

INTRODUCTION TO THE



~ EMERYVILLE ~

5555 Shellmound Street, Emeryville, CA 94608
510/652 - 8777 Telephone 510/652 - 8799 Fax

EVENT FOOD AND BEVERAGE SERVICE

The Emeryville Courtyard is pleased to offer you and your guests our unique seasonal menus. It is our goal to offer the finest ingredients at the height of their ripeness and quality. Our staff is pleased to assist you in selecting from our menus and is flexible to try to accommodate any request you may have. Feel free to call on us at any time!

Our Executive Meeting Package includes a continental breakfast, mid-morning and afternoon coffee breaks. We are also pleased to offer a number of enhancements to our traditional package.

GUARANTEE

Attendance must be confirmed three business days prior to the event. This number will be considered your minimum guarantee for billing purposes. The minimum guarantee or actual attendance, whichever is greater, is the number of guests for which you will be billed.

AUDIO VISUAL

Arrangements for audio visual equipment can be made directly with your Event Manager. A 19% taxable service charge is added to all audio visual services.

TAX & SERVICE CHARGE

California sales tax, 8.75%, will be added to all Meeting Packages, food, beverage, phone orders, audio visual, labor charges and service charges. A service charge of 19% will be added to all food and beverage, room rental and audio visual charges. Service charges are taxable for all functions.

SHIPPING & STORAGE

Storage arrangements for your program material will be received no more than 3 days prior to your meeting.

Please ship boxes to:

C/O (On-site contact/group name and group dates)

Emeryville Courtyard, 5555 Shellmound Street, Emeryville, CA 94608

Phone: 510/652.8777

All freight shipped to the Hotel must be pre-paid. Handling charges will be applied when shipping through the Hotel at a rate of \$5.00 per package/box plus the shipping company's charges (i.e. UPS, Airborne Express).

GUEST ROOMS & SUITES

Our 11 story building boasts 295 guest rooms, including 24 suites. The Hotel offers a few rooms of each of the following unique room types as well as our standard king and queen/queen, king beds with spas, two room King Suites, Hospitality Suites, accessible rooms and rooms with views of the San Francisco Bay or the Oakland/Berkeley Hills.

PARKING

The Hotel provides complimentary parking for guests.

HOTEL DINING

The Courtyard Café is available for breakfast with a wonderful buffet including cooked to order omelets and waffles. The Grill is available in the late afternoon and evening for snacks and light dinner entrees. Guests staying overnight may also enjoy in room dining for dinner.

FITNESS CENTER

Complimentary to guests, the Fitness Center is open daily. The Center provides guests with an indoor heater pool, spa and workout room. Cardio equipment and weights are available.

CALIFORNIA NO SMOKING POLICY

Based on the California Occupational Safety and Health Act of 1973, and beginning January 1, 1998, smoking is prohibited in public areas of the hotel. Smoking is not permitted in any indoor public areas in the Hotel (i.e. meeting rooms, restaurant, bar etc).