

Banquets



DOUBLETREE®
HOTEL

DEARBORN

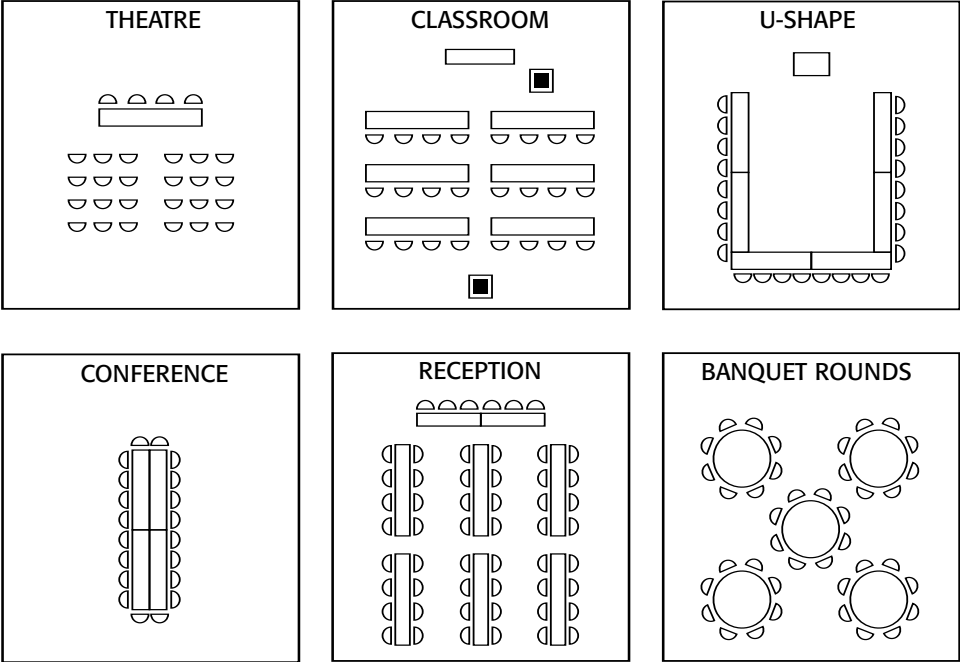
AUDIO VISUAL EQUIPMENT

WELCOME



Stands ready to assist you in planning your next convention, meeting, banquet or reception. Our We Promise® Program 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 Hotel provides a promise of quality and professional service. We Promise® Program you can be assured of dedication to detail.

TRADITIONAL BANQUET ROOM SET-UPS



AUDIO-VISUAL SERVICES

OUR ADVICE: It's Free...Just ask. We are here to enhance your efforts and to help you be successful delivering or exchanging information.

OUR PRICING: AV cost estimates are recommended and will be valid for 30 days. Equipment rental charges are per room, per day. Final AV charges may vary due to unforeseen requirements or circumstances beyond our control.

CONSULT OUR AV DEPARTMENT FOR PROFESSIONAL ASSISTANCE: (313) 240-8700

PLEASE NOTE: Only frequently requested AV products and services are listed. Onsite AV offering is far more extensive. AV Pricing subject to change without notice and does not include applicable taxes or hotel service fees.

POPULAR PACKAGES ⊙

BALLROOM PRESENTATION.....	525.00	•
<i>3000 + Lumen Projector, Small Table OR Cart & 10' Cradle Screen</i>		
BOARDROOM PRESENTATION.....	400.00	•
<i>1000 + Lumen Projector, Cart OR Small Table & Screen</i>		
BRING-YOUR-OWN PROJECTOR.....	150.00	•
<i>Screen & Set-Up Assistance, Powered Cart OR Small Table & AC</i>		
BOARDROOM VIDEO.....	200.00	
<i>32" Monitor + 1/2" VHS OR DVD on Cart</i>		
PREMIUM SOUND SYSTEM.....	225.00	
<i>Two (2) High Fidelity Speakers, Stereo Mixer & Small Table OR Cart</i>		
OVERHEAD or SLIDE PRESENTATION.....	140.00	
<i>Projector, Cart OR Small Table & Screen</i>		
FLIPCHART SET.....	40.00	
<i>Hardback Easel + White Pad ◆ & Four (4) Pack Colored Markers ◆</i>		

COMPUTER RELATED

42" Plasma Display.....	400.00	☆
Laptop Computer.....	200.00	☆•
<i>With Windows XP & MS Office Suite</i>		
Wireless USB P.C. Mouse.....	35.00	
50 ft. Graphic Display Extension Cable.....	15.00	

A LA CARTE ITEMS

Tripod Easel (For Signage).....	5.00	
AC Extension Cords (25 ft.).....	10.00	
AC Power Strip.....	10.00	
Large Whiteboard OR Corkboard.....	40.00	
Laser Pointer.....	10.00	◆
Additional Post-It® Flipchart Pad.....	30.00	◆
Additional White Flipchart Pad.....	15.00	◆
4 Color Pack – Pad Markers.....	10.00	◆

SKILLED TECHNICAL ASSISTANCE

LOAD IN/OUT, REHEARSAL & EVENT SUPPORT	<i>(Per Hour)</i>		
7 AM – 6 PM Monday – Friday.....	40.00	△	
6 PM – 12 Midnight & Weekends.....	50.00	○	
12 Midnight – 7 AM & Holidays.....	60.00	□	
MINIMUM CALL	△	○	□
Set-Up OR Removal.....	1 HR	2 HR	3 HR
In-Room Operator.....	2 HR	3 HR	4 HR

PACKAGE UPGRADES

SUBSTITUTE COMPONENTS		
9' x 12' Screen & Drapery Kit.....	90.00	* ☆
7.5' x 10' Screen & Drapery Kit.....	45.00	*
10' x 10' Cradle Screen.....	15.00	
Brightest Overhead Projector (4000 Lumen).....	20.00	
Post-It® Flipchart Pad.....	15.00	◆

DRAPERY SECTIONS - Black Velour

10'W x ≤16'H Partitions.....	120.00
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POPULAR ADD-ONS

Cam-Corder – Digital (Mini DV) OR VHS.....	125.00	
Additional 32" Monitor, Cart & Cabling.....	125.00	
1/2" VHS Player/Recorder.....	75.00	•
DVD Player.....	75.00	•
Wireless USB P. C. Mouse.....	35.00	
Wireless 35 mm Remote Control.....	25.00	

AUDIO EQUIPMENT

Wireless Microphone.....	110.00	▶ ⊕
Wired Microphone.....	30.00	▶ ⊕
Pencil Style Podium Microphone.....	50.00	▶ •
Conference Speaker Phone.....	75.00	
Multi-Disc CD Player.....	50.00	▶ •
CD Recorder.....	75.00	
Cassette Player/Recorder.....	50.00	▶ •
Stereo 14-Channel Mic/Line Mixer.....	75.00	
Monaural 4-Channel Mixer.....	40.00	

• SOUND REINFORCEMENT - REQUIRED OR RECOMMENDED

Self-Amplified High Fidelity Speaker.....	75.00
Computer Patch to House Sound System.....	60.00
Standard Patch to House Sound System.....	40.00

AV Product & Services provided by:



⊙ **INCLUDES:** Draped Tripod Screens, Skirted Carts & All Necessary Cabling † **SUBSTITUTE:** Add (+) Cost to Package Price
 ▶ Mixer Required if Two (2) or more are being used in Room ☆ Requires Advance Notice ◆ Sale Items
 *Please Specify Front **OR** Rear Projection ⊕ Please Specify Handheld **OR** Lavalier

assuring success & enabling communication using technology ⊙

DOUBLETREE CATERING POLICIES

GENERAL INFORMATION

Welcome to the Doubletree! 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 charges apply to all rooms used for meetings, exhibits and ceremonies booked through the Hotel.

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

A 20% 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 all parties, meetings, receptions, etc. being held on the premises.

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.

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 in unattended and/or unsecured rooms or areas. The Hotel accepts no responsibility for goods shipped to the Hotel prior to scheduled functions or left after a function is completed.

All prices are subject to change pending circumstances with notice.

All functions require an advance deposit. No reservation is firm until the deposit is received. We will refund 50% of any deposit for a cancellation that occurs three months or longer prior to the function date. All functions are to be paid with cash or credit card prior to the function. Direct billing can be arranged, but must be approved prior to the 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 consult the Catering Department for assistance 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 and power drain. A wide selection of audio-visual equipment and services are available through an in-house supplier on a rental basis. Orders may be placed through the Catering Department.

The customer is responsible for the arrangements and all expenses of shipping materials, merchandise, exhibits, or any other items to and from the Hotel. The Hotel is not responsible for damage 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 a function is completed. The Hotel will accept packages two working days prior to the function, but not between 11:00 a.m. and 1:00 p.m. daily. Parcels will not be accepted on pallets or skids, and the shipper will be responsible for the loading and unloading of packages into the Hotel. Hotel Packages must be marked appropriately with:

Name of Group and Date of Function
Contact's Name
Doubletree Hotel Dearborn
5801 Southfield Expressway
Detroit, Michigan 48228

The Hotel may request the customer obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the Hotel.