

## Making Hotel Reservations for Berkeley Law Hosted Guests

*This flyer is intended for Berkeley Law use only. The preferred method of payment for hotel expenses for hosted guests of Berkeley Law is the Event Planner credit card. Faculty Club charges are paid by purchase order to preserve our member discounts.*

### **Men's Faculty Club**

Faculty Glade, UC Berkeley Campus  
(510) 540-5678, ext. 231 • <http://www.berkeleyfacultyclub.com/hotel/>

### **Women's Faculty Club**

Faculty Glade, UC Berkeley Campus  
(510) 845-5084 or 642-4175 • <http://www.womensfacultyclub.com>

Located in the heart of the UC Berkeley campus, the Men's Faculty Club or the Women's Faculty Club should be your first choice for guest accommodations, if rooms are available on your desired dates. Guests must be sponsored by a Club member, or by a campus department when visiting the campus on official University business. Contact Business Services for the appropriate house account number before making reservations. Room rates include a complimentary continental breakfast. Limited guest parking is available at the rate of \$18/day.

### **New! Berkeley City Club**

2315 Durant Avenue, Berkeley, CA 94704  
(510) 848-7800 • <http://www.berkeleycityclub.com>

Designed by architect Julia Morgan in 1927 and founded originally as "The Berkeley Women's City Club," the Berkeley City Club is a California State Historical Landmark. The hotel is located a block from campus, near upper and lower Sproul Plaza. Guest parking is available at the hotel and continental breakfast is included in the room rate. Unless a payment guarantee has been received in advance, your hosted guest will be asked to pay the bill at check-out. Payment guarantees are provided by the Event Planner credit card via a request to [orders@law.berkeley.edu](mailto:orders@law.berkeley.edu).

### **New! Hotel Shattuck Plaza**

2086 Allston Way, Berkeley, CA 94704  
(510) 845-7300 • [www.hotelshattuckplaza.com](http://www.hotelshattuckplaza.com)

Located two blocks from campus, the city's oldest hotel recently reopened after a multi-million-dollar renovation. Amenities include an on-site restaurant and business center. The facility is ADA and handicap accessible. To make reservations, call the hotel directly and ask for "in-house reservations." You will be redirected to the appropriate agent at HotelRes.com who will ensure that you receive the UC Berkeley room rates. A payment guarantee will be required in advance or your guest will be asked to pay the bill at check-out. Payment guarantees are provided by the Event Planner credit card via a request to [orders@law.berkeley.edu](mailto:orders@law.berkeley.edu).

### **Bancroft Hotel**

2680 Bancroft Way, Berkeley, CA 94704  
(800) 549-1000 • [www.bancrofthotel.com](http://www.bancrofthotel.com)

This boutique hotel in the Arts and Crafts style is also a National Landmark Hotel. Located across the street from Berkeley Law, the Bancroft Hotel is adjacent to Caffe Strada and Adagia Restaurant. Discounted room rates are available to Berkeley Law hosted guests and a complimentary continental breakfast is included in the room rate. Please note that there is no elevator in the hotel.

**The Claremont Resort and Spa**

41 Tunnel Road, Berkeley, CA 94705  
(510) 843-3000 • <http://www.claremontresort.com>

The Claremont is located about two miles from Berkeley Law. Taxi service is available or guests may walk the distance to the campus along quiet residential streets. It is especially important that your reservation requests be processed by Business Services to avoid having your hosted guests charged at check-out for all or part of their room rate, taxes and resort fees. Additionally, many of the Claremont's guest amenities are not allowed as business expenses by the IRS and our payment guarantee for this hotel must be very specific. Unallowable costs charged to Berkeley Law, in the absence of the appropriate payment guarantee, may become the personal financial obligation of the individual who made the reservation.

**Hotel Durant**

2600 Durant Avenue, Berkeley, CA 94704  
(510) 845-8981 • [www.hoteldurant.com](http://www.hoteldurant.com)

The renovated Hotel Durant is one of only two full-service boutique hotels in Berkeley and is located just one block from campus. Henry's, the hotel restaurant and bar, is a popular spot for students, faculty and guests. Guest parking is available at the hotel. Unless a payment guarantee has been received in advance, your hosted guest will be asked to pay the bill at check-out. Payment guarantees are provided by the Event Planner credit card via a request to [orders@law.berkeley.edu](mailto:orders@law.berkeley.edu).

**Doubletree Hotel, Berkeley Marina**

200 Marina Boulevard, Berkeley  
(510) 548-7920 • <http://doubletree1.hilton.com>

The hotel is situated right on the bay and is only about three miles from the campus straight down University Avenue. A payment guarantee is required at the time a reservation is made, so you should send your reservation request directly to [orders@law.berkeley.edu](mailto:orders@law.berkeley.edu) for action.

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