

# Doubletree San Diego Downtown

1646 Front st  
San Diego Ca 92101  
619-239-6800

## Audio-Visual Equipment

DOUBLETREE  
BY HILTON™  
SAN DIEGO DOWNTOWN



# Welcome

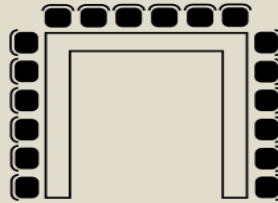
## Doubletree by Hilton San Diego Downtown

Stands ready to assist you in planning your next convention, meeting, banquet or reception  
Our property offers you a complete service package designed to meet your specific needs and requirements, from the moment you make your first call to the moment your program successfully adjourns. DoubleTree by Hilton San Diego Downtown provides a promise of quality and professional service. We can be assured of our dedication to detail.

Oval Boardroom



U-Shape



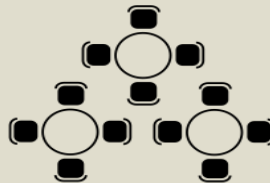
Round 8's or 10's



Boardroom



Informal\*



Classroom



Theatre



\* With restaurant tables or coffee tables

**Screens**

5' Screen.....	\$45.00
6' Screen.....	\$55.00
8" Screen.....	\$65.00
10" Screen.....	\$75.00
Dress Kits.....	CALL FOR PRICING

**Projector Packages**

Overhead Projector.....	\$120.00
LCD Package .....	\$350.00

\*\*\*Package includes 8'screen, power strips& extension cords skirted table

**Microphones**

Wireless Handheld Microphone.....	\$115.00
Wireless Lavalier Microphone.....	\$115.00
Wired Handheld Microphone .....	\$65.00
Wired Lavalier Microphone.....	\$65.00

**ADDITIONAL AV PRODUCTS/SERVICES**

Flipchart with Pad & Markers.....	\$50.00
Whiteboard with Markers .....	\$70.00
Standing Podium.....	\$30.00
Power Strip with Extension Cord .....	\$25.00
4-Channel Mixer .....	\$45.00
6-Channel Mixer.....	\$55.00
Patch into House Sound .....	\$45.00
Speaker Phone .....	\$75.00
Phone Line .....	\$65.00
TV (20" Plasma) with DVD/VCR Combo .....	\$250.00
Wireless Remote with Laser Pointer .....	\$25.00
Laser Pointer .....	\$15.00

\*\*\*\*Additional AV Pricing upon request

All meeting room, food, beverage, audio visual and related services are subject to **21% Service Charge and 8.75% Sales Tax** ( Sales tax subject to change)

# DoubleTree Catering Policies

## General information

~Welcome to the Doubletree San Diego Downtown!! We look forward to serving you and your associates. Our staff will assist you in every way possible to prepare for a successful meeting or special occasion. The following will help us together to ensure success.

~Rental/ setup charges apply to all rooms used for meetings, exhibits and ceremonies booked through the Hotel.

~Confirmation of number of guests must be received no later than **72 hours** prior to the scheduled function; otherwise the hotel will consider your original expected number of people to be the guarantee for all charges. All hotel charges will be based upon the guaranteed number of the actual number or the actual number served, whichever is greater.

~A 21% service charge and applicable sales tax will be added to all food and beverage ordered through the catering department.

~The Doubletree reserves the right to inspect and control parties, meetings, receptions, etc...being held on property.

~All Federal, State and Local laws with regard to food and beverage purchases and consumption are strictly adhered to. All food and beverage must be purchased through the hotel. All or any outside food or beverages will be confiscated and not returned.

~If the room herein reserved cannot be made available to the guest, the hotel reserves the right to substitute a similar or comparable room for the function. Such substitution shall be deemed by the guest as full performance.

~The hotel is not responsible for any loss of material, equipment or personal belongings left unattended and /or secured rooms or areas. The hotel accepts no responsibility for goods shipped to the hotel prior to scheduled functions or left after function is completed.

~All prices are subject to change pending circumstances with notice.

~All functions required an advance deposit. No reservation is firm until deposit is received. There will be no refund of any deposit for a cancellation. All Functions are to be paid with cash, or credit card pre authorization prior to the function. Direct billing can be arranged three months before function, but must be approved three weeks prior to function date.

~The hotel will not permit the affixing of anything to the walls, floors, or ceiling with nails, staples, carpet tape or other substance. Please contact the catering department for assisting in displaying of all materials.

~Special engineering requirements must be specified to our catering Department at least three weeks prior to the function. Charges will be based on labor involved. A wide selection of Audio Visual equipment and services are available through and in-house supplier on a rental basis. Orders may be placed through our catering department.

~The customer is responsible for the arrangements and all expenses associated with shipping materials, merchandise, exhibits, or any other items to and from the Hotel. The Hotel is not responsible for damages or loss of any items left in the hotel prior to or following any function. The hotel accepts no responsibility for goods shipped to the hotel prior to scheduled functions or left after function is completed. The Hotel will accept packages prior to the function. Packages for functions or sleeping rooms may be delivered to the hotel no sooner than 3 days prior to your arrival date. Arrangements must be made through our Catering/Event Manager for storage. Your packages will be stored in a secured area The cost for boxes after the first three are \$10.00 per box (1-60 lbs), \$70 per box (61-100 lbs), \$100 per box (101 lbs or heavier) and \$350 per pallets and skids. Packages can be retrieved from the catering department/placed in meeting room/or front desk.

Name of group and date of function  
In-house contact's name  
Doubletree San Diego Downtown  
1646 Front St  
San Diego, Ca 92101

~The hotel may request the customer obtain a pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight.