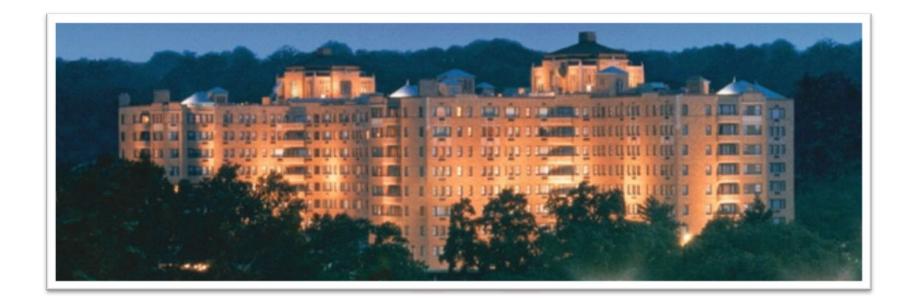
# OMNI SHOREHAM HOTEL



PLANNER GUIDE



# **Omni Shoreham Hotel**

Since 1930, the Omni Shoreham Hotel in Washington, DC has played host to presidents, world leaders and inaugural balls, making it a true historic Washington landmark.

Located in one of the most influential cities of the world, this grand luxury hotel offers a resort atmosphere and a personal taste of politics, culture, art and music at its best. The four-diamond Omni Shoreham Hotel is nestled on 11 acres in picturesque Rock Creek Park in northwest Washington, DC and is only steps away from the National Zoo.

Many of our 836 luxury guest room accommodations and suites offer spectacular views of the park. The hotel is just 8 miles from Reagan National Airport and 28 miles from Dulles International Airport





### **Omni Shoreham Hotel at a Glance**

- \* 836 recently renovated luxury rooms
- \* 24 meeting rooms totaling 100,000 square feet
- Sits on 11 meticulously manicured acres nestled next to Rock Creek Park
- Four Diamond AAA Luxury Hotel
- Member of Historic Hotels of America
- ❖ 100% Smoke Free
- ❖ ADA Access and Accessible Rooms Available
- Pet-Friendly Hotel
- \* Check In: 3:00 pm (Featuring Express Check-In)
- Check out: 12:00 pm (Featuring Express Check-Out)
- Valet Parking
- ❖ 50 yards from the Woodley Park-Zoo/Adams Morgan Metro Station on the Red Line



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### **Guest Rooms**

#### **Rooms and Suites**



**785 Deluxe Rooms:** Offer 203-316 square feet of space, a variety of bed types (one king, one queen, one double, two queens or 2 doubles) and standard amenities.

**28 Classic Suites:** Offer 513-569 square feet of space and include either one king or two queen beds and a sitting area with sofa bed, overstuffed chairs and a coffee table.

**2 Bridal Suites & 13 One-Bedroom Suites:** These 526-711 square-foot suites include one king or two queen beds, plus a separate living room and bedroom. Some suites have balconies.

**8 Presidential Suites:** Offer 1,736 square feet of living space, including a living room with couch and overstuffed chairs, a traditional dining room for 8, a library with couch and coffee table, full kitchen with limited appliances, fireplaces and balconies with park views.

#### 35 ADA Accessible Rooms

#### **Room Features**

- Flat Screen HD TV
- High Speed Wi-Fi Internet
- Individual Climate Control
- Hairdryers
- Iron and Ironing Board
- MP3 Compatible Clock Radios
- Coffee Maker with Pods
- Pay Per View Movies
- Dual Line Phones with Voicemail
- In-Room, Laptop Sized Safes
- Work Desk
- Complimentary USA Today Daily
- Cribs and Rollaways Available
- Plush Robes Available

#### **Guest Services**

- Omni Sensational Kids Program
- "Get Fit" Kits through our Ideal Living Program
- Laundry and Dry Cleaning Services
- Post and Parcel Services
- Translation Services
- 2 On-Site ATMs
- 24-Hour Business Center
- Concierge Services
- Luggage Storage
- Coat Check Services
- ❖ Lambros Jewelry Store (10:00 am 6:00 pm / Mon Sat)
- ❖ Newsstand Gift Shop (7:00 am − 11:00 pm / Daily)



### **Guest Rooms**

### **ATMs and Banking**

Directions from DCA

There are 2 ATMs located in the hotel. One ATM is conveniently located in the West Promenade by the shoeshine. The other ATM is located in the East Promenade by the elevators.

Bank of America and M&T Bank branches are one block away on Connecticut Avenue.

# **Airports**

Reagan National Airport (DCA) (703-417-8000) 8 Miles (15 to 30 Minutes) Accessible via Shuttle Service, Taxi, and DC Metro Bus or Rail.

Dulles International Airport (IAD) (703-572-2700) 28 Miles (35 to 50 Minutes) Accessible via Shuttle Service or Taxi. Directions from IAD

BWI Thurgood Marshall Airport (BWI) (1-800-I FLY BWI) 38 Miles (50 to 70 Minutes) Accessible via MARC, Amtrak, Shuttle Service, Taxi, or DC Metro Bus + Rail. Directions from BWI

# **Airport Transportation:**

Abe's Transportation: (202) 518-0333

The Omni Shoreham's preferred transportation partner

Super Shuttle: (202) 296-6662 - (800) Blue-Van

MARC Train or Amtrak: BWI Airport only. Both may be accessed at

Union Station

Metro: DCA Airport only

### **Cash Payments and Deposits**

Should guests prefer to pay in cash, their room and tax charges are to be paid in full at the time of Check-In. In addition, a \$50.00 per night cash deposit is required to cover potential incidental charges..

#### Check-in/Check-Out

Our standard check-in time is 3:00 pm and standard check-out time is 12:00 pm.

Express Check-In and Check-out are available. Prior to your arrival you will receive an e-mail from Omni Hotels allowing you to use Express Check-In. Express Check-Out may be done from your guestroom phone on your departure date.

Should you require an early check-in or late check-out time; please contact the front office. Requests are not guaranteed unless contracted and are contingent upon occupancy levels for the date(s) requested. Luggage storage is available at the Bell Stand for your convenience.

#### **Fitness Center**

The Spa and Sports Club is located on level 2B of the West Promenade. Our fitness center features cardiovascular equipment, cyber strength training equipment, a free weight area, dry sauna and a full amenity locker room.

For massage, facial and other spa treatments please contact the Spa attendant to make an appointment. Dial 5199 from room or house phone.

Operation Hours: 24 Hours



### **Guest Rooms**

### Housekeeping

Housekeeping services are provided on a daily basis. Evening housekeeping services are offered to all Select Guests, your VIPs, and upon request to all other guests. Should you wish to have your room serviced at a specific time, please inform our staff.

Housekeeping will be pleased to provide some of the comforts you may have left at home: baby cribs, foam pillows, combs, personal hygiene items and sewing kits. (Rollaway beds, refrigerators, and adapters are available for an additional fee)

Call Ext.11 for the Housekeeping Department or Dial 0 for the Operator from your guestroom phone or any house phone.

### **Parking**

All parking at the Omni Shoreham is Valet. Overnight Parking is \$39.00 inclusive of tax

# **Hourly Pricing:**

0-2 Hours - \$24 (inclusive of taxes)

2-24 Hours - \$39 (inclusive of taxes)

#### **Postal Services**

There is a U.S. Post Office located at 2300 18<sup>th</sup> Street, NW, 6 blocks from the hotel. A letter drop box is also located next to the Concierge Desk in the Front Lobby. Postage stamps are available at the Front Desk

# **Security**

For any and all security issues, please Dial 0 from any house or guestroom phone. The operator will connect you with security who will respond to your needs immediately.

#### Restaurants

❖ Robert's Restaurant

Breakfast: 6:30 am – 11:30 am Lunch: 11:30 am – 3:00 pm Dinner: 5:00 pm – 10:30 pm

Morsel's Café

Daily from 6:00 am - 8:00 pm

In-Room Dining (24 hours a day)

Breakfast: 6:00 am – 11:30 am All Day Dining: 11:30 am – 1:00 am

Chef's Special Dinner Entrees: 5:00 pm – 11:00 pm

Late Night Dining: 1:00 am – 6:00 am

Marquee Bar and Lounge

Sunday – Thursday: 4:00 pm – 12:00 am Friday and Saturday: 4:00 pm – 1:00 am

(Hours of operation is subject to change based on business demand)

# **Swimming Pool**

Open mid-April to mid-October, weather permitting, our swimming pool, kids' pool and hot tub, is located on the outside grounds adjacent to the Spa and Sports Club. The pool area can be accessed through the Fitness Center only. Opening hours vary seasonally and the pools close at dusk. We request that guests wear suitable attire to and from the pool.



# Meetings

# Accounting

To establish credit with the hotel you need to turn in a completed credit application by the date specified on your contract. If the application is not received by the deadline, or if you are not approved for credit, your estimated charges are to be paid in full by credit card, certified or company check, or via wire transfer. Payment must be received thirty days in advance of your arrival.

When you are onsite, the Banquets Department will coordinate with you on a daily basis to review and receive a signature on your previous days' Banquet Checks. These will encompass room rental fees, food and beverage charges, and miscellaneous charges such as electrical, engineering, setup fees, and etc.

The Accounting Department is responsible for your daily onsite and post-event bill review. Accounting's direct dial number is (202) 756-5055. Please direct any questions regarding your final bill to their attention.

#### **Attendance Guarantees**

Final guarantees are to be confirmed three (3) business days prior to the event. This allows for proper staffing and adequate stock to ensure the successful execution of your event.

#### **Audio Visual Services**

Our in-house partner, AVT, is available to take care of your audiovisual needs including: internet, sound, screens, projectors, lighting, laptops, printers, and more. Please contact the AVT team directly at (202) 756-5111







**EVENT TECHNOLOGIES** 

### **Banners and Signage**

Banner Definition: made of vinyl or cloth (any other material, refer to AVT for special pricing)

Please direct all banner hanging requests to AVT, as all banners must be hung by AVT.

*Note*: Banners are not permitted in public areas except the East and West Registration Desks.

# **Banquet Event Orders (BEOs)**

BEOs convey in detail, your event dates and times, room sets and refresh times, food and beverage orders, A/V requirements, linen and special décor items, engineering and telecommunications needs, and other miscellaneous information that may need to be brought to everyone's attention. Other pertinent information such as an on-site contact name(s), the organization's contact information, permanent account number or other billing information will be included on these documents.

Your Convention Services Manager will require a signature from you on every BEO, signifying that your organization can be held accountable for all charges incurred from every event in your program unless otherwise noted. (i.e. ICWs, complimentary items from contracts, etc.), and that what is requested on the BEO is the group's expectation for that meeting room.

# **Banquet Menu Selection**

Your final food and beverage requirements are due no later than 30 days prior to your event, including special dietary requirements. We are able to accommodate vegetarian, vegan, gluten-free, and kosher meals. Any changes or special requirements that need to be accommodated after this deadline must be communicated as soon as possible to your Convention Services Manager.



# Meetings

### **Banquet Setup**

Your room sets are dictated by your BEOs. They may include but are not limited to tables and chairs, standard hotel linen, audio visual equipment, and staging.

Alternative linens may be ordered to meet the décor needs of your event. Please contact your Convention Services Manager for more information.

Setup fees may apply depending on quantity and timeliness of room set ups and turns

### Hotel Inventory

Rectangle Table: 6'x 18" and 6'x 30" Round Tables: 5' Round and 6' Round

Cocktail Tables: 3' Round and 30"x 30" Square

High Boys: 3' Round
Stage: 8'x 4' each
Dance Floor: 3'x 3' each
Linen Color: White



#### **Business Center**

Business center is accessible 24 hours with guest room keys. Business Center Service Fees are as follows:

Workstation / Internet \$9.95 for per 15 minutes Pre-pay card \$14.95 for 30 minutes

Laser Printing \$.49 b/w, \$1.49 color per page

Notary Services \$2.00 per document

Scan to Email Services \$5.00

Faxing Services (Cover Sheet Complimentary)

Local 1 page - \$2.00, \$1.00/ add'l pg
Domestic 1-3 pages - \$5.00, \$2.00/add'l pg
International 1-3 pages - \$10.00, \$2.00/ add'l

Incoming \$1.00 each page

Black and White Copy Simplex 1-100 - \$0.25 per page

101-500 -\$0.20 per page 500 - 1000 - \$0.15 per page >1000 - \$0.10 per page

Duplex 1-100 \$0.35 per page 101-500 \$0.30 per page 501-1000 \$0.25 per page > 1000\$0.15 per page Color 1-100 \$0.75 per page \$0.65 per page 101-500 \$0.55 per page 501-1000 \$0.45 per page > 1000

Printing (from USB drives) \$.49 b/w, \$1.49 color per page

Copy machine codes are available to groups so that all copy charges can be applied against a master account at the conclusion of the program



### **Meetings**

# **Destination Management Companies**

A Destination Management company is a third party meeting planner. We recommend:

The Event Network / GEP Washington

Email: dcinfo@gepdmc.com Phone: 202-777-7800

CSI - Capitol Services Inc

Email: info@csi-dc.com Phone: 703-584-2460

Capital City Events

Email: Tim@CapitalCityEvents.com Phone: 301-564-6200

### **Decorator Company**

Alliance is dedicated to helping show organizers and exhibitors achieve their goals and maximize return on investment by providing easy access to cost-effective, high-quality service. Alliance Exposition Services is Omni Shoreham Hotel's preferred decorator company and they have an office in the hotel. Please contact <u>Sales@alliance-exposition.com</u> for any questions.



# **Meeting Room Keys**

Duplicate keys for our meeting rooms can be provided complimentary upon request to your CS Manager or CS Concierge.

Meeting rooms (not ballrooms) can be re-keyed. There is a one-time \$100.00 fee per room is associated with room re-key requests, and 24 to 48 hours notice is needed.

#### **Electrical**

For all electrical needs please contact you Convention Services Manager for a price list and ordering. Higher charges may apply for floor requests.

#### **Exhibits**

The Hotel provides all phone, WiFi and electrical services as requested in advance. There are additional fees for on-site orders.

The Hotel is not responsible for the cleaning or trash removal of the Exhibit area. All set-up and materials for the Exhibit area must be provided by the client including carpeting, pipe, drape, and signage.

Client is to provide all security for the Exhibit area. Overnight security is the bare minimum coverage.

No forklifts are permitted under the ceiling grids. No items may be hung from the ceiling or grids.

For a Complete list of Rules and Regulations for use of the exhibit hall please contact your Convention Services Manager.

### Fire Code & Safety

All meeting room setups must meet fire code guidelines.

Exhibit spaces must have diagrams that have been reviewed by the Convention Services Manager and then approved by D.C. Fire Marshal. It is the responsibility of the client (or decorator company) to have these approved prior to the beginning of setup.

In the event that the alarms should sound during your time at the hotel, please follow the directions of the hotel staff as they will direct according to the nature of the emergency. Guests should exit through the nearest exit and be alert to instructions by hotel staff and announcements through the intercom system. Because of our size, we do not have one specific area for guests to meet; this will vary based on the location and nature of emergency.



# **Meeting Rooms**

#### Load in - Load Out

#### **Move In Locations & Instructions:**

The lobby/front drive is not an option, and using the pool deck is prohibited. After loading/unloading the vehicle(s) must be moved. Parking is limited at the hotel's parking lot and fees are based upon the prevailing rates.

Omni Shoreham does not have truck parking available Off site, secure parking, is available at the Union Station, fees need to be pre-paid. The Union Station Parking Garage can be reached at 202.898.1950

- It is the vendor's responsibility to load/unload and to provide transport equipment to move the items
- Pallet Jacks are not allowed on hotel carpet
- ❖ Due to a city ordinance no movement of any kind may occur between 11:00pm − 7:00am
- No storage will be allowed in the hallway.
- ❖ Per D.C. ordinance, smoking is not allowed inside the gate or in the Omni Shoreham Hotel
- Omni Shoreham does not own a fork lift
- Schedule a load in / load out time with your CSM

# 28<sup>th</sup> Street Driveway, servicing the following meeting rooms:

Ambassador Ballroom - Regency Ballroom - Birdcage Walk

# *Instructions for this entrance:*

Use the phone located at the entrance to have the gate opened, this is a must since it directly dials our Set up Manager on Duty. Please don't use your cell phone to call the hotel operator.

This is a driveway entrance; please use a vehicle with a lift if necessary as no dock exists. Upon departure please call (202) 423-1273 before 11 PM

# Loading Dock; servicing the following meeting rooms:

East Promenade - West Promenade Meeting Room Empire Ballroom Diplomat Ballroom, - Palladian Ballroom

*Instructions for this entrance:* 

Proceed to the "loading dock" area on the right hand side. Contact receiving at (202) 423-1293 upon arrival.

Maximum height is 12' entrance; dock is 5' wide.

Please use a vehicle with a lift; as most trucks do not match up with the height of the receiving dock (approx 56 inches).

# Parkview Entrance; servicing the following meeting rooms:

Blue Room, Blue Room Terrace, Blue Room Pre-Function Empire Terrace Gazebo

*Instructions for this entrance:* 

Contact the Set up Manager on Duty at (202) 423-1273 upon arrival. Use the delivery/bus entrance to the glass door "Parkview" entrance (East side of the hotel – enter on the road just before Rock Creek Parkway). This is a guest entrance, please be aware of the surroundings, do not leave items in the corridors

This is a driveway entrance; please use a vehicle with a lift if necessary

This entrance material is marble, and the vendor is to bring a protective covering if heavy items are being moved. Pallet Jacks are not allowed.

This is a hotel entrance; all items must be unloaded off the truck prior to setting up any equipment in the meeting rooms. When loading out; all items should be packed up and ready to be put on the truck before loading out begins.



# **Meeting Rooms**

# Additional Notes for A/V Companies & Exhibiting Companies:

- ❖ If pipe & drape covers any Exit Signs replacement Exit Signs that are clearly visible must be placed on the pipe & drape
- ❖ No equipment should be blocking exit doors or service entryways
- ❖ All power cords must be neatly taped to the carpet along the wall
- ❖ All service doors and Entry Doors must be covered by a bridge
- ❖ If A/V equipment needs to be moved from one side of the hotel to the other; this must be done through back of the house hallways
- ❖ A/V materials cannot be brought through the hotel lobby
- Proper attire is required for all employees
- No smoking within 15 feet of the building or in the building smoking is not permitted in the 28<sup>th</sup> street loading area between the loading gates and the hotel
- Any storage needs must be arranged in advance by the group contact hosting the event at the Omni Shoreham
- Trucks cannot be left in any of the loading areas after loading in or loading out has been completed
- Upon teardown all tape, boxes and other garbage must be removed and placed in trash cans prior to departure

# If using REGENCY Ballroom:

- ❖ The space for tech riser will allow for a 24' x 8' x 24" stage this will be located in front of the roll up door that is used for loading into Regency.
- ❖ As much as possible; the electrical power should come from the west wall, this minimizes running cables across the main door. All wires should go over the doors
- ❖ For temperature control purposes; load in/out should be at one time
- ❖ All wiring should be Hung Over the Door − especially the main entry door and service doors (if food & beverage is being had in Regency). Wires should not cross the floor directly in Front of Doors

# **Shipping and Receiving**

- ❖ All packages must be addressed to the recipient, not to the attention of any hotel employee. Packages will be available between the hours of 7am − 6pm (M-F) & 7am- 2pm (Sat- Sun) through the receiving department. Exceptions will only be made if an appointment is arranged directly with receiving at least 48 hours in advance.
- ❖ All Packages will be accepted a maximum of 2 business days prior to arrival. Items received prior to that date will be charged a storage fee.

#### Exhibit Materials:

- Hotel does not accept any Exhibit Materials. All Exhibit Materials should be delivered through the freight company.
- Conference materials:
  - Packages under 10lbs. will incur a \$5.00 service charge each.
  - Packages over 10lbs will incur a \$33.00 service charge per 100 lbs, or part thereof, will be charged for items apply, this fee includes receiving the items and delivering them to your specified location one time.
- Sample Shipping information is as in below:

To: Meeting Planner

CC: Convention Service Manager

Event Name: ABC Associates Annual Conference

Date of Events: January 1-2, 2012 Address: Omni Shoreham Hotel

2500 Calvert Street NW, Washington, DC 20008

### **Sound System**

In-house sound is not available. For sound speaker set-up in meeting rooms please contact **AVT** directly at (202) 756-5111.

# **Temperature Control**

All guest rooms are equipped with in-room controls. If a problem occurs please dial 0 and the operator will direct you to our engineering department. For temperature control needs in meetings rooms please dial 11 on any house phone or contact your Convention Services Concierge.

