOGRAPHY/VIDEOGRAPHY</u>	<u>19</u>
<u>PLUM PERFECT ASSOCIATES</u>	<u>19</u>
<u>POOL</u>	<u>19</u>
<u>POSTAL SERVICES</u>	<u>19</u>
<u>PRE-AND POST-CONVENTION MEETINGS</u>	<u>20</u>
<u>PRICES</u>	<u>20</u>
<u>RESERVATIONS</u>	<u>20</u>
<u>READER BOARD</u>	<u>20</u>
<u>RESTAURANTS AND LOUNGES AT THE RENAISSANCE HOLLYWOOD HOTEL</u>	<u>20-21</u>
<u>ROOM DELIVERIES</u>	<u>21</u>
<u>ROLLAWAY BEDS</u>	<u>21</u>
<u>ROOM SERVICE</u>	<u>21</u>
<u>SAFE DEPOSIT BOXES</u>	<u>21</u>
<u>SECURITY</u>	<u>22</u>
<u>SHIPPING AND RECEIVING</u>	<u>22-23</u>
<u>SIGNAGE</u>	<u>22-23</u>
<u>SPA LUCE</u>	<u>23</u>
<u>STAGING / PLATFORMS</u>	<u>23</u>
<u>SUITES</u>	<u>23-24</u>
<u>TAX RATES</u>	<u>24</u>
<u>THEMED CATERING</u>	<u>24</u>
<u>LOS ANGELES</u>	
<u>ATTRACTIONS AND ACTIVITIES</u>	<u>25-29</u>
<u>BARS/LOUNGES...</u>	<u>29-30</u>
<u>PARKS</u>	<u>30</u>
<u>GOLF COURSES</u>	<u>30-31</u>
<u>LOS ANGELES VISITOR AND CONVENTION BUREAU</u>	<u>31</u>

<u>SHOPPING</u>	<u>31-32</u>
<u>SPORTS</u>	<u>32</u>
<u>TOURS</u>	<u>33</u>
<u>WEATHER / CLIMATE</u>	<u>33</u>
<u>TRANSPORTATION</u>	
<u>RENTAL CARS AT LAX</u>	<u>33-34</u>
<u>TAXIS, AIRPORT SHUTTLES, LIMOUSINES</u>	<u>34-35</u>
<u>LOS ANGELES INTERNATIONAL AIRPORT</u>	<u>35-36</u>
<u>DIRECTIONS</u>	<u>36-37</u>
<u>ON-SITE CAR RENTAL</u>	<u>37</u>
<u>GROUND TRANSPORTATION</u>	<u>37</u>
<u>MISCELLANEOUS</u>	
<u>AREA HOTELS</u>	<u>37</u>
<u>BANKS</u>	<u>37-38</u>
<u>BEAUTY SALONS</u>	<u>38</u>
<u>FLORAL ARRANGEMENTS</u>	<u>38</u>
<u>PLACES OF WORSHIP</u>	<u>38</u>
<u>RESTAURANTS</u>	<u>39-42</u>
<u>APPENDIX</u>	
<u>GUEST ROOMS</u>	<u>43</u>
<u>HOTEL LOGO</u>	<u>43</u>
<u>MEETING SPACE AND CAPACITY</u>	<u>43-45</u>

ACCOMMODATIONS:

Located in the heart of Hollywood, the Renaissance Hollywood Hotel offers Savvy Service and Cocktail Culture along with its hip yet elegant, sophisticated style. With rooms looking out into the Hollywood Hills, a Spa offering world-class service, and a location that can't be beat, why stay anywhere else? Our 20-floor property features 600 guest rooms and 20 suites with luxuries such as air conditioning, bathtubs with spray jets, coffee maker/tea service, cribs, iHome alarm clocks, internet browser/web TV, irons and ironing boards, luxurious bedding - down comforters, custom duvets, cotton-rich linens, hair dryers, pay-per-view, plasma flat screen televisions with channels such as CNN, ESPN, HBO, movies/videos, roll-away beds & shoeshine.

AMENITIES:

With a top-notch kitchen staff comprised of award-winning chefs, we offer a wide variety of amenities that suit any occasion. From a bottle of “Marilyn Merlot” wine, to Chocolate covered Strawberries and festive champagne or popcorn and movie munchies, our In-Room Dining Staff will deliver whatever you please at the time you specify. Please contact your Event Manager to arrange for amenities and deliveries.

AMERICANS WITH DISABILITIES ACT:

The Renaissance Hollywood Hotel features several different offerings for our disabled guests:

- 32 ADA rooms with hearing impaired devices and wheelchair mobility (these include doorbell & strobe light)
- 7 ADA rooms with roll-in showers, fold down seats, a hand sprayer & two grab bars near the toilet
- 12 ADA rooms with wheelchair accessible bathrooms, 2 grab bars near the toilet, 3 grab bars in the bathtub & a hand sprayer
- Other Special Services include:
 - Text Telephone
 - Telephone Signaler
 - Door Beacon
 - Vibrasound Alarm Clock
 - Vibes Bed Shaker
 - Phone Amplifier
 - Visual Smoke Alarm
 - Grabber Accessibility Tool
 - Step Stool
 - Latch Adapter Accessibility Tool
 - Poker Accessibility Tool
 - Closet Rod Adapter

Please alert your Reservation Agent of any special needs when making your reservation, or contact the hotel directly at (323) 856 – 1200.

ATTENDANCE GUARANTEE:

To ensure the success of your event, it is necessary that you provide us with the exact number of guests in attendance for each function, at least 3 business days (72 hours) prior. This number will become your guarantee, not subject to reduction. In lieu of a guarantee, the greater number of your contracted attendance or actual number of guests in attendance will become your guarantee. The hotel will accommodate 3% over your guaranteed number, up to a maximum of 25 people.

AUDIO VISUAL EQUIPMENT AND SERVICES:

Our full service audiovisual team is available to assist you with every technical detail for your event. Should you have any questions or requests, please feel free to contact:

Kevin Parker
Director of Sales
SWANK Audio Visuals
323-491-1007 (office)
323-491-1061 (fax)
kparker@swankav.com

Popular Items & Services Include:**Audio:**

- Slimline podium microphone
- Dynamic microphone
- Wireless handheld microphone
- Wireless lavalier microphone
- 4-24 channel mixers
- House sound patch
- Pro sound system w/subwoofer
- Compact disc player

Video:

- DVD player
- Beta player/recorder sp
- Screen pro video switcher
- Canon XL1 DV camcorder
- 50" plasma with stand
- 42" plasma with stand

Data Display/Projection:

- LCD projection 3,300 lumens
- LCD projection 5,000 lumens
- LCD projection 10,000 lumens

Connectivity:

- DID phone line (initial install)
- DID phone line (additional day)
- High speed internet (per day)
- High speed internet-additional user

Screens:

- Tripod screens (appropriate size based on attendance and room size)
- 6 x 8 fastfold screen
- 7 ½ x 10 fastfold screen
- 9 x 12 fastfold screen
- 10 ½ x 14 fastfold screen

Meeting Support:

- Flipchart w/pad and 2 markers
- Tall roll cart w/skirt
- Laser pointer
- Speaker timer
- Nextel phone/radio
- Two-way radio

BANNERS:

Banners must be professionally printed and approved by your Event Manager. Our engineering staff will hang banners; 24-hour notice is required. Placement of banners must be approved by your Event Manager.

BELL DESK:

Our Bell Desk is located in the main lobby and our 24-hour a day friendly staff is always willing to assist guests with any request. Some of our guest services include:

- Transporting luggage to and from guest rooms
- Storing luggage
- Delivering newspapers, mail & faxes
- Delivering your own personally provided amenities

BILLING:

The Renaissance Hollywood Hotel is fortunate to have an Event Billing Coordinator exclusively assigned to every event within the property. You may reach the Event Billing Coordinator, at (323) 491 – 1027.

The Renaissance Hollywood Hotel strictly adheres to the following credit policy:

The Renaissance Hollywood Hotel will accept checks, cash, credit card, or direct bill as methods of payment. Depending on the size of the event, advanced deposits may be required to secure space within the hotel. Direct Billing will be granted to approved applicants only.

Clients who would like to establish Direct Billing for their group are required to complete a credit application. This must be received by the property no later than six months before the start of the event. Bookings within a 6 month window will be considered and evaluated on a case by case basis.

BUSINESS CENTER:

Our business center is available 24 hours a day, 7 days a week. Your room key is required for entry during non-normal business hours. Services offered in the business center include but are not limited to:

- Fully loaded computer workstations with high-speed internet access, and Microsoft Word/Office
- Color & Black and White Copying/Printing
- Fax
- Purchasing of Office Supplies
- Transcription & Notary Services
- Shipping

CHECK CASHING:

Guests may cash checks up to \$100 per day. Marriott Rewards Silver Members may cash checks up to \$200 per day. Gold, Platinum and Platinum Premier Members may cash up to \$500 per day. A valid driver's license or photo ID from any state is required. No second party checks will be cashed.

CHECK-IN AND CHECK-OUT:

Check-in time is 4:00pm. Early check-in is subject to availability. Please notify your Reservation Agent of your request. Check out time is 11:00am, please confirm a late check-out time with a Front Desk Agent. Late check-out without a Front Desk Agent's authorization may result in a half-day or a full-day charge. Video check-out is available through our in-room television system to maximize efficiency. We also offer check out via telephone; dial "0" and ask to speak with a Front Desk Agent who will assist you through the check out process. A copy of your final bill will be delivered to your room on your day of departure. Please notify a Front Desk Agent before leaving if you have any questions or concerns.

CHEF IN ATTENDANCE & CAKE CUTTING:

The fee for a uniformed Chef in attendance at "activity stations" and "carving stations" is \$300 per chef per station. The station will be attended for up to (2) hour. (Pricing subject to change). Our "wedding package" includes a specialty wedding cake provided by a hotel-approved pastry chef. Your Event Manager will be happy to assist you with arrangements for all other cake needs for your events. For

cakes brought in from a vendor, not arranged by the hotel, a cake cutting fee will apply. Please speak with your Event Manager for further details.

CONCIERGE:

The Renaissance Hollywood Hotel takes a great deal of pride in our exceptional Concierge staff and services. We offer Concierge assistance from 7am to 11pm daily. The following are just a few of the services our Concierge staff provides:

- Arrange Flower Delivery
- Arrange Limos or VIP Car Pick-Up
- Babysitter Referrals
- Directions
- Information About Local Attractions
- Local/Sightseeing Tours
- Restaurant Reservations
- Theater & Concert Tickets

Boarding Passes can also be printed at our concierge desk, free of charge. You may contact our Concierge desk at (323) 491 – 1598.

CONCIERGE LOUNGE:

As a courtesy to our meeting planners, Platinum Marriott Rewards Members & VIPs, we offer Concierge Lounge access. Our Concierge Lounge is on the 19th floor of our property and features a breakfast buffet Monday through Friday from 6:00am to 11am and Saturday and Sunday from 7am to 12pm. Additionally, there is a nightly reception from 5pm – 11pm.

DECORATIONS:

Your Event Manager is available to arrange your specific decorating needs. The following services may be arranged from a hotel-approved vendor at additional cost:

- Balloon Drops, Arches & Bouquets
- Design Professionals
- Floral Arrangements and Centerpieces
- Furniture Rentals
- Linen Rental (If other than the hotel-provided linen)
- Themed Props & Centerpieces

DEPOSITS & CREDIT:

Events are confirmed on receipt of deposit. Unless prior credit is established, prepayment is required for all events. Please refer to your Event Manager for deposit information, payment schedules and payment options.

DESTINATION MANAGEMENT:

The Meeting Manager is our primary provider for the following needs:

- Innovative Team-Building Events
- Decor and Entertainment
- Speakers
- Specialty Tours and Activities
- Unique On/Off Property Events

The Meeting Manager:

101 Wilshire Blvd, Santa Monica, CA 90401

Toll Free: 800.444.3359

Telephone: 310.587.9111

Fax: 310.587.9109

Website: <http://www.tmmdmc.com/>

DIETARY REQUIREMENTS:

Please advise your Event Manager of any special meal requests such as Kosher, Vegetarian, Vegan or special dietary restrictions, preferences, modifications, or allergies.

EARLY DEPARTURES:

Upon making a reservation, receiving a confirmation and checking into the Renaissance Hollywood Hotel, guests will be asked to confirm the day of departure. At this time, any necessary changes may be made to the departure date.

EMERGENCY:

In case of an emergency, please dial "0". Our "Delighted to Assist" associates will take the necessary action steps required.

For more information about specific medical facilities, please refer to the medical section on page 17-18.

ENGINEERING SERVICES:

Our Engineering Department provides the following services for guests:

- Banner Hanging
- Climate Control
- Electrical Needs in guest meeting rooms
- Maintenance

Please note: our Engineering Department is unable to lend equipment/tools to our guests. All vendors are required to provide their own materials and equipment for installation.

ENTERTAINMENT:

Your Event Manager is available to arrange your entertainment needs. Be it bands, comedians, DJ's, impersonators or magicians, our wide assortment of entertainers are at the ready for any type of event. Please consult with your Event Manager for a list of local entertainers and their availability for your event.

EVENT PLANNING/CATERING/BANQUETS MISCELLANEOUS INFORMATION:

Our experienced team of Event Planning Professionals offers a wide variety of services to create unique and unforgettable events. Your Event Manager will be delighted to assist you with your menu selection and presentation, meeting room sets, table settings and room decorations. This is including, but not limited to: floral centerpieces, linen, decorative props, and themed events, staging, lighting, and technical and electrical requirements. Our Executive and Sous Chefs are available, ready, and willing to provide any special requests, including any dietary considerations.

Miscellaneous Banquet Equipment / Items:

- Dance Floor
- Podiums
- Risers
- Stages

Please inquire with your Event Manager for pricing and availability.

Food & Beverage Miscellaneous Information:

We suggest the following quantities for consideration when planning your food & beverage needs:

- 2 -3 Beverages Per Person for a 1+½ Hour Reception.
- 3-5 hors d'oeuvre Per Person for a 1+½ Hour Reception.
- Estimated Wedding Costs - \$145 – \$200 Per Person.
- Wine & Champagne Bottles – 4 Glasses Per Bottle.
- Banquet Glasses – 6oz Glasses – 4 oz servings (16 Servings Per Gallon)
- Bar Labor - \$150 Per Hour per Bartender

FAXES / FAX MACHINES:

Hotel Guests may receive faxes at no charge. Our guest fax number is (323) 856 – 1205. Faxes may be picked up at the front desk at any time. Faxes that have not been picked up by 9pm will be delivered at no additional charge.

Fax machines may be rented through our Audio/Visual department. Please refer to the Audio/Visual Section, Page 5 for further information.

If you prefer to rent your own fax machine for the duration of your stay with us, our Audio/Visual team is more than happy and willing to assist. Please inquire with your Event Manager for further details about cost and usage.

FOOD & BEVERAGE SERVICE CHARGE & SURCHARGES:**Service Charges will be assessed as follows:**

- Banquet Functions: add 24% service charge
- Room Service: add 17.5% on the food total and \$3.00 delivery charge.
- California assesses 9.75% tax on Service Charges and Food & Beverage.

Buffet Serviced Meals require a minimum number of guests in attendance. For groups below that minimum, a supplemental surcharge will apply. Additional labor fees may apply for delays to the contracted start and end times of your event.

FOREIGN LANGUAGES/INTERPRETATION:

The Renaissance Hollywood Hotel takes pride in its diverse employees; our cast members speak a myriad of different languages. These include but are not limited to: Cantonese, French, German, Italian, Japanese, Korean, Mandarin, Portuguese, Sign Language, Spanish, Tagalog and Vietnamese. The AT&T Language Line is also available; please dial (800) 874-9426 for assistance.

FREQUENTLY USED NUMBERS & EXTENSIONS:

Audio Visual: 47

Bell Desk (Dry Cleaning & Valet): 1500

Banquets: 40

Concierge: 1598

Engineering: 1014

Front Desk: 1501

Group Housing: 1233

Housekeeping: 1530

Lobby Bar: 1501

Room Service: 1551

Sales/Events: 1070

Valet: 1504

GUEST SERVICES AND AMENITIES:

- Complimentary coffee/tea and newspaper with wake-up call
- No surcharge for 800 number, collect or credit card phone calls
- State-of-the-art business center located on the third floor of the property
- Complimentary fitness center
- Experienced concierge staff
- Multilingual staff, including German, French, Italian, Spanish, Portuguese, Russian, Japanese, Cantonese, Mandarin, Tagalog, Korean, Sign Language, and Vietnamese
- Guest room dining
- 24-hour laundry and valet service
- Complimentary overnight shoeshine
- Valet Parking, indoor garage
- Safe deposit boxes, front desk
- Complimentary USA Today weekday delivery to all guest rooms
- Credit cards honored: American Express, Visa, MasterCard, Discover

HEALTH CLUB FACILITIES:

Our newly remodeled, state-of-the-art fitness center is open 24 hours a day. Featuring brand new equipment including bicycles, treadmills, and stairmasters, each is equipped with their own television screen and headphone jack. Free weights as well as weight machines are also available. Guests may access the fitness center with their room key.

HOTEL AND PHYSICAL SECURITY:

Security Staff:

- Director of Loss Prevention
- Security supervisor
- Security 24 hours per day/ 7 days per week

Fire/Life Safety:

- Pyrotronics XL 3 Advanced Protection System
- Building fully sprinkler equipped
- All standard fire extinguishers ABC (CO 2 in kitchen facilities)

- Staff Evacuation Trained (training ongoing)
- Director of Loss Prevention and Engineering staff are California Certified Fire/Life Safety Directors
- Six (6) fire hose/extinguisher cabinets per guest floor
- Dry stand pipe system(s) on each floor and in each evacuation stairwell
- ABC fire extinguishers at each evacuation stairwell exit
- Two (2) concrete evacuation stairwells each with a smoke ventilation window system
- Evacuation signage requisite positioned on all floors
- Visual/audio alarms on all floors in every hallway
- Smoke detectors throughout the hotel, per fire code
- Assigned emergency response teams (engineering/security)
- Select staff member's CPR / First Aid trained
- Emergency medical/fire department response time is sub-five (5) minutes
- Hotel doctor advisement available
- First aid kits available throughout the hotel
- Fire Marshall inspection ratings consistently high

Earthquake:

- Building sits firmly on bedrock
- Staff evacuation (as is necessary) trained
- Emergency power generator operates on natural gas and is readily available
- Professional earthquake kits on all floors
- Hotel extremely well equipped with survival needs

HOUSEKEEPING:

Our housekeeping department is available to assist you with a variety of guestroom requests 24 hours a day, including:

- Extra towels, pillows & blankets
- Razors, Toothpaste, Toothbrushes, Combs, Shampoos, Conditioners, Soaps & Lotions
- Rollaway beds and cribs
- Refrigerators
- Turn-down service

Check-in time is 4pm. Early check-in and VIP check-in may be requested, based on availability.

INDIE THURSDAYS:

Every Thursday evening starting at 7pm, please join us in the Lobby Bar for Indie Thursdays. Featuring a live up and coming independent artist or two, the lounge takes on a whole new vibe and offers free entertainment for the whole family.

KEYS FOR MEETING ROOMS:

With the help of our Engineering cast members, we are more than happy to provide you with your own personal set of keys for your meeting space. If you do require your meeting room to be re-keyed, please advise your Event Manager. Your Event Manager will notify you of re-key fees.

LAUNDRY SERVICES:

The Renaissance Hollywood Hotel has full laundry and dry cleaning services. Same day as well as overnight services are available. Items are placed in your closet on hangers if you are out at time of delivery. Hours:

Regular Service (Monday – Sunday)

In by 9:00am, returned by 7:00pm.

If laundry is dropped off after 9:00am, returned by 7:00p, 50% surcharge

Overnight Service (Monday – Sunday)

In by 7:00pm, returned next morning by 9:00am, 50 % surcharge

For services, please dial extension 1500

LINEN:

To enhance the look of your event, we offer linens in several textures, colors, and sizes. Please consult with your Event Manager for further details and information.

LIQUOR LAWS:

California law prohibits the sale, purchase, and distribution of alcoholic beverages to anyone under 21 years of age. In order to prevent sales and/or service of alcoholic beverages to individuals under the age of 21, the licensee, agent, or employee has the right to refuse to sell or serve alcoholic beverages to anyone who is unable to produce adequate written proof of identity and age.

Acceptable forms of ID's are:

- Valid driver's license
- Valid state-issued ID card
- U.S. active military ID
- Passport

- Alien registration card or green card

It is unlawful for any person under 21 years of age to show or present false or fraudulent written identification or use identification other than his or her own to order, purchase, attempt to purchase, receive, or serve alcoholic beverages.

It is the policy of The Renaissance Hollywood Hotel to not allow a server to accept alcohol as a gratuity. The licensee, agent, or employee has the right to refuse to sell or serve alcoholic beverages to anyone who he/she feels may have exceeded acceptable alcohol levels, or may be under the influence of a controlled substance.

LOADING DOCK:

The loading dock for the Renaissance Hollywood Hotel and Spa is located in the back of the hotel on Orchid Avenue. The Hollywood & Highland Loading dock for the Grand Ballroom is located to the left of the property on Johnny Grant Way. In order to park your vehicle on the loading dock, you must obtain prior consent from the Property and or Event Manager.

LOST AND FOUND:

All employees are instructed to return “Lost and Found” items to the housekeeping department. The items are kept in a secure storage room. Items will be held as follows:

Non-Valuable items: 90 days

Valuable items: 90 days or longer, based on the estimated value

Cash, credit cards and jewelry are kept in a safe for additional security.

We will gladly FED-EX your belongings back to you if you are unable to return to the property and obtain them. Please call (323) 491 – 1219 for information or to inquire about a lost item.

MARRIOTT REWARDS / MEETING PLANNER POINTS:

Marriott Rewards Program:

The Renaissance Hollywood Hotel and Spa is a proud member of the Marriott Rewards Program. This program offers exclusive privileges to its participants. As a member, you earn points redeemable for complimentary hotel stays, frequent flyer miles, merchandise and services, each time you stay at any of Marriott’s hotels worldwide. Frequent travelers also enjoy “elite level” benefits including upgrades, special bonuses, gifts upon check-in and other exclusive privileges.

Meeting Planner Program:

- Members earn Marriott Rewards Points for groups occupying 10 or more guest rooms in a single night
- Qualifying catering charges include food, beverage, audiovisual equipment, flowers, props and decorations
- Excluded Catering charges include taxes, gratuities, and service fees
- Members may earn 3 points per U.S. dollar on qualifying event revenues, to a maximum of 50,000 Marriott Rewards Points per event
- Members may earn airline miles with their points, if “receive miles” was selected for the meeting
- Members may not earn both points and miles for the same event

We offer exclusive levels of service to our members who travel most frequently with Marriott. For more information please see our website: www.Marriott.com

MEDICAL:

This list is provided as a convenience to our guests and is not a recommendation by the Hotel regarding the qualifications or services of any medical professional or group. The Hotel makes no representation regarding any physician or health care service provided; services are rendered by independent physicians not affiliated with the Hotel.

Dial 9-1-1 for Emergency OnlyNearest Public Emergency Room:

Hollywood Presbyterian Medical Center
1300 North Vermont Avenue, Los Angeles, CA 90027
(213) 413-3000

Other 24 Hour Hospitals:

Cedars Sinai Medical Center
8701 Gracie Allen Drive
Los Angeles, CA 90048
(310) 423-3277

Midway Hospital Medical Center
5925 San Vicente Blvd.
Los Angeles, CA 90019
(323) 938-3161

Urgent Care Clinics

Citizen’s Medical Group
1300 North La Brea Avenue, Hollywood, CA 90028
(323) 464-1336
Monday: 8:00am – 7:30pm
Tuesday – Friday: 8:00am – 5:30pm

Saturday/Sunday: Closed

City of Angels Medical Center

1711 W. Temple Street, 2nd floor, Los Angeles, CA 90026

(213) 989-6160

Open 24 hours

House Call Physicians: (800) 362-7911

On Call Medical: (310) 478-4477

PARKING:

Please consult with your Event Manager regarding your anticipated parking needs for your guests at least one month prior to your event. We offer valet parking overnight for our guests at a rate of \$29 dollars per day. We also offer Valet parking for local events as well.

PET POLICY:

With the exception of service animals, the Renaissance Hollywood Hotel has a no pet policy.

PHONES, PHONE LINES AND INTERNET ACCESS:

The phone system at The Renaissance Hollywood Hotel & Spa provides guests with these complementary in-room services:

- **Voice Mail Box**
- **Wakeup Calls**

Please consult your Event Manager to arrange for the following:

DID Extension

Pricing per extension per day plus usage

- DID stands for direct inward dialing.
- Outside calls received direct to extension. Dial 9 for outgoing calls.
- Recommended for Fax Machines. Toll charges apply.

Outside Line (added)

Pricing (per line) installation, plus per day and plus usage

- No restrictions, 2 weeks advance notice required

Speaker Phone
Pricing each per day plus usage

Wired & Wireless Internet
Pricing per connection per day

PHOTOGRAPHY & VIDEOGRAPHY:

Your Event Manager will be happy to recommend a list of hotel-approved photographers, videographers and other outside vendors providing goods or services you may wish to include to enhance the vision of your event. Our audio visual team is also available for your videography needs.

PLUM PERFECT ASSOCIATES:

One of the additional services we offer the Event Planner is the use of our Plum Perfect associate, also known as the “Plum Coat.” This purple jacketed cast member is thought of as a direct extension of your staff and is willing to help you at any time with whatever you may need. Some services offered by the Plum Coat include:

- Copies
- Directional Assistance
- Signage

In order to reach the Plum Coat while you are on-site, please dial extension 40. Additionally, you may reach the Plum Coat at (323) 228 – 1289.

POOL:

The Renaissance Hollywood Hotel has a beautiful 5th floor, outdoor pool, featuring views of the Hollywood sign and the magnificent LA skyline. The pool is open from 6am to 11pm daily. Private events may be held on the pool deck, please confer with your Event Manager to decide whether or not this is the right space for your reception or dinner and check availability.

POSTAL SERVICES:

To the left of the front drive of the hotel is a full service Post Office. Located in the Hollywood & Highland complex, adjacent to our property, their hours of operation are Monday Through Friday 10am – 6pm. If you wish to have the hotel mail your letter or document, we are happy to assist you. Please leave your mail with one of our Front Desk Agent.

PRE AND POST CONVENTION MEETINGS:

In order to introduce our clients to the key hotel contacts and familiarize them with the hotel along with the order and planned execution of their program, we suggest a pre-convention meeting.

We also encourage a post-convention meeting to welcome your feedback and/or suggestions for future events with us. In order to schedule either of these meetings, please consult with your Event Manager for an appropriate date and time, near to your arrival and departure from the property.

PRICES:

Prices quoted are subject to 9.75% California tax, 24% service charge. Prices, tax and service fees are subject to change and will be confirmed thirty days prior to your events.

RESERVATIONS:

For general room reservations, please call the Marriott Reservations line at (800) 835 – 7681.

READER BOARD:

In order to keep your attendees informed about your daily events, we have an electronic reader board located in our lobby and also on the Mezzanine level near the registration desk. Event listings are also displayed on the guestroom televisions. Please advise your Event Manager if you wish to have your events listed.

RESTAURANTS AND LOUNGES AT THE RENAISSANCE HOLLYWOOD HOTEL & SPA:

The Renaissance Hollywood Hotel has several options to satiate your hunger.

TWIST: Our Twist Restaurant offers an exceptional breakfast buffet complete with omelet station, waffle station, juicer, fruit and cheese, and traditional breakfast offerings. Additionally, several plated options for breakfast are also available. Depending on the occupancy of the property, our Twist Restaurant may also offer a lunch menu as well.

CAFÉ FAMA: Located on the Lobby level of our property, Café Fama is open 7 days a week from 5:30am to 3:30pm. Café Fama serves the highest caliber Starbucks Coffee, as well as breakfast options, bottled beverages, and pastries.

LOBBY LOUNGE: Our lobby lounge, opens in at 3:30pm and stays open until 2am based on business needs. Offering “small bites,” “big bites,” and our

own specialty Hollywood cocktails, this is one bar you won't want to miss. Experience our "Cocktail Culture," allowing you to roll 5 dice at random, concoct your own cocktail for the evening, and name it so that others may enjoy it as well! Don't forget to stop by on Thursday evenings for our live music, Indie Thursday offerings as well.

THE GRILL: If our Twist restaurant is closed, The Grill, just next-door in the Hollywood and Highland Complex is another amazing option for lunch and dinner. Located on the fourth floor of the complex, you may charge your meal at the Grill to your room.

ROOM DELIVERIES/ROOM DROPS:

Deliveries are subject to bellman gratuities. Your Event Manager will be happy to arrange this service at least 48 hours prior to your group's arrival. Please consult your Event Manager for pricing and arrangements.

ROLLAWAY BEDS:

Rollaway beds are subject to availability, at the rate of \$20 per rollaway. The Hotel adheres to the Los Angeles Fire Marshall statute that limits the placement of rollaway beds into guestrooms as follows:

- One rollaway bed is permitted in deluxe rooms that have two beds
- One rollaway bed is permitted in guestrooms that have one king or queen size bed
- Rollaway beds are not permitted in superior guestrooms that have two double beds

ROOM SERVICE:

Room service provides the following services to our hotel guests:

- Amenity Deliveries
- Guest Room Dining

In Room Dining is available:

6:00am – 11:00am (Daily)

5:00pm – 11:00pm (Daily)

SAFE DEPOSIT BOXES:

Safe deposit boxes in various sizes are available at the Front Desk, and are complimentary for hotel guests. Please contact the Front Desk to arrange this service.

SECURITY:

The Renaissance Hollywood Hotel provides 24-hour security to protect our guests, employees, and property. Security personnel on duty may be reached by dialing 1344 from any guestroom phone or house phone. If you are in need of dedicated security assistance for your event, please contact your Event Manager. While the Hotel does not assume responsibility for any items lost or damaged on Hotel property, the Hotel does provide Safe Deposit Boxes, complimentary, at the Front Desk.

SHIPPING AND RECEIVING:

The Renaissance Hollywood Hotel will accept packages for our guests in our Shipping/Receiving Department. Our package room is fully secure. Arrangements may be made to have your packages delivered to your guest room or meeting room. To ensure the security of any boxes for your conference sent to the Hotel, there is a box handling fee. Please contact your Event Manager for handling fees.

Please advise your Event Manager one month prior to your event of your delivery/setup schedule, shipping & receiving needs, including quantity to be received by our Hotel. Please reference items with event name, date, and on-site contact in care of:

**The Renaissance Hollywood Hotel & Spa
1755 N. Highland Ave,
Hollywood, CA 90028
To the attention of: your assigned Event Manager**

Each package received is entered into our Records Log book. A message will then be left for the guest, indicated by a blinking message light on the guestroom telephone.

If you have lost a package or cannot locate one, please provide us with the tracking number and we will be more than happy to find the missing package for you.

SIGNAGE:

Signage must be professionally printed and approved by your Event Manager. Our Plum Perfect associate will assist you in the placement of signage and provide you with easels or sign holders. If you do not provide signage, you may request to have your logo placed on an 11 x 14 sign, printed in color, here on property.

SPA LUCE:

Spa Luce offers a one of a kind tranquil urban oasis within the fast paced excitement of Hollywood. We are delighted to offer our guests a chance to escape into a beautiful state-of-the-art Spa facility designed to balance and revitalize mind, body

and spirit. Each exclusive spa treatment at Spa Luce offers a modern approach to traditional rituals and holistic therapies. From the moment you enter, you will be guided through a sensory journey designed to promote bliss and well-being. Spa Luce offers a wide range of rejuvenating skincare therapies and body work guaranteed to provide excellent results.

STAGING / RISERS / PLATFORMS:

The Renaissance Hollywood Hotel is able to provide staging, risers and platforms. Please contact your Event Manager for arrangements and/or additional information.

SUITES:

With over 632 rooms here at the Renaissance Hollywood Hotel and Spa, we offer several upgrades from our standard rooms. Listed below are the offerings if you wish to enhance your stay with us:

- **Executive Bedroom:** Our 81 executive bedrooms offer the perfect space for the constant business traveler. This is a spacious guestroom with an entertaining area and total area of 622 Square Feet.
- **One Bedroom Suite:** Our 16 one-bedroom suites offer an extra touch of luxury. With a sitting room connected to the bedroom, this is a spacious guestroom with a total of 658 Square Feet.
- **Studio Suite:** With an entertaining area of 700 square feet, and a total area of 1022 square feet, our 12 Studio Suites offer exhilarating corner views of Los Angeles.
- **The Skyline & The Crestview:** With an entertaining area of 1056 square feet, and a total area of 1428 square feet, the sophisticated layout, featuring large seating areas and a wet bar, is rivaled only by the dazzling views of Hollywood and Los Angeles.
- **The Hollywoodland Suite:** With an entertaining area of 814 square feet, and a total area of 1648 square feet, this spectacular, rooftop suite boasts a stylish décor and opulent amenities, including a large entertainment area, a wet bar, a powder room, an oversized tub and a walk-in-shower. The magnificent terrace provides sweeping views of the Hollywood sign and downtown LA's sparkling skyline.
- **The Panorama Suite:** With an entertaining area of 1595 square feet, and a total area of 3,594 square feet, the

Panorama suite's unique mid-century modern furnishings evoke the chic motif's of movie stars' Hollywood Hills homes. The suite includes high, vaulted ceilings, motorized drapes, cork floors, a baby grand piano, a wet bar, an elegant dining table with seating for ten, a powder room, and a steam shower and oversized Jacuzzi in the master bath. In addition, the suite can be configured from one to three bedrooms, and guests will enjoy modern amenities such as state-of-the-art communications facilities, flat screen plasma televisions and of course, world class Renaissance Service.

TAX RATES:

Current sales and use tax rate in California is 9.75%. Current occupancy tax in Los Angeles is 14%. Current California State Tourism Fee is 20 cents per room per evening. The following charges for occupancy of a room, furnishings, services and accommodations relating to use or possession of rooms are subject to Hotel Tax, Article 7, Tax Collector Regulation No. 1.504-1 regardless of how such charges are characterized:

- Charges for guest room including non-refundable deposit, whether or not guest actually uses room excluding event attrition/cancellation fees paid by event organizers.
- Charges for additional guests to occupy the room
- Charges for guaranteeing availability of a room (sometimes referred to as a guaranteed "no-show")
- Charges for cancellation of a room reservation (including a non-refundable deposit)
- Charges for early or late departure
- Charges for banquet/meeting/hospitality rooms excluding food and beverage charges subject to Board of Equalization Sales and Use Tax Regulations, 18 California Code of Regulations § 1603)
- Charges for parking (including valet services) for hotel guests.
- Occupancy of a room obtained through the redemption of awards points; where no imputed rent and the tax does not apply to complimentary rooms for which the hotel receives no consideration
- Charges attributable to part of a "package" of any foregoing taxable items, including guest room

THEMED MENUS AND DECORATIVE STATIONS:

Your Event Manager will be delighted to assist you in creating themed menus and decorative stations for your events by working with our on-site world class culinary team.

In addition to our themed menus, the Renaissance Hollywood Hotel offers a wide variety of fine dining menus thoughtfully created by our executive culinary team, featuring fine contemporary cuisine skillfully prepared using the finest ingredients California's artisan purveyors have to offer. To ensure the availability of your food and beverage items, please provide your Event Manager with your menu selections one month prior to your event. We welcome the opportunity to discuss our menus with you, to offer recommendations, food and wine pairing suggestions and alternate recommendations tailored to your individual preference, dietary and budgetary requirements.

Hollywood and Los Angeles offers excitement, star-quality service, and a memorable atmosphere for all your attendees!

Los Angeles:

ATTRACTIONS AND ACTIVITIES:

Visit our world class museums, art galleries, performing arts centers, shopping centers, diverse neighborhoods and famous landmarks to discover our rich history and exciting future. Please contact our Concierge at (323) 491 – 1598 or extension 1598 for information.

Catalina Island

The Island is located in Los Angeles County but has the feel of being on the Mediterranean. Things are different on Catalina. Fish fly and people drive golf carts instead of cars.

Disneyland

This world famous amusement park is located in Anaheim and was created in 1955 by Walt Disney. Bring your kids or the kid in you to visit your favorite Disney Characters.

Farmers Market and The Grove

A shopping complex right next to a Los Angeles landmark, The Grove and Farmers Market coexist. Enjoy a movie or shopping at The Grove and then take the trolley to the Farmers Market for lunch or dinner.

Griffith Observatory

A non-profit space observatory located in Griffith Park whose purpose is to provide the public with information on astronomy and related sciences.

Hollywood & Highland

This dining and shopping complex is the cornerstone of the Renaissance Hollywood Hotel & Spa. Don't miss the Hollywood stories written in mosaic tiles along the sidewalk. Ask the concierge where to find one of the best

views of the Hollywood sign. Contact a Front Desk Agent for an Elephant Cards to receive discounts in the complex.

Hollywood Boulevard

One of the top Los Angeles attractions, take a walk among the stars.

Hollywood Bowl

Check out live music at a famous modern amphitheatre just up the street from the Hollywood Renaissance Hotel & Spa. Inquire about the schedule at concierge.

Huntington Library and Gardens

An outstanding library and museum whose collections include Gainsborough's Blue Boy and a copy of the Dead Sea Scrolls, the Huntington is also home to one of southern California's finest botanical gardens.

J. Paul Getty Center

This spectacular museum boasts a most impressive collection by such luminaries as Van Gogh, Monet and Cezanne, along with the architectural triumph of its six buildings and gardens.

Jet Propulsion Laboratory

Visitors can tour this groundbreaking space exploration laboratory with advance reservations.

Knotts Berry Farm

This Orange County park is not just for kids anymore and is one of the top Los Angeles theme park attractions.

La Brea Tar Pits (Page Museum)

A tar pit has oozed to the surface here for millenia, imprisoning and preserving unfortunate creatures who got stuck in the gooey black mess. The museum's exhibit features sabre-toothed cats, dire wolves and giant sloths, among other creatures.

Los Angeles County Museum of Art

Los Angeles' premier art museum hosts numerous excellent special exhibits and musical events, including free jazz concerts on Friday nights.

Los Angeles Music Center

Centrally located in downtown Los Angeles, the music center is comprised of four venues; the Walt Disney Concert Hall, Dorothy Chandler Pavilion, Ahmanson Theatre and Mark Taper Forum.

Malibu Coast Drive

Drive it in a few hours or make a day of it, you can follow the Coast Highway from Santa Monica, through Malibu to Ventura County. Stop and watch the surfers or have lunch at one of the many restaurants on the Ocean.

North Hollywood Arts District

This Arts District is home to 22 professional theatres, as well as shops, art galleries, restaurants and the Emmy statue.

Norton Simon Museum

Located in downtown Pasadena, it boasts a private collection of European, American and Asian art.

Old Pasadena

Colorado Boulevard in downtown Pasadena is the business district of Pasadena. It's a lively and diverse city located just 15 miles from Hollywood. This eclectic old town area features entertainment for kids and adults alike; museums and music events as well as shopping, movies and restaurants.

Olvera Street and El Pueblo de Los Angeles

Olvera Street is the birthplace of Los Angeles, otherwise known as the El Pueblo Historic Monument. This colorful village features historic buildings. Stop for a popular taquito at one of the outside cafes while enjoying live music

Paramount Ranch

Paramount Ranch has served as a setting for hundreds of cinematic productions, including "Dr. Quinn, Medicine Woman". Located in the Santa Monica Mountains National Recreation area, rangers give tours a few times a month.

Point Vicente Lighthouse

Local legend has it that the Point Vicente Light Tower is home to a lady ghost who lost her lover at sea. Realists will tell you that the ghostly images are really reflections from the working Fresnel lens atop the 67 foot tower.

Queen Mary

The Queen of the Seas, Queen Mary has been in Long Beach longer than she sailed the Atlantic, and she's still one of the grandest things afloat.

Redondo Beach

Redondo Beach is home to a large shopping and dining pier complex that attracts shoppers, fishermen and tourists. It is also home to the "Redondo Riviera", an upscale shopping area with a beach ambience.

Ronald Reagan Library

Located in Simi Valley, northwest of central Los Angeles, this library celebrates the presidency of Ronald Reagan.

Rose Bowl

Besides hosting the famous annual football game, the Rose Bowl is also home to concerts and a monthly flea market.

San Juan Capistrano Mission

The birthplace of Orange County, this famous mission is where the swallows come home to nest every year. Visitors will discover many areas of interest throughout the Mission grounds.

Santa Monica Mountains National Recreation Area

The Santa Monica Mountains rise above Los Angeles, widen to meet the curve of Santa Monica Bay and reach their highest peaks facing the ocean, forming a magnificent landscape. Enjoy walking along of the many trails.

Six Flags Magic Mountain

Located just west of the Los Angeles basin, this theme park has plenty of screamin' roller coasters and is one of the top Los Angeles attractions.

Staples Center

Home to the Los Angeles Lakers and Clippers basketball teams, LA Kings hockey, site of many large concerts and sporting events.

Third Street Promenade

A three-block stretch of Third Street, the promenade is closed to automobile traffic. You'll find the Santa Monica Place Mall at one end, and an eclectic collection of shops along the street as well. It is a great location for dining while people watching.

UCLA

There's more to UCLA than just classrooms. This campus is home to some outstanding architecture, gardens, excellent museums and top-notch performance venues.

Union Station

Considered to be one of America's great rail stations, Union Station is a mix of Spanish mission, Moorish, and streamline modern styles.

Universal Studios Hollywood

Half movie-themed amusement park and half studio tour, Universal is one of the Los Angeles area's most popular attractions.

Venice Beach

Venice Beach is a place where you'll find artists, palm readers and bikini-clad rollerskaters mixing with chanting Hare Krishnas and belly dancers. It is also home to the World famous Muscle Beach.

Walt Disney Concert Hall

Located in a downtown Los Angeles, designed by architect Frank O. Gehry, it's a feast for the eyes and ears.

Warner Brothers Studio Tour

Take their studio tour and see how movies are made from behind the scenes.

Zuma Beach

A popular beach in summer, come to surf or sun! Come early as on a busy day, all 2,000-plus parking spots will be full. Lifeguards are on duty during the day.

BARS/LOUNGES:

Los Angeles is known for its hip places to be on weeknights and weekends. Here are a few where you might even catch some stars!

The Abbey (310) 289-8410

An amazing bar with modern American comfort food and a classy lounge-type atmosphere.

Area (310) 652-2012

An LA hot-spot where dressing to impress might even get you in the door without a cover charge!

Avalon (323) 462-8270

Live bands and DJ's with two dance floors! Thursday and Friday nights are 18+!

Kress (323)785-5000

Known for it's innovative and unique style, The Kress is an upscale dining and entertaining venue in Hollywood.

Le Deux (323) 462-7674

This celebrity hotspot features a fountain and outdoor lounge area, perfect for schmoozing with the stars!

Villa Lounge (310) 289.8623

Opulent Décor so dress to impress. This is an upscale lounge with upscale cocktails!

Mood (323) 464-6663

A Hollywood lounge with an Asian American flare. The music is R&B & Rock all night long!

Pig and Whistle (323) 463-0000

A restaurant on Hollywood Blvd that has food you won't want to miss, and a bar that is perfect for a late night cocktail.

SkyBar (323) 848-6025

This rooftop club is known to have the strictest bouncer in town. If you can get in, it is well worth the trouble to see your favorite celebs!

PARKS:

Nature lovers, athletes, adventurers alike enjoy our beautiful parks and open spaces. The following are a few favorite attractions in the greater Los Angeles area:

Balboa Park

Comprised of a large lake, this lovely park is a wonderful spot to walk a dog, jog, or go for a paddle boat ride!

Griffith Park

With an observatory, a zoo, and a huge area to play, this massive park is a wonderful place to have a picnic or just throw a Frisbee.

Los Angeles Zoo

Located in Griffith Park, this zoo features animals for everyone to enjoy!

Sherman Oaks Castle Park

With Miniature golf, an arcade, and batting cages, this is a fun park for the whole family!

Will Rogers State Park

This is the former home of one of America's most beloved humorists, Will Rogers. The house and grounds are interesting, but the riding and hiking trails with spectacular views of the Pacific are its biggest asset.

GOLF COURSES:

Please contact our Concierge at extension 1500 for golfing arrangements

- Chester Washington Golf Course (323) 756-6975
- Harding and Wilson Municipal Golf Course (323) 664-2255
- Los Feliz Municipal Golf Course (323) 663-7758
- Los Angeles Country Club (310) 276-6104

- Rancho Park Golf Course (310) 839-9812
Roosevelt Municipal Golf Course (323) 665-2011
- Skylinks Golf Course (323) 957-2290
- Westchester Golf Course (310) 649-9167
- Wilshire Country Club (323) 934-1121

LOS ANGELES CONVENTION AND VISITORS BUREAU:

A complimentary, one-stop service for meeting planners. Just a phone call or e-mail puts the Bureau's resources to work for you.

333 S Hope St # 1800

Los Angeles, CA 90071-1430

(213) 624-7300/www.discoverlosangeles.com

SHOPPING:

Los Angeles is known for its shopping and fashion. Here are a few of the hot-spots you won't want to miss:

Rodeo Drive/The Golden Triangle

Santa Monica Boulevard, Wilshire Boulevard and Canon Drive

The renowned Rodeo Drive is the street on which Julia Roberts had her shopping spree in "Pretty Woman." This street sports designer stores such as Tiffany's, Cartier, Chanel, Bally, Gucci and other world renowned boutiques.

Robertson Blvd

Between Beverly Blvd. and Third St.

This small street could be seen as a diorama for hip Los Angeles. Featuring the exclusiveness of Beverly Hills and the cutting-edge cool of Melrose, this small stretch is where Hollywood hipsters with real money shop. Kitson is located on this fashion forward street.

Melrose Avenue

Between San Vicente and La Brea Ave.

The stretch of Melrose between Fairfax and La Brea avenues has defined hip shopping in Los Angeles. The storefronts alone are works of pop art, and the approximately dozen blocks are still packed with hipsters trying to score the latest cool attire.

Beverly Blvd

Between Martel Ave. and La Brea Ave.

A quieter, more sophisticated cousin to its northern neighbor Melrose, this sleepy street features an eclectic array of stores.

Third Street

Between La Cienega Blvd. and La Brea Ave.

This street has grown to become a great shopping walk. There are a slew of fantastic antique stores, specialty stores and wonderful boutiques such as Aero & Co and Polka Dots & Moonbeams.

Montana Avenue

Around 15th St.

This street tucked away in Santa Monica caters to mostly the "Industry" types who flock to this sunny oasis of stores sequestered in a secluded upscale neighborhood. Cafes and quiet boutiques provide a backdrop, as the upscale clientele lazily stroll down the street, many walking pooches or window shopping.

La Brea

Between Wilshire Blvd. and Hollywood Blvd.

If you want to uncover that rare piece of hardware for your house (Liz's hardware), a great skirt or jeans at L.A.'s best vintage store (Jet Rag), or the best hot dog in the city (Pink's), you can find it here.

Downtown/Santee Alley

Downtown between Santee and Maple St and Olympic Blvd. and 12th St.

A fascinating collision of cultures makes this area a great microcosm of Los Angeles in all its shine and grime. Called a bargain hunters paradise, Santee Alley features lots of knockoffs of designer shoes and clothing at ridiculously low prices.

Sunset Plaza

Sunset Blvd. at Sunset Plaza D.

Many of the top boutiques, such as Madison and Anna Sui, can be found here, as well as eclectic dining. Don't be surprised if you see a star or two.

Westwood Village

Bordered by the UCLA campus, Wilshire Blvd., Gayley Ave. and Hilgard Ave.

This area is more than just a college town. Boutiques, bars, restaurants and theaters are what this neighborhood is all about. The area's giant movie theater is the spot of choice for many star-studded movie premieres.

SPORTS:

Los Angeles is known for its sports teams not only in the area of Baseball, but Basketball as well. With Dodger Stadium just a few blocks away from the hotel, and the Staples center where the Lakers play, just a cab ride away, these teams are ones you don't want to miss. Our concierge is able to assist you with game schedules, transportation information and tickets.

TOURS:

Both the Los Angeles and Hollywood areas offer a variety of day tours. We recommend the LA City Tours company for all of your tour traveling needs. You may book your own tours at www.lacitytours.com or visit our concierge desk for more information.

A few of our favorite tours include:

- Hollywood & Movie Stars Homes Tour
- The Beaches/Shopping Tour
- The Disneyland Tour
- Los Angeles City Tour

WEATHER / CLIMATE:

Los Angeles weather is generally warm and pleasant all year round. Protected from extremes of temperature and humidity by the Santa Monica and San Gabriel mountains, and influenced by the warm, moist air from the Pacific, its summers are dry and sunny and winters cool and wet. Offshore breezes cool the beach communities during the hot summer months, but inland temperatures can rise to well over 90°F (32°C), especially in the numerous canyons and valleys of the area.

Monthly Average Temperature (In Degrees)Fahrenheit

January 59
 February 60.1
 March 61.3
 April 63.9
 May 66.6
 June 70.3
 July 74.2
 August 75.0
 September 74.1
 October 69.6
 November 63.3
 December 58.9

TRANSPORTATION:

Here is the best way to get where you're going!

AIRPORT TRANSPORTATION

Los Angeles International Airport (LAX) is located approximately 25 miles from our property. We suggest guests allow at least one-and-a-half to two hours travel time, especially during rush hour traffic from 2pm – 7pm Monday through Friday.

Please see the “Directions” section at the bottom of the transportation section for directions to and from the airport. Our Concierge is happy to assist you with your transportation needs.

Rental Cars: The following Rental Car Agencies are available at LAX

Advantage	www.advantage.com
Alamo	www.alamo.com
Avis	www.avis.com
Budget	www.budget.com
Dollar	www.dollar.com
Enterprise	www.enterprise.com
Hertz	www.hertz.com
Fox	www.foxrentacar.com
Payless	www.paylesscarrental.com
National	www.nationalcar.com
Thrifty	www.thrifty.com

Shuttle Services:

Super Shuttle (800) 258 – 3826

The Super Shuttle offers a flat rate to/from the airport for \$26, one way for the first passenger, and \$9 for each additional passenger up to 7.

Taxi Service for Los Angeles International, Burbank Airports

One way: to / from Los Angeles International Airport \$55 / Burbank Airport \$28

From 7:00am – 10:00pm we have taxis available outside the front drive for your convenience. You can also schedule a pick up with one of these companies or speak with our concierge desk:

Alverstone Avenue	(323) 776-5324
Beverly Hills Cab Company	(310) 273-6611
Independent Taxi	(213) 666-0040
Yellow Cab	(310) 851-5022
Checker Cab	(213) 482-3456
Bell Cab Company	(310) 219-3100
City Cab	(818) 780-1000
United Cab	(323) 653-5050

Limo/Town Car Services:

Our preferred vendor: City Wide Limousine (877) 406-1200 - ask for Paul

LOS ANGELES INTERNATIONAL AIRPORT LINE RESERVATIONS:

Aeroflot	(888) 340-6400	
Air Berlin	(866) 266-5588	
Air Pacific	(800) 227-4446	
Air Tahiti Nui	(877) 824-4846	
Alaska Airlines	(800) 426-0333	
All Nippon Airways	(800) 235-9262	
Asiana Airlines	(800) 227-4262	
British Airways	(800) 247-9297	
Cathay Pacific Airways	(800) 233-2742	
China Airlines	(800) 227-5118	
China Eastern	(626) 583-1500	
China Southern	(888) 338-8988	
Copa Airlines (Panama)	(800) 359-2672	
El Al Israel Airlines	(800) 223-6700	
Emirates	(800) 777-3999	
EVA Air	(800) 695-1188	
Japan Airlines	(800) 525-3663	
Korean Airlines	(800) 438-5000	
LAN (Chile)	(866) 435-9526	
LAN (Peru)	(866) 435-9526	
Lufthansa	(800) 645-3880	
Malaysia Airline	(800) 552-9264	
Mexicana Airlines	(800) 531-7921	
Philippine Airlines	(800) 435-9725	
Qantas-Flights 93,94,107,108	(800) 227-4500	
Singapore Airlines	(800) 742-3333	
Swiss International Air Lines Ltd.	(877) 359-7947	
Thai Airways	(800) 426-5204	
Southwest Airlines	Terminal 1	(800) 435-9792
US Airways	Terminal 1	(800) 428-4322
Air Canada	Terminal 2	(888) 247-2262
Air Canada Jazz	Terminal 2	(888) 247-2262
Air China	Terminal 2	(800) 882-8122
Air France	Terminal 2	(800) 237-2747
Air New Zealand	Terminal 2	(800) 262-1234
Aviacsa Airline	Terminal 2	(888) 528-4227
Avianca Airlines	Terminal 2	(800) 284-2622
Hawaiian Airlines	Terminal 2	(800) 367-5320
KLM Royal Dutch Airlines	Terminal 2	(800) 225-2525
LACSA Airlines	Terminal 2	(800) 359-6786
TACA International Airlines	Terminal 2	(800) 535-8780
Virgin Atlantic	Terminal 2	(800) 862-8621
Volaris	Terminal 2	(866) 988-3527
West Jet	Terminal 2	(888) 937-8538

Alaska Airlines	Terminal 3	(800) 426-0333
Horizon Air	Terminal 3	(800) 547-9308
V Australia	Terminal 3	(800) 444-0260
Virgin America	Terminal 3	(877) 359-8474
American Airlines	Terminal 4	(800) 433-7300
American Eagle	Terminal 4	(800) 433-7300
Midwest Airlines	Terminal 4	(800) 452-2022
Qantas-Flights 15,16,25,26,175,176	Terminal 4	(800) 227-4500
Aerolitoral	Terminal 5	(800) 237-6639
Aeromexico	Terminal 5	(800) 237-6639
Delta Air Lines	Terminal 5	(800) 221-1212
Northwest Airlines	Terminal 5	(800) 225-2525
AirTran Airways	Terminal 6	(800) 247-8726
Allegiant Airlines	Terminal 6	(702) 505-8888
Continental Airlines	Terminal 6	(800) 525-0280
Copa Airlines (Panama)	Terminal 6	(800) 359-2672
Frontier Airlines	Terminal 6	(800) 432-1359
Jet Blue	Terminal 6	(800) 538-2583
Spirit Airlines	Terminal 6	(800) 772-7117
United Airlines (Premier)	Terminal 6	(800) 241-6522
United Airlines (E-Ticket Passengers)	Terminal 7	(800) 241-6522
United Express (E-Ticket Passengers)	Terminal 7	(800) 241-6522
United Airlines (Paper Tickets & Non Ticketed)	Terminal 8	(800)241-6522
United Express Airlines (Paper Tickets and Non Ticketed)	Terminal 8	(800) 241-6522

DIRECTIONS:***From Los Angeles Airport:***

Head east on Century Boulevard to the 405 North entrance. Take the 405 North to the 10 East. Exit on La Brea heading north. Take La Brea up to Hollywood Boulevard. Make a right on Hollywood Boulevard. Make a left on Highland; the Hotel will be on your left. Total distance: 13.1 miles

From Burbank Airport:

Exit the Airport to Hollywood Way. Turn right on Hollywood Way. Turn right on Olive St/Barham Blvd. Turn left on Cahuenga Blvd. Cahuenga Blvd will become Highland Ave. Stay on Cahuenga Blvd/Highland Ave. The Hollywood Renaissance Hotel will be on the right 1 mile down after the Hollywood Bowl. Total Distance 6.9 miles.

From Universal City:

Take the 101 Freeway South. Exit on Highland South (a one way street).

Continue for less than a mile and the hotel will be on the right. Total distance: 3.5 miles

ON-SITE CAR RENTAL:

Just behind the front desk in our Lobby, we have a Hertz office where a representative can assist you with all of your rental car needs throughout your stay with us. Please visit or call them for more information (323) 957-1219.

GROUND TRANSPORTATION:

Please consult with your Event Manager for a list of approved ground transportation companies. They will work with our destination management company, *The Meeting Manager* to choose a method of transportation that fits your needs.

MISCELLANEOUS:

AREA HOTELS:

Hollywood Heights Hotel (323)876-8600
2005 N Highland Ave Hollywood, CA 90068

Hollywood Roosevelt Hotel (323) 466-7000
7000 Hollywood Blvd Los Angeles, CA 90028

Universal Hilton (818) 506-2500
555 Universal Hollywood Dr, Universal City, CA 91608

Universal Sheraton (818) 980-1212
333 Universal Hollywood Dr, Universal City, CA 91608

W Hotel (323) 798-1300
6250 Hollywood Blvd, Hollywood, CA 90028

BANKS:

There is an ATM machine located in our hotel lobby for your convenience, as well as several Bank of America ATM's in the Hollywood and Highland complex located next-door to the hotel.

The following banks are located within walking distance of the hotel:

First Regional Bank (.3 miles) 7083 Hollywood Blvd # 650 Los Angeles, CA 90028 (323) 298-1776

Cal National Bank (.2 miles) 6922 Hollywood Blvd Los Angeles, CA 90028-6117 (866) 373-7838

BEAUTY SALONS:

Carlton's (310) 657-4873
 (Beverly Center) 8500 Beverly Blvd, Los Angeles

Jonathan's (310) 855-0225
 901 West Bourne Drive, West Hollywood

Taboo Hair Salon (323)665-3770
 8466 W 3rd St. Los Angeles

FLORAL ARRANGEMENTS, BOUQUETS & CENTERPIECES:

Fresh flowers always add the perfect touch. To order flowers for your VIP amenities and/or your events, our Event Planning staff and Concierge are happy to assist you with floral creations from our preferred partners. Please inquire based on your specific needs.

PLACES OF WORSHIP:

Please contact our Concierge at extension 1500 for more information

- Non-Denominational Christian (Oasis LA) (877) 526-2747
- Baptist (First Baptist Church) (323) 464-7343
- Catholic (Blessed Sacrament Catholic Church) (323) 462-6311
- Christian Science (Fifth Christian Science Church) (323) 876-7770
- Church of Jesus Christ of Latter Day Saints (Mormon) (818) 980-1512
- Eastern Orthodox (Russian Orthodox Church) (323) 466-4845
- Episcopal (St Thomas the Apostle, Episcopal Church) 323) 876-2102
- Greek Orthodox (St Sophia Greek Orthodox Church) (323) 737-2424
- Jehovah's Witness (Jehovah's Witness) (323) 464-1433)
- Judaism, Orthodox (Westwood Kehilla Orthodox) (310) 441-5288
- Judaism, Reform (Temple Beth-Hillel Reform) (818) 763-9148
- Lutheran (Hope Lutheran Church) (323) 938-9135
- Methodist (Hollywood United Methodist) (323) 874-2104
- Presbyterian (West Hollywood Presbyterian) (323) 874-6646
- Moslem Mosque (King Fahad Mosque) (310) 202-0432
- Seventh Day Adventist (7th Day Adventist Church of Hollywood) (323) 462-0010
- Unitarian (First Unitarian Church of Los Angeles) (213) 389-1356
- United Church of Christ (Church of Christ) (323) 463-6352

RESTAURANTS:**Bella Cucina Italiana***Traditional Southern Italian Food in LA*

Come dine at Bella Cucina Italiana restaurant. Experience Southern Italian Cuisine at it's finest in Los Angeles.

Checker's*The Dishes are Works of Art*

Located in the downtown Los Angeles' Hilton Checkers hotel, an art-deco restoration, Checker's cuisine is one of Los Angeles' finest. Vertical dishes, like Scottish fowl or the delectable "Glass Apple" for dessert, are truly works of art (and a kitchen-full of chefs under the vision of Tony Hodges). Classical guitar music serenades, the stellar wine list is hand-selected by Hodges, and the prices reflect the skill that went into every dish without being self-indulgent.

Chocolat*A Temple of Modern American Cuisine*

Seeking the aroma of freshly baked French soufflés? At Chocolat in Los Angeles, CA, this is the restaurant's signature dessert and also where it takes its name from. The legendary Moustache Café has been recast as Chocolat by the father and son team of David and Kia Illulian. Head Chef Nicolas Eche combines Italian, Asian, French and Nuevo Latino influences into an enticing selection of classic dishes that range from Omelets to entrees such as the classic and delicious Osso Bucco.

Cicada*Art-Deco Modern Downtown Flare*

With 30-foot ceilings and a plush bar and lounge area, this art-deco downtown Los Angeles restaurant is modern and mature with dark wood paneling, amber lighting and art-deco chairs. Cicada's Northern Italian cuisine includes such delights as Lobster Tower with Avocado, Tarragon crab cakes, and lots of seafood pastas. Cicada offers "Five Course Tasting Menus" for \$65.00 a person-subject to change- (it comes with the Banana Butterscotch Basket for dessert).

Circa 55*The Perfect Blend of Style and Taste — with a California Twist*

Located in the world famous Beverly Hilton Hotel in Beverly Hills, CA, Circa 55 is a new treat for all restaurant lovers. This top-end steakhouse uses hand-selected local produce complemented by hearty prime steaks and fresh seafood, combining it all into an artful Californian dining experience.

Dal Rae Restaurant*Classic Dining in a Traditional Setting*

The Dal Rae, Los Angeles County, is just the treat. Opened in 1958 in the city of Pico Rivera, the Dal Rae has kept tradition alive by maintaining its original atmosphere. The restaurant even still has a piano bar with live entertainment and a dance floor just like the 50's. Regular customers are even remembered by name and are treated like old family friends.

Dolce Enoteca E Ristorante

Los Angeles Italian Dining At Its Finest

Dolce, located in Hollywood, CA, represents classic Italian cuisine, the finest wines and the best atmosphere that Los Angeles has to offer. Located on the famous Melrose Avenue, this Italian restaurant's interior was created by renowned Los Angeles designer Dodd Mitchell and has a unique Italian influence throughout.

Drago Ristorante

An Italian Jewel In Santa Monica

Chef Celestino Drago has been cooking up some of the best Italian food in Los Angeles and it all started with the opening of Drago Ristorante in Santa Monica, CA. This Italian food-lovers dream restaurant has been consistently rated as one of the top 5 LA Italian restaurants since its doors opened back in 1991.

Enoteca Drago

Traditional Italian Charm in Beverly Hills

Celestino Drago is not a new name around Los Angeles, CA when speaking in regards to Italian cuisine. Since the opening of Drago Ristorante in 1991, Celestino has become the leader of an Italian restaurant empire in Los Angeles and at his newest location Enoteca Drago, located in Beverly Hills, his recipe for classic Italian tradition flies a very high flag.

Fogo de Chao

Traditional Brazilian Steakhouse in Beverly Hills

Come feast at Fogo de Chao restaurant. Experience a Southern Brazilian Steakhouse at it's finest in Los Angeles!

Geisha House

Traditional Japanese Flavor

Looking for a little traditional Japanese culture and food? Then come to Hollywood's Geisha House. Combining Japan's popular sake bars and traditional Geisha Houses of entertainment, this Los Angeles restaurant serves fresh sushi and sashimi dishes while putting their own new spin on it.

Ketchup

Like a Classic Old Diner on with a New Twist

Located on the ever-famous Sunset Boulevard within the Sunset Millennium complex, Ketchup shines on the left hand corner of the street with its bright neon red lights. Practically impossible to miss while driving down the busy streets of Sunset Boulevard, Ketchup brings an old fashioned diner experience to the 21st century.

Le Marmiton Brasserie

Traditional French Restaurant

Le Marmiton Brasserie, located in Marina del Rey, offers traditional brasserie fare that showcases Chef Jean Marc's unique blend of classic and country French cooking. Open for breakfast, lunch and dinner, Le Marmiton Brasserie's casual elegance provides the perfect backdrop for a dinner date, Saturday brunch with the girls, a business lunch or a drink after work.

Liberty Grill

A Historic Mix of American Cuisine

Liberty Grill in downtown Los Angeles, Ca is a new restaurant that sits in a recently-renovated historic building. Whether it be searching for the perfect roadside diner hamburger or wanting some delicious slow-braised ribs, the Liberty Grill's menu has been inspired by regional cuisines throughout America to give its customers that great American comfort food taste.

The Little Door

A Quintessential Classic for Romantic Dining

The Little Door in Los Angeles, CA represents the melting pot of culture that makes this great city what it is. Opened ten years ago by Frederic and Nicolas Meshin this once hidden gem is now a staple in the Los Angeles restaurant industry. Chef T. Nicholas Peter purchases all of his organic produce from local farmers and has created a simple but healthy menu. This LA hotspot serves a delicious rustic Mediterranean cuisine that captures all the natural essence of the region.

Locanda Veneta

Northern Italian Cuisine in Beverly Hills

One of Los Angeles' best Italian restaurants, Locanda Veneta aims to please diners looking for that little taste of Italy. This classic Italian restaurant located in Beverly Hills, California combines the freshest and often deceptively simplest ingredients cooked into art form. In addition to the exciting Mediterranean menu, diners seem to take to Locanda Veneta's unpretentious Venetian atmosphere.

Noé Restaurant

Elegant Dining Oasis in Downtown LA

251 South Olive Street, Los Angeles, CA

Dine at one of downtown LA's finest restaurants, the Noé in the fabulous Omni Hotel. Progressive American cuisine with a twist!

O-Bar Restaurant

Fine American Cuisine in an Elegant Atmosphere

Come dine at O-Bar Restaurant and experience elegant American cuisine in beautiful West Hollywood.

The Stinking Rose

A Garlic Restaurant in Beverly Hills

Once Beverly Hills' best-kept secret, The Stinking Rose has made a name for itself and its popularity is evident—people fill the unique dining rooms to partake of the tasty food enhanced by the fragrant bulb.

Traxx

Historic Los Angeles Restaurant

Traxx restaurant in LA, CA has been bringing fine dining to Union Station since 1997. Traxx has been a major player in Los Angeles' downtown renaissance and has added extra vitality to its landscape. Whether trying the crab cakes with chipolte or one of the main dishes like the Gorgonzola-crusted beef tenderloin, the menu of Traxx features everything from a stylish lunch to a romantic dinner.

Upstairs 2

For Wine Lovers Looking for Something Special

At Upstairs 2, located above the renowned Westside wine merchant The Wine House in Los Angeles, come experience over 50 wines by the glass and a variety of delicious small plate dishes created by Chef de Cuisine Todd Barrie. The Wine House, LA's largest wine store, has created this unique and exciting restaurant/wine bar for all Los Angeles wine lovers who are looking for a special treat.

Water Grill

The Fine Dining Answer to What Fish is Supposed to Taste Like

For anyone who's forgotten what fish actually tastes like, be it masked with crusts or heavy spices, downtown Los Angeles' Water Grill is the fine dining answer. Rated by Zagat Survey as the best seafood in Los Angeles, Water Grill keeps it simple with fresh seafood and simple preparations. The atmosphere is not a fishmonger's living room, either, but is warm and inviting with soft woods, low lights and an attentive staff.

APPENDIX:**GUEST ROOMS:***Room Type:*

We offer several different room types, some with city views and some with Hollywood Sign views. Our rooms on the 19th and 20th level have concierge lounge access. Additionally, we have the following types of rooms:

2 Double Beds	
1 King Bed	
2 King Beds	(Executive Bedroom)
1 King Murphy Bed	(Studio Suites)
1 King Bed & 1 Pull-Out Sofa	(One Bedroom Suites)
1 King Murphy Bed	(Crestview Suite)
1 King Murphy Bed	(Skyline Suite)
1 King Bed	(Hollywoodland Suite)

HOTEL LOGO:

Please contact your Event Manager for copies of our logo. Restrictions may apply.

MEETING SPACE:

-Grand Ballroom: The Grand Ballroom is located on our 5th level of the complex, and features 25,090 square feet of space. It is catered exclusively by Wolfgang Puck Catering, and can hold up to 2,000 people. The Grand Ballroom offers six different Salons, some of which can be combined to create smaller rooms depending on the need.

Salon 1
Salon 2
Salon 3
Salon 4
Salon 5
Salon 6
Salons 1& 2
Salons 4, 5, & 6

-Hollywood Ballroom: The Hollywood Ballroom is located on the Mezzanine level of our hotel and features 7,932 square feet of space. It can hold up to 550 people. The Hollywood Ballroom is smaller than the Grand Ballroom, but also is divided up into 5 different Studios that can be combined to create smaller rooms depending on the need

Studio A

Studio B
Studio C
Studio D
Studio E
Studios A & B
Studios D & E

-Canyon Rooms: Four of our six canyon rooms (Runyon, Lauren, Doheny, Beachwood) combine to create one long meeting space featuring 2,845 square feet. Individually, these rooms are wonderful for smaller meetings or breakout spaces.

Laurel
Runyon
Doheny
Beachwood
Nichols
Solano

-Community Rooms: These rooms are ideal for breakouts or small groups and are located on the third floor of the hotel. Collectively they share 9,471 square feet of meeting space and are perfect for your meeting of less than 100.

Franklin Hills
Whitley Heights
Mt. Olympus
Elysian Park
Echo Park
Hancock Park
Trousdale Estates
Los Feliz
Silver Lake

-Additional Function Space: Our additional function space provides unique layouts for meetings, from weddings to Bar/Bat Mitzvahs, reunions, and parties. Please inquire with your event manager about seeing these additional meeting spaces.

Twist Restaurant
Private Dining Room
The Annex
The Vantage Room
The Highlands
Pool Deck

Level 3**MEETING SPACE CAPACITY:**

Please follow the link below to find information to help you identify your meeting space needs: <http://renaissancehollywood.com/meeting.asp>