

Making Hotel Reservations for Berkeley Law Hosted Guests

This flyer is intended for Berkeley Law staff use only - please do not share with your guest. Note that this flier is for booking individual room nights only – group reservations often have specific conditions, so read your proposed contract carefully before agreeing.

Men's Faculty Club

Faculty Glade, UC Berkeley Campus
(510) 540-5678, ext. 231 • <http://www.berkeleyfacultyclub.com/>
Accounting Contact: Vivian Nguyen
(510) 540-5678 ext. 234
Account # G4600

Women's Faculty Club

Faculty Glade, UC Berkeley Campus
(510) 845-5084 or 642-4175 • <http://www.womensfacultyclub.com>
Accounting Contact: Cina Chan
(510) 642-4175
hotel@womensfacultyclub.com
Account # S0031

Description: 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. Room rates include a complimentary continental breakfast. Limited guest parking is available at the rate of \$18/day.

Booking Instructions: Individual staff members may reserve rooms against our department account (see above for account numbers) by calling the Clubs directly. Please ensure both you and your guests name is taken by the Club at the time of booking. Once the booking is complete, please email Business Services (inquiries@law.berkeley.edu) with the details of the trip and the chartstring and payment will be made on your behalf at the end of the month your guest visited. For both hotels, cancellation must be at least 24 hours in advance and group bookings have special cancellation rules that vary depending on the size of your group; contact the hotel for more information.

Berkeley City Club

2315 Durant Avenue, Berkeley, CA 94704
(510) 848-7800 • <http://www.berkeleycityclub.com>
Accounting contact: Bridget Bichsel
(510) 280-1535
accounting@berkeleycityclub.com
Account # DB134

Description: 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.

Berkeley City Club (Continued)

Booking Instructions: Individual staff members may reserve rooms against our department account (see above for account number) by calling the Club directly. Unless a payment guarantee has been received in advance, your hosted guest will be asked to pay the bill at check-out. Contact the hotel for a room reservation quote and refer to the Berkeley Law account number for billing, with your contact information. The invoice will be e-mailed to you. There is a 48 hour cancellation policy for individual rooms. One night's room and tax will be charged for late cancellations and no-shows.

Hotel Shattuck Plaza

2086 Allston Way, Berkeley, CA 94704
(510) 845-7300 • www.hotelshattuckplaza.com

Accounting Contact: Jenna White, Accounting Manager
(510) 225-6010

Reservations contacts:

Rooms: Eileen Espinoza (510) 225-6066
Events: Angela Paradiso (510) 225-6015

BearBuy supplier name: BPR PROPERTIES BERKELEY LLC

Description: 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. The Hotel Shattuck Plaza is an excellent choice for hosted guests who wish to travel via BART, as it is directly next to the Downtown Berkeley station.

Booking Instructions: To make reservations, call the hotel directly and ask for "in-house reservations." Once you have identified yourself as representing UC Berkeley, Central Reservations 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. Please complete and fax or e-mail the completed Direct Billing Authorization Form for each guest. After your guest's stay, the invoice will be e-mailed to you. There is a 24 hour cancellation policy for individual rooms.

Bancroft Hotel

2680 Bancroft Way, Berkeley, CA 94704
(800) 549-1000 • www.bancrofthotel.com

Description: 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 Free House 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.

Booking Instructions: To make reservations, call the hotel directly. A payment guarantee will be required in advance or your guest will be asked to pay the bill at check-out. Please provide your contact information, and the invoice will be e-mailed to you two or three days after your guest's departure. There is a 24 hour cancellation policy for individual rooms.

The Claremont Resort and Spa

41 Tunnel Road, Berkeley, CA 94705

(510) 843-3000 • <http://www.fairmont.com/claremont-berkeley/>

Accounting Contact: Nicole Lewis, Credit Manager

Nicole.Lewis@fairmont.com

Reservations Contact: Mazin Oshaish, Reservations Manager

510-549-8597

moshaish@fairmont.com

BearBuy supplier name: The Claremont Hotel Club & Spa

Description: UC's oldest and grandest hotel, the Claremont is located about a mile from Berkeley Law and is a favorite of many travelers. Taxi service is available or guests may walk the distance to the campus along quiet residential streets. 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.

Booking Instructions: To make reservations, call the hotel directly. Though you may receive a 'confirmation number,' a Purchase Order will be required in advance (no less than 72 hours prior to guest arrival) in order to hold the reservation. Contact the hotel for a room reservation quote (verbal quote is fine) and create a purchase order for the stay via BearBuy using the Payment Request form. Once the PO has been approved, a copy will automatically be forwarded to the Claremont; however, you should call the hotel and confirm they received the PO to avoid any potential issues when the guest arrives. There is a 48 hour cancellation policy for individual rooms. One night's room and tax will be charged for late cancellations and no-shows.

Hotel Durant

2600 Durant Avenue, Berkeley, CA 94704

(510) 845-8981 • www.hoteldurantberkeley.com

Accounting contact:

TyHa McCandless

510-809-4123

BearBuy supplier name: RAAJ Berkeley Lessee LLC

Account # UCBBH4

Description: 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.

Booking Instructions: To make reservations, call the hotel directly. A payment guarantee will be required in advance or your guest will be asked to pay the bill at check-out. Please complete and fax or e-mail the completed Direct Billing Authorization Form for each guest, including our account number (see above). The invoice will be e-mailed to you after the guest's stay, at which point it can be paid via BearBuy. There is a 24 hour cancellation policy for individual rooms. The cancellation notice period is 2 weeks before reservations made for game days or other major events.

Doubletree by Hilton, Berkeley Marina

200 Marina Boulevard, Berkeley

(510) 548-7920 · <http://www.doubletreeberkeleymarina.com/>

Accounting Contact: Nicole Lewis, Credit Manager

robert.nase@hilton.com

510-665-7125

Description: The hotel is situated right on the bay and is only about three miles from the campus straight down University Avenue. The Doubletree is a good backup option for when other, closer hotels are full.

Booking Instructions: To make reservations, call the hotel directly and ask to speak to Robert Nase in Accounting (see above for contact info), who will use the in-house reservations desk to make your reservation for you against Berkeley Law's house account. Please also supply him with your full billing and contact information; after the stay, he will e-mail the invoice to you. There is a 24 hour cancellation policy for individual rooms.

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