



Resource Information

CHICAGO

The Drake

HOTEL



Meeting & Event Resource Guide

The pride of Chicago, The Drake Hotel has been the choice of celebrities and heads of state since its opening in 1920. Since then, The Drake has combined tradition with elegance and style to wow our guests and accommodate all your needs, whether you are in Chicago on business or pleasure. Perfectly located in Chicago's most exclusive area, the Gold Coast on The Magnificent Mile, The Drake Hotel offers dazzling views of Lake Shore Drive and Oak Street Beach and is just steps from Chicago's most prestigious boutiques.

Our goal is to be the Best to Do Business With. There are various stages when we interact with you, the customer. They are: solicitation and marketing, sales and booking, preplanning, on-site and post-event. Through each of these stages, we focus on the following touch points: creativity, consistency, communication, flexibility and image. To aid you in the planning process, we have compiled the following hotel information. It is a pleasure to assist you with coordinating the many details that are necessary for making the perfect meeting, convention or event a success. Please note that all pricing is subject to change. **We look forward to supporting you in planning a successful event.**

General Information

Hotel Overview

Guest Room diagrams with specifications

Suite Information and Descriptions

Dining Information with Restaurant Descriptions

Hotel Shop(s) Information

Function Space and Banquets

Function Space Diagrams with specification

Catering Menu's available separately

Resource Information

The Drake Hotel Chicago

140 East Walton Place

Chicago, IL 60611

(312) 787-2200

www.thedrakehotel.com

www.drake.hilton.com

Resource Guide

[Advertising Opportunities](#)
[Affiliates/ICW](#)
[Transportation Information](#)
[AMENITIES](#)
[Americans with Disabilities Act \(ADA\)](#)
[Audio/Visual](#)
[Balloons](#)
[Banquet Equipment](#)
[Bell Services](#)
[Billing/ Master Accounts](#)
[Business Center](#)
[Cash Paid Outs](#)
[Cash Paying Guests](#)
[Check-In and Checkout](#)
[Coat Check Services](#)
[Convention Center](#)
[Corkage](#)
[Destination Management Companies \(DMC\)](#)
[Deposits](#)
[eEvents](#)
[Electrical](#)
[Elevators](#)
[Emergency Procedures](#)
[Exhibits](#)
[Fire Codes](#)
[Floral/Florist](#)
[Gratuities](#)
[Group Reservations Identification Program \(GRIP\)](#)
[Guest List Manager](#)
[Guest Rooms](#)
[Hospitality Suites Functions](#)
[Hotel Map](#)
[In-Room Dining](#)
[Internet/Communication Services](#)
[Labor](#)
[Loading Dock/Elevators](#)
[Meeting Room Capacities](#)
[Meeting Room Description](#)
[Meeting Room Deliveries](#)
[Meeting Room Set Standard](#)
[Parking](#)
[Personalized Group Web Page\(POG\)](#)
[Pets \(policies\)](#)
[Pianos](#)
[Pre-Convention Meeting](#)
[Printing Services](#)
[Public Transportation](#)
[Radios/Pagers/Nextels](#)
[Reservations \(RAPID!\)](#)
[Restaurants/Lounges](#)
[Rooming Lists](#)
[Rollaway beds/ Mini-bars](#)
[Security](#)
[Shipping and Receiving](#)
[Signage/Banners](#)
[Sound System](#)
[Specialty Meals \(Kosher\)](#)
[Storage](#)
[Taxes](#)

ADVERTISING OPPORTUNITIES

The hotel offers groups and their affiliates opportunities to sponsor/advertise during the specified dates of the meeting/exhibit. Your Event Services manager will provide detailed information and can discuss other ideas not listed below:

- Logo products, e.g., keycards, cocktail napkins, to go lunch boxes, etc.
- Video Channel
- Plasma Screens
- Banners/Signage

AFFILIATE ENENTS/ IN-CONJUNCTION WITH EVENT

Groups meeting in conjunction with a conference, but not part of the official convention program who require meeting space will work directly with our Catering and Event Services Department. All meeting space, if available, will be at the hotel's normal prevailing room rental rates and will be subject to the hotel's standard contract terms and conditions.

A listing of all affiliates should be sent to the hotel no later than 90 days prior to the actual event, so that they can be individually contacted by the Catering/Event Services Department to set up food, beverage and billing arrangements.

Any group hosting an in-conjunction with event is solely responsible for all charges and activities. The hosting convention must authorize all arrangements for meeting space, assignments, food, beverage, etc.

Groups meeting in conjunction with a conference, but not part of the official convention program who require meeting space and separate billing, are subject to credit approval. All meeting space, if available, will be at the hotel's normal prevailing room rental rates and will be subject to the hotel's standard contract terms and conditions.

TRANSPORTATION INFORMATION

From	Distance		Time	Via
	km	mi	min	
O'Hare Airport	32	17	30-45	Taxi / Shuttle / Train
Midway Airport	25	11	25-30	Taxi / Shuttle / Train
Union Station (railroad)	4	2.5	10	Taxi / Bus
Northwestern Station (railroad)	3.2	2	10	Taxi / Bus

1. Midway Airport to the Drake Hotel

(Please allow at least 45-60 minutes travel time.)

By Taxi: Taxi stands are located outside of the baggage claim areas. Average taxi fare approximately \$30 plus tip.

By Private Car: For livery service (car & driver), please call the Concierge for assistance. Tel. 312-932-4665.

By Train: (CTA Orange Line Train, located at Midway Airport)

Follow the directional signs to the train station, located on the lower level of the airport. Enter the train station & purchase a transit card (\$2) from the vending machine. Board the inbound Orange Line train & proceed to downtown Chicago. Exit at State and Lake and walk down to the street level. Hail a taxi to the Drake Hotel (Estimated fare: \$5.00-\$6.00). The Drake Hotel is located at 140 E. Walton Place (Michigan & Walton) Tel. 312-787-2200.

By Car: From Midway, proceed 2 miles north on Cicero Ave. to the entrance ramp for I-55 North.

1.	Head south	210 ft
2.	Keep left at the fork to continue toward W Airport Dr and merge onto W Airport Dr	0.6 mi
3.	Turn right at S Cicero Ave/SR-50	1.8 mi
4.	Turn right onto the Stevenson Expy/I-55 N ramp	0.4 mi
5.	Merge onto I-55 N	4.3 mi
6.	Take exit 292A for I-94 W/I-90 W/Ryan Expy	1.6 mi
7.	Merge onto I-90 W/I-94 W	2.5 mi
8.	Take exit 50B to merge onto W Ohio St	1.5 mi
9.	Turn left at N Michigan Ave	0.5 mi
10.	Turn right at E Delaware Pl	0.1 mi
11.	Turn left at N Mies Van Der Rohe Way/N Seneca St	295 ft
12.	Turn left at E Walton Pl Destination will be on the right	358 ft

Tel. 312-787-2200.

By Shuttle Van: (Go Airport Express) <http://www.airportexpress.com/>

Reservations are not required. Shuttle vans depart approximately every 10 minutes in front of the baggage claim areas. If you already have a ticket or voucher, simply present it to the driver as you board the shuttle van. Tickets can be purchased with cash or a major credit card at the Airport Express ticket counters located inside of the baggage claim areas. Tickets can also be purchased directly from the shuttle driver.

Midway shuttle fares are as follows: <http://www.airportexpress.com/shuttles/airport-transfers-fare-quote.html>

Single Fare One-Way: \$22

Group Fare One-Way: \$12

Single Fare Round-Trip: \$37

Group Fare Round-Trip: \$22

Pair Fare One-Way: \$15

Children, ages 6-12: \$13 each way

Pair Fare Round-Trip: \$27

Children, ages 5 and under: Free

2. O'Hare International Airport to the Drake Hotel

(Please allow at least 45-60 minutes travel time.)

By Taxi: Please follow the directional signs to the baggage claim and taxi stand areas. Average taxi fare is approximately \$40.

By Private Car:

For livery service (car & driver), please call the Concierge for assistance. Tel. 312-932-4665

By Train: (CTA Blue Line Train, located at O'Hare Airport, lower level)

* Please note: The train is an affordable travel option, but staircases, escalators and crowded train cars can be uncomfortable for those with extra luggage.

- Follow the directional signs to the train station, located on the lower level of the airport.
- Enter the Blue Line Train Station and purchase a transit card (\$2) from the vending machine.
- Walk down the stairs to the train platform and board the inbound Blue Line Train.
- Take the train to downtown Chicago and exit at Clark & Lake (or Washington Street).
- Exit the train station and hail a taxi (Estimated fare: \$7 to the Drake Hotel).
- Direct the driver to the Drake Hotel, located at 140 E. Walton Place.

By Car:

1.	Head south on Chicago Ohare International Airport	1.1 mi
2.	Continue on I-190 E	2.0 mi
3.	Take the exit onto I-90 E	13.2 mi
4.	Take exit 50B toward 600 N/Ohio St E	1.1 mi
5.	Merge onto W Ohio St	0.7 mi
6.	Turn left at N Michigan Ave	0.5 mi
7.	Turn right at E Delaware Pl	0.1 mi
8.	Turn left at N Mies Van Der Rohe Way/N Seneca St	295 ft
9.	Turn left at E Walton Pl Destination will be on the right	358 ft

- Valet parking is available in front of the hotel. Attendants will park your car and provide luggage assistance. The valet parking charge is \$48 per night (24 hour period), with in and out privileges.
- Self park entrance is located close by. Please inquire with your event service manager the locations rate are \$30 per 24 hours. Tel. 312-787-2200.

By Shuttle Van: (Go Airport Express) <http://www.airportexpress.com/>

Please note: Reservations are not required. Shuttle vans depart approximately every 10-15 minutes in front of the baggage claim areas. If you already have a ticket or voucher, simply present it to the driver as you board. Tickets can be purchased with cash or a major credit card at the Airport Express ticket counters located inside of the baggage claim areas. Ticket counters and loading zones for the van are located at Door 1E, Door 2D and Door 3E across from baggage claim on the Baggage Claim Level. At the international terminal (Terminal 5), a ticket counter and loading zone is located just outside of Door 1E, which is just outside of baggage claim and Customs. * The last Go Airport Express shuttle leaves O'Hare at 11:30 p.m. seven nights a week. **Reservations are not required to downtown Chicago.**

O'Hare Shuttle fares are as follows: <http://www.airportexpress.com/shuttles/airport-transfers-fare-quote.html>

Single Fare One-Way: \$27 per person
 Single Fare Round-Trip: \$49 per person
 Pair Fare One-Way: \$19 per person
 Pair Fare Round-Trip: \$35 per person

Group Fare One-Way: \$14 per person
 Group Fare Round-Trip: \$27 per person
 Children, ages 6-12: \$12 per child each way
 Children, ages 5 and under: Free

AMENITIES

The Room Service department is happy to service your group gift and amenity needs. You may choose from the list of amenities below or advise your Catering/Event Manager of your specific preferences or budgeting guidelines.

IN-ROOM DINING AMENITIES

*24 hours notice required – Minimum Order \$15.00
All Food and Beverage prices are subject to 17% Gratuity,
In-Room Dining Charge of \$5.00 per delivery
and applicable State and Local Taxes.*

- 1 VERY BERRY \$23.00**
Blackberries, Raspberries, Blueberries, Strawberries with a Fruit Tart
Suggested Beverage:
Piper Heidsieck, France Split (187ml)..... \$23.00
Bottle (750ml)..... \$78.00
- 2 NUTS \$25.00**
Pecans, Candied Walnuts, Almonds, Mixed Oven Roasted Nuts with a Pecan Square
Suggested Beverage:
Premium Beer (12oz bottle)..... \$7.00
- 3 DRIED FRUITS \$18.00**
Raisins, Cherries, Apricots, Dates and Figs
Suggested Beverage:
J. Lohr, Riverstone, Chardonnay, Arrozo Seco (Half bottle 375 ml)\$29.00
- 4 MILK AND COOKIES.....\$13.00**
One giant Chocolate Chip Cookie, one Giant Sugar Cookie, M&M's and a carafe of 2% Milk
- 5 CHOCOHOLIC \$25.00**
Dark Chocolates with Cocoa Butter Milk Filling, M&M's, Chocolates with Caramel filling, White Chocolate Truffles and Chocolate dipped Strawberry
Suggested Beverage:
J. Lohr, "7oaks" Cabernet Sauvignon, Paso Robles (Half bottle 375 ml)\$29.00
- 6 A TASTE OF THE DRAKE..... \$16.00**
Oven Roasted Tomato with Herbs, Smoked Duck with Orange, Smoked Salmon with Capers and Dill, Salami Cornet and Apricot with Boursin Cheese
Suggested Beverage:
Piper Heidsieck, France Split (187ml)..... \$23.00
Bottle (750ml) \$78.00
- 7 TAPENADE \$24.00**
Green Olive Paste, Sun dried Tomato, White Bean Paste, Black Olive Paste with Assorted Toasts
Suggested Beverage:
J. Lohr, Riverstone, Chardonnay, Arrozo Seco (Half bottle 375 ml)\$29.00
- 8 CHEESE AND FRUITS \$25.00**
Brie, Goat Cheese, Roquefort, Tete-de-Moine or Parmesan with Grapes, Dried Fruits, Crackers and Toasted Raisin Bread Stick
Suggested Beverage:
Dow's LBV 1996 Port (Half bottle 375ml)..... \$29.00
- 9 CHIPS AND DIPS \$10.00**
Sweet Potato and Yukon Gold Potato Chips with Dill Dip and Spinach and Ranch Dip
Suggested Beverage:
Domestic Beer (12oz bottle) \$6.00
- 10 SOUTH OF THE BORDER \$8.00**
Blue and Yellow Tortilla Chips served with Salsa and Sour Cream
Suggested Beverage:
Premium Beer (12oz bottle)..... \$6.00
- 11 SLICED FRESH FRUIT OF THE SEASON.....\$15.00**
Cantaloupe, Honeydew, Watermelon, Pineapple, Raspberries, Blackberries, Strawberries and Blueberries

Suggested Beverage:

Piper Heidsieck, France Split (187ml)..... \$23.00
Bottle (750ml) \$78.00

12 MINI CELEBRATION CAKE..... \$20.00

Chocolate Truffle Mousse on Chocolate Sponge Cake garnished with Chocolate Butter Cream (We will be happy to add you well wishes (Happy Birthday, Happy Anniversary, Congratulations etc...))

Suggested Beverage:

Piper Heidsieck, France Split (187ml)..... \$23.00
Bottle (750ml) \$78.00

13 THE DRAKE'S ASSORTED CHOCOLATES..... \$12.00

Selection of exclusive Pralines

Suggested Beverage:

Evian (0.5l) \$6.00
San Pellegrino (0.5) \$6.50

AMERICANS WITH DISABILITIES (ADA)

The Drake Hotel represents that the Hotel facilities being rented or reserved by you including guest rooms, common areas and transportation services are, and will be, in substantial compliance with applicable public accommodation obligations under the Americans with Disabilities Act. You agree that one week in advance of your event, you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space. You agree that you will be responsible for the procurement and payment of all charges for any and all auxiliary aids. We will, upon your request, furnish you with the names of businesses you can contact to obtain these aids. You also agree to be responsible for compliance with the ADA in the set up and conduct of meetings for your event.

When the Drake Hotel was originally built, ADA regulations were not in place. All accommodations have been made in accordance to ADA regulation. We do however ask that when traveling with a wheel chair certain procedures take place. For safety and security purposes all wheel chair needs to be escorted to specific areas of the hotel by our highly trained and well experienced security team. Please inform your event manager if you or your attendees will need assistance.

AUDIO/VISUAL

1. outside contractors

Should Company elect to utilize outside contractors or subcontractors on Hotel premises during your event, including, but not limited to, a destination management company, audio/visual services (see below for details), decorators, or others, you must notify Hotel of your intention to use such providers at least thirty days in advance of your event. All outside contractors must sign a hold harmless, indemnification and insurance agreement in the form currently in use at Hotel for similar outside contractors and provide proof of insurance in amounts acceptable to Hotel (amounts and types of insurance may be changed or increased in Hotel's sole discretion based on the type of services the outside contractor will be providing) before they will be allowed to provide services on Hotel premises. In some instances, Hotel may be required, pursuant to obligations imposed on Hotel by labor unions or collective bargaining agreements, to utilize Hotel labor to provide certain services, and Customer agrees to pay the fees and/or charges associated with these services.

2. outside AV vendors

The Drake Hotel has an exclusive agreement with Presentation Services. PSAV provides computer in-house audiovisual services for The Drake Hotel. Their full time management and staff are available 24 hours per day, seven days a week. In the event you may need or wish to use a third party audio visual company, the hotel will apply a one-time ballroom/ meeting room clean-up fee for the following meeting rooms:

- Grand Ballroom \$7,500.00
- Main floor meeting rooms \$1,000.00 (each)
- Gold Coast Ballroom \$7,500.00
- Mezzanine rooms \$500.00 (each)
- Boardrooms \$200.00

Presentation Services must manage all third party audiovisual work within The Drake Hotel. To ensure that our liability needs and the proper standards and care of our property and equipment by vendors are met, we have established the following as conditions that must be substantiated prior to servicing any event at The Drake Hotel.

All companies planning to do audiovisual work of any kind at the hotel must contact Presentation Services in writing no less than 45 days prior to their coming on property. Presentation Services will advise the company what provisions must be met and assist in assuring all functions run correctly.

All third party audiovisual companies must place on file with the hotel a certificate of insurance showing a minimum of \$5,000,000. This certificate must show the following named entity as additionally insured:

The Drake Hotel
140 East Walton Place
Chicago, IL 60611

Third party audio visual company must place on file with the hotel a certificate of worker's compensation policy to hold The Drake Hotel harmless should an accident occur to one of their employees while on our property.

To maintain the integrity of our in house audio system, if a patch into the system is required; our Presentation Services staff must be notified. In this case, an additional charge will be assessed.

Storage space for third party audiovisual companies will be the sole responsibility of the audio visual company. The Drake Hotel will make every effort to secure space if notification is given, but is under no obligation to provide such space. If space is available, the vendor will be charged rack rate for the storage space.

All electrical requirements must be addressed no later than 45 days prior to the event. All electricity required to operate the vendors' equipment will be billed at the prevailing rate.

No equipment or cases are to remain "Back of the House" at any time. Empty cases are to be removed from the hotel (after unloading).

The third party audiovisual company must meet the following dress code to work in The Drake Hotel. They must wear a two-piece suit with a tie. Be clean-shaven (no beards), no earrings and their hair must be no longer than collar length and kept neat.

When any meeting space is to be used, a representative from Presentation Services must be present from load in to load out. The technician will be strictly an observer to maintain hotel standards. An hourly fee will be assessed at \$40.00 per hour.

The vendor must submit a cash deposit of \$2,000.00 to the hotel no less than 45 days prior to the event. All charges incurred while on property will be deducted from the deposit.

The vendor is completely responsible for leaving our facility in the condition as it was given to them. This includes all disposal of trash, props used, cardboard, boxes, plastic, etc. If a dumpster is required, it needs to be dropped off and picked up the same day. All charges are to be incurred by the outside company. All floor surfaces must be covered with protective covering during all load-ins and load-outs. Cleaning fees and or repair fees may be necessary should marks or damage occur above and beyond traditional sweeping or vacuuming.

The Drake Hotel has the right to refuse or deny access to our property to any third party vendor if the above agreements are not met.

Please contact Jimmy Martin or DeMarco Moore at 312-475-0418 to begin planning your event.

BALLOONS

There is a \$ 500.00 clean up fee for the use of helium balloons. There must be prior written approval for the use of all displays and/or decorations proposed by guest. Please speak with your Catering and Event Manager for other specific contractual information.

Helium Balloons are prohibited in The Gold Coast Room and The French Foyer

BANQUET EQUIPMENT

Items in our banquet inventory are for your use at no additional charge. Any equipment requested not in inventory, which have associated costs, will be passed on to your group.

For more information on banquet equipment, please see your Catering/Event Manager.

6X18 TABLES	TABLE TOP PODIUMS	Riser Steps Brown
5X18 TABLES	OVAL TABLES	Blackboards
3X18 CEREMONY TABLES	EASELS	7' wedges
6X3 TABLES	Risers	Raffle Drums
4X3 TABLES	DANCE FLOORS	Waste Baskets
3X3 TABLES	BARS (PORTABLE)	THREE FOOT ROUNDS
Banquet chairs	6x2	6' HALF MOONS
SERPENTINES 8X3	2' half moon	4' HALF MOONS
HIGHBOYS	5' half moon	3' HALF MOONS
COCKTAIL TABLES	7' half moon	QUARTER MOONS
6 FOOT ROUNDS	Coat Racks	CORK BOARDS
5 FOOT ROUNDS	2' half moon	PODIUMS
4 FOOT ROUNDS	Bar Stools	Baby chairs

STANDARD BANQUET TERMS AND CONDITIONS

1. ASSIGNMENT/CONFIRMATION OF FUNCTION SPACE: The function space assigned indicates the space is tentatively being held and will be held on a definite basis upon signing of the Event Order ("EO"). The terms and conditions of any group sales or catering sales agreement previously signed regarding this event remain in force and the EO is intended to provide specific function/event information in support of the original agreement. If for any reason the function space reserved is not available for your event, you agree that we may substitute space of appropriate size and comparable quality for your event. If you plan to print or publish the assigned space, please contact us first to confirm the room assignment.

2. GUARANTEE OF ANTICIPATED REVENUE: At least 4 business days before your event, you must inform us, in writing, of the exact number of people who will attend your event. The arrangements set forth on the reserve side of your EO will serve as the final arrangements for your event. The services, products, fees, etc. as noted will be provided at the time of your event and you will be charged based on the event guarantee that you give us or the number of people indicated at the time you signed the sales agreement or the EO, whichever is greater. We will not undertake to serve more than 3% more than this guaranteed minimum.

3. OVERTIME: You agree to begin your event promptly at the scheduled start time and agree to have your guests, invitees and other persons vacate the designated event space at the end time indicated on the final EO. You further agree to reimburse us for any overtime wage payments or other expense incurred by us because of your failure to comply with these regulations.

4. GRATUITY & SERVICE CHARGE: 22 % of the food and beverage total plus applicable state or local tax will be added to your account as a gratuity and fully distributed to servers, and where applicable, bussers and/or bartenders assigned to the Event.

5. PRICE INCREASES: There may be increases in prices due to unforeseen changes in market conditions at the time of your event. We will communicate these increases to you in advance. We will require written confirmation that you agree to pay these increased prices. Alternatively, we, at our option, may in such event make reasonable substitutions in menus and you agree to accept such substitutions.

6. SET UP CHARGES. Should extensive meeting room set-ups or elaborate staging be required, there will be a set-up charge to cover Hotel costs and additional labor. If equipment is necessary that exceeds Hotel's inventory, then you agree to pay for the cost of renting this additional equipment. You agree to indemnify us for any damage caused to any Hotel property as a result of drayage related to your event, whether caused by you, your agents, employees, or contractors.

7. OUTSIDE FOOD AND BEVERAGE: Due to state law, you may not bring into the Hotel alcoholic beverages. You must obtain prior approval from us before you bring in any food or non-alcoholic beverages from outside sources. A Hold Harmless Agreement and Liability Insurance are required if food or beverage products not purchased and served by Hotel staff are brought in for consumption by your guests. Service fees will apply to any outside food or beverage served in our function space regardless if Hotel labor is required.

8. AUXILIARY AIDS: The Hotel represents and you acknowledge that the Hotel facilities being rented for you including guest rooms, common areas and transportation services will be in compliance with our public accommodation requirements under the Americans with Disabilities Act. You agree that you will furnish to us a list of any auxiliary aids needed by your attendees in meeting or function space at least two weeks prior to your event. You agree to pay all charges associated with the provision of such aids by the Hotel.

9. PROMOTIONAL CONSIDERATIONS: We have the right to review and approve any advertisements or promotional materials in connection with your function which specifically reference the Hilton name or logo. Hilton does not offer or accept any terms or conditions which provide commissions, rebates, HHonors points or other forms of compensation related to revenue for food, beverage, room or equipment rental.

10. CANCELLATION: You may cancel this Agreement only upon giving written notice to us. The parties agree and understand that in the event of a cancellation, our actual damages would be difficult to determine. Therefore, you agree to pay the liquidated damages outlined in your sales agreement, if any, or the guarantee amount as set forth in paragraph 2, whichever is greater. As products and services must be purchased and scheduled in advance, notification seven (7) business days or less before the event will require all charges (including labor and service fees, rentals and applicable taxes) for the final guarantee or contracted number of guests will be charged. Additional damages may be owed for cancellation of your sleeping room contract.

11. CONDUCT OF EVENT: Group agrees to comply with all applicable federal, state and local laws including health and safety codes and federal anti-terrorism laws and regulations including compliance with the provisions of 29 CFR part 470, and our rules, copies of which are available from the hotel's sales department. Group agrees to cooperate with Hotel and any relevant governmental authority to ensure compliance with such laws. You assume full responsibility for the conduct of all persons in attendance at your event and for any damage done to any part of our premises during the time of your event. Should you require any rigging services for this event, all such services must be arranged through the in-house AV provider or the Hotel and you will be responsible for all costs associated therewith.

BELL SERVICES

Our bell services department is responsible for the movement of your luggage and the delivery of all non-food and beverage amenities.

Distributions

Welcome letters are allowed to be distributed at the front desk however gift bags or similar item must be directed through the bell desk.

Deliveries:

** For all deliveries the hotel must have approval (written or verbal) from the group leader / contact and billing details posting to be confirmed **

Magazine/Letter/Envelope/Door Hangers	In Front of Guest Door	\$1
Magazine/Letter/Envelope	Inside Guest Room	\$3
Small Envelope/ Small Letter	Slide Under Guest Door	\$2
Gift Basket/ Gift Bag – Small	Inside Guest Room	\$4
Gift Basket/ Gift Bag – Large	Inside Guest Room	\$6
Shirts/Totes/Small Box	Inside Guest Room	\$5
Bell Desk Packaging FedEx Letter		\$3
Bell Desk Packaging for FedEx Box - Small		\$5
Bell Desk Packaging for FedEx Box – Medium		\$8
Bell Desk Packaging for FedEx Box – Large		\$10

Portage for Groups:

Portage is \$3.50 per person one-way or \$7 per person round trip.

Please have times of arrival, departure, bag, pull for group and form of transportation.

Luggage Services

Based upon availability, a banquet/meeting room may be set aside to store hand carry luggage for individuals leaving later in the day. It is requested that the travel staff supervise these items, as they will be stored at your own risk.

BILLING/ MASTER ACCOUNT

Should you require a master account for billing purposes, please complete and return our credit application. Upon approval, master accounts will be assigned per your instructions. Please be sure to advise your Catering/Event Manager in advance for any specific instructions on how you would like your bill organized. We recommend on-site daily review with the Group Billing Coordinator.

Unless you have established credit in advance with us, you will pay the entire contract price in cash or by certified check at least three business days prior to your function or by personal bank check two weeks prior to your function. If you would like to establish credit, please contact your Catering/Event Manager

Terms and Conditions:

1. Applicant certifies that the information noted on the Credit Application is completely true and accurate.
2. Applicant further agrees to pay all outstanding balances within seven days 30 days of receipt of statement. In case of disputed charges, applicant agrees to pay all undisputed portions of the bill within 30 days of receipt of statement.
3. The entity named on this Credit Application is entirely responsible for all authorized charges.
4. In the event this account is referred for collection, applicant agrees to pay attorney's fees, court costs, and other charges incurred by the Drake Hotel. If more than one person signs this agreement, the obligation shall be joint and several.
5. No billing to 3rd party is acceptable without written approval from the Drake Hotel. The statement will be mailed to the address given under billing information.
6. Applicant authorizes the Drake Hotel to investigate their credit records and recognizes that this agreement shall not be effective until the application and agreement for direct billing has been approved by the Drake Hotel.
7. Direct billing – Short term booking
 - **60 days – 31 days** The group's arrival date is less than 60 days but more than 30 days from the definite booking date. The client may still apply for the direct billing privilege. In addition to the application for credit, the *credit card as guarantee* form must be completed. See attached example of the credit card as guarantee form.
 - **30 days –or less** The group's arrival date is less than 30 days from the definite booking date. This client cannot apply for the direct billing privilege anymore. Other payment methods will apply (prepayment or payment with a credit card). See attached example of the credit card application, for details see general manual policy

Direct Bill Application



Hotel Representative: _____
 Arrival Date: _____
 Type of Function: _____

Today's date: _____
 Direct Bill Amount: _____
 Deposit Received: _____

APPLICATION FOR CREDIT

To promptly expedite your application for **direct billing privilege** and to provide you with correct statements, please print clearly, fill out completely including phone numbers requested, and sign in all areas where requested. If this form is sent to you via e-mail, please first complete the highlighted fields, print the form and sign in all required fields. Please fax the signed form back to your hotel representative.

Basic Information (Please Print)

Name of Account Holder:			
Phone:	Fax:	E-mail:	
Address:		Suite:	
City:	State:	ZIP:	FED ID/SSN:
Person Responsible for Payment:			Title:
Years in business:	If subsidiary or division, parent company name:		
<i>Select one:</i> Corporation <input type="checkbox"/> Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/>			

We cannot accept P.O. Box Numbers

Billing Information (Please Print)

Please fill in completely if differs from above.

Name:			
Phone:	Fax:	E-mail:	
Address:		Suite:	
City:	State:	ZIP:	FED ID/SSN:

Banking Information (This section must be filled out completely and signed for release of bank information)

Bank Name:		Contact Name:	
Address:		Phone:	
City:	State:	ZIP:	Fax:
Checking Account #		Savings Account #	

I HEREBY GIVE YOU PERMISSION TO RELEASE CREDIT INFORMATION TO THE DRAKE HOTEL

Company Representative:		Title:	
Signature:		Date:	



THE DRAKE HOTEL

Credit Card Payment Authorization Form

Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: [INSERT FAX #]

ATTN: _____

HOTEL USE ONLY:

Date: _____

Guest / Group Name:		
Check-In / Event Date:		
Name of Person/Group Making Reservation:	Phone:	
Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:				
Cardholder Billing Address:				
City:	State:	Zip:		
Daytime /Business Telephone:		Evening Telephone:		
Credit Card Number:		Expiration Date:		
Credit Card Type: (Circle one)				
<input type="radio"/> Visa/MasterCard	<input type="radio"/> American Express	<input type="radio"/> Discover	<input type="radio"/> J CB	<input type="radio"/> Diners Club
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):		
I agree to cover the following categories of charges: (Please circle)				
<input type="radio"/> All Charges	<input type="radio"/> Room & Tax	<input type="radio"/> Food & Beverage	<input type="radio"/> Retail	<input type="radio"/> Recreation
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____				
DIRECT BILL ACCOUNT PAYMENTS ONLY:				
Name on Invoice/Statement _____		Date on Invoice/Statement _____		
Invoice/Statement Number _____		Authorized Amount \$ _____		

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____

Date: _____

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ----- <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
OR
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Wire Transfer Information

Please contact your event manager for more information.

BUSINESS CENTER

Please see [Shipping and Receiving](#) for more information on boxes shipment
The Drake provides a 24 hour self service business center with include the following services
PC Use, High speed internet access, Laptop connection, Black and white printing, copier and fax.

Office supplies are not available at the business center. It is the recommendation of the Drake that meeting/ event planner bring office supplies for use during the event.

CASH PAID OUTS

Due to government law The Drake is not able to give cash paid outs.

CASH PAYING GUESTS

In the event a hotel guest does not have a major credit card to secure his/her room, the Drake will require full payment in advance for room and tax charges. In addition, there will be a \$ 100.00 per day refundable deposit for incidental charges. If the guest does not wish to establish credit for incidental charges, the guest room phone will be restricted to room-to-room calls.

CHECK-IN AND CHECKOUT

Hotel check-in is 3p.m., and checkout is 12p.m. All guests arriving before 3p.m. will be accommodated as rooms become available. Our Guest Service Department can arrange to check luggage for those guests arriving early when rooms are not available and for guests attending functions on departure day.

Early Departure

Your guests will have the opportunity to confirm their departure date at check-in. Once this departure date has been confirmed, there will be a one night room and tax early departure fee assessed in the event the guest departs prior to their confirmed departure date.

Late Departure

Late checkouts are available upon request and subject to availability. Please contact the Front Desk directly to discuss availability and associated fees.

GROUP CHECK-IN, ARRIVALS AND DEPARTURES

The Drake has a specially designed group entrance to accommodate the needs of your group. The Oak Street Entrance has a canopy and ample room for bus loading and unloading.

All coach arrivals will be directed to the group entrance, as the front entrance becomes easily congested and large movements can be more efficiently accommodated at the group entrance.

If available, please provide an arrival manifest.

COAT CHECK SERVICES

The Drake Hotel's preferred provider is Simon Coat room service.

Contacts Name: Zora Ortiz
Office number:773-581-1325

It is the Group responsibility to arrange coat check directly with Simon Coat Room service. Please inform your Event Manager on the arrangements you have made with Simon Coat Room service.

CONVENTION CENTER -McCORMICK PLACE

McCormick Pace Convention Center
2301 S Lake Shore Dr, Chicago, IL 60616
3.7 mi – about 12 mins

CORKAGE

The Drake Hotel does not allow outside food and beverage into the hotel however we do recognize that there are extenuating circumstances. Please inform your catering and event manager if you feel this situation applies to your group. Catering and event managers must approve all requests and upon approval will inform you about any corkage fees that may apply.

DESTINATION MANAGEMENT COMPANY (DMC)

Preferred vendors that have successfully worked with the hotel are listed below for your reference.

ONE TEAM...ONE SERVICE...WITH ONE FOCUS...YOU!



Gia Hyos
Account Manager

Main: 773-764-7000
Mobile: 773-410-9943
Nextel: 109*239008*16
Fax: 847-982-9610
Email: ghyos@eved.com
www.eved.com

4811 W. Oakton Street • Suite 250 • Skokie, Illinois 60077

Eved Services is able to provide a seamless experience for all of your event needs. Eved Services is a preferred destination management company and service provider in over 35 Chicago-land Hotels and Venues. Eved utilizes the latest technology combined with full service on-site staff to assist with the following:

- Tabletop design including specialty linen and floral arrangements
- On property theme events with décor and entertainment
- Off-property dinners and special events, dine arounds
- Tours activities and guest programs
- Hospitality and registration staffing
- Specialty Furniture
- Signs, menu cards
- Developing websites for affiliate business/orders
- Amenities/Gifts
- Transportation- Airport meet and greet service with private round trip transportation, local transportation management, including convention shuttle

DEPOSITS

Required group Cash Deposits are outlined in your sales contract. Cash Deposits may be made at anytime throughout your stay and placed to your master account balance.

Full pre-payment of room and tax is required for guests not wishing to utilize a credit card upon check-in.

eEVENTS

Hilton Family's online booking channel for small groups and meetings.

ELECTRICAL

The Engineering Department provides assistance with all your mechanical and electrical needs. Please contact your catering and event Manager if you require an electrical services request form to secure additional power and/or labor services. All requests for power requirements are to be communicated to your catering and event Manager. (Prices are subject to change)

Electrical Service

1. Standard 110V Plug In	\$25.00 each/per day
2. Extension Cords	\$25.00 each/per day
3. Power Strips	\$50.00 each/per day
4. Quad Box	\$75.00 each/per day
5. 30-100 Amps 110V	\$3.00/Per Amp
6. 208V Single Phase	\$2.00/Per Amp & \$75.00/Per Leg

ELEVATORS

Our elevator capacity is:

- Doorway Opening: 45i" wide, 81" high
- Inside Car: 60" wide, 90" long, 92" high
- 3000lbs

Freight elevator up to East Mezzanine:

- Door opening: 35.75" wide, 77.5 high
- Inside Car: 54" wide, 49.5 deep, 80" high
- 2000lbs

EMERGENCY PROCEDURES

The Drake is fully prepared to handle different types of situations to assist our guests. The following is information on our emergency procedures:

- The hotel internal emergency number is 7777. The hotel has an emergency response team 24 hours a day. In the event of an emergency, calling the emergency number 7777 will initiate the appropriate response.
- Our Security Department, as well as a small number of other employees, are trained in CPR and First Aid.
- Emergency evacuation routes and procedures are located on the inside of all guest room doors.
- In the event of a building evacuation, the meeting place to assemble is the Oak Street park on the North Lake Shore side of the building.
- The Drake P.A. system is through the entire building and instructions will be given in the time of an emergency only.
- Nearest hospital: Northwestern Memorial Hospital

MEDICAL FACILITIES/SERVICES

Northwestern Memorial Hospital,
251 East Huron Street, CHicago IL 60611
General Information – 312-926-20000
Emergency- 312-926-5188
E-mail www.nwmh.org

EXHIBITS

According to Chicago fire codes all exhibits must be placed in a "Exhibit Hall/ Room." Your Catering/Event Manager is happy to work with you on the locations for these. Please refer to the below information for additional notation regarding Fire Codes. There are specific pricing guides for exhibitors.

Group / Exhibitor Information Form

A. The best way to deliver to us:

In order to facilitate efficient package delivery, please label packages in the format below. Please complete and return these forms to The Drake Hotel at least 14 days prior to the Event.

By Mail: The Drake Hotel 140 East Walton Place Chicago, IL 60611

- **Attn: (Onsite recipient):**.....
- Name of Group or Conference / # of packages:.....
- Event Manager's Name:.....

By Fax: (312) 787-6324

- **Name of Conference:**.....
- Name of Your Company:.....
- Name & Phone Number of Contact person at Company:.....

General Information:

- 1) Due to space restrictions, The Drake can only accept and store boxes from up to (2) two days prior to any event when shipping materials to the hotel, exhibitors must state the company's name, attendee, and a booth number (if known) , as well as the date and the name of the Conference. All items must be marked "For Exhibits" clearly on the item.
- 2) Our loading dock entrance is 11 feet high for truck access.
- 3) Our elevator capacity is:
 - Door opening 45" wide, 81" high
 - Inside Car: 60" wide, 90" long, 92" high
 - 3000lbs/ 1333kg
- 4) Exhibitors are responsible for arranging their own shipping and handling.

C. Services and Charges:

Electrical Services:

Needed Item	Unit Price	Number Required	Total Price
Standard 110V Plug In	\$25.00		
Extension Cords	\$50.00		
Power Strips	\$75.00		
30-100 Amps 110V	\$3.00		
208V Single Phase	\$2.00 Per Amp & \$75.00 Per Leg		

Labor Charges:

Day Of Week	Time	Price per Hour	Hours Required	Total Price
Monday – Friday	8:00 – 4:30p	\$75.00		
Monday – Friday	After 4:30p	\$90.00		
Saturday	Until 4:30p	\$90.00		
Saturday	After 4:30pm -Monday at 8:00a	\$120.00		

Lighting:

Service	Price	Comments	Required	Total Price
Spotlighting	\$25.00 per day	Not available in all areas of hotel		
Banners	\$60.00 Hanging Charge	No matter where, what size		

TELECOMMUNICATIONS:

Service	Price Per Day	Number Required	Total Price
Phone	\$30.00		
Dial "9" Line Local & Long Distance Plus cost of all calls	\$30.00		
Direct Dial Line In and Out	\$100.00		
Speaker Phone	\$150.00		
Additional House Phone	\$30.00		
DSL Line	\$450.00		

❖ **The above does not include charges of calls or charges**

PORTERAGE:

Provided Service	Price	Number required	Total Price
Box Delivery Charge	\$4.00 Per Box moved (in and out)		
Housemen Labor	\$100.00 Per Hour/Per Person		

❖ **Additional Charges will be levied for oversized and overweight materials.**

- ❖ All orders are subject to a 6% sales tax.
- ❖ All forms must be accompanied by a completed Credit Card Authorization form.

For farther information or if you need any enquiries, do not hesitate to contact us.

FIRE CODES

The following are a few general regulations that typically fall under local fire authorities' specifications. They should be considered when planning and coordinating space, decorations, etc., in the ballrooms and meeting rooms, as well as all other applicable laws, codes, and regulations.

Where exits are not immediately accessible from an open floor area, safe and continuous passageways, aisles or corridors shall be maintained leading directly to every exit and shall be so arranged as to provide convenient access for each occupant to at least two exits by separate ways of travel. The aisle needs to be as wide as or wider than the exit to which they are leading.

There will not be any setup permitted in front of any exit doors. Staggering of dining tables is not permitted. All room sets must be in compliance with the local Fire Department regulations pertaining to occupancy load, mandatory aisles and ceiling clearance fire exits. Any event which has vehicle displays, fog machines, fueled cooking demonstrations, laser exhibits (including tabletop) or extensive productions with staging and props must have a certified permit from the local Fire Marshall. All associated fees for permits, floor plan approval and stand-by fire watch are your responsibility and final approved copies must be received at least three days prior to the event.

Every required exit, exit access or exit discharge shall be continuously maintained free of all obstructions or impediments to full instant use of fire or other emergency.

No furnishings, decorations, or other objects shall be placed so as to obstruct exits, access thereto, egress there from, or visibility thereof.

Hangings or draperies shall not be placed over exit doors or otherwise located as to conceal or obscure any exit. Mirrors shall not be placed on exit doors. Mirrors shall not be placed in or adjacent to any exit in such a manner as to confuse the direction of the exit.

No open flame devices shall be used in any meeting rooms. When necessary for ceremonial or religious purposes, the fire marshal having jurisdiction may permit open flame lighting under such restrictions as are necessary to avoid danger of ignition of combustible materials or injury to occupants.

Any furnishings, decorations, and stage settings shall be fire retardant treated and must display certificate of proof. Local fire authorities in advance of event set-up shall approve all extensive production plans.

Distance between tables must be equal to or greater than the required aisle width plus 19" for chairs on one or 38" for chairs on both sides.

It is ultimately the group's responsibility to ensure that your event complies with all applicable laws, including, but not limited to fire and safety codes, rules and regulations.

FLORAL/FLORIST

Mangel Florist is our in-house florist featuring floral arrangements and plants. They can provide beautiful table and buffet centerpieces for your special event. For further information, they may be contacted at 312-642-2001, or consult your Catering/Event Manager for assistance with a proposal for your special event.

GRATUITIES

Informally known as tipping, in the United States tipping is voluntary. Tips are supposed to be rewarded for services performed as well as a supplement to an employee's income (gratitude). Service charge is 17.75% Gratuity and 5.25% Administrative Fee, total is 23%. Recommendations for housekeeping - \$1.00-2.00 per day, Bellman - \$1.00 per bag and discretionary for above and beyond services provided for you. *Disclosure: all gratuities not outlined in the contract are discretionary.*

GROUP RESERVATIONS IDENTIFICATION PROGRAM (G.R.I.P.)

Manage room blocks proactively with automated cross-reference of group registration lists against hotel reservations.

- Automates the process of all reservations booked within or around an associated group block
- Reduces exposure to attrition
- Ability to monitor booking pace
- No charge – it's FREE

GUEST LIST MANAGER

An on-line tool provided by Hilton to group customers that allows them to manage their group's reservations on-line and provides on-line guest list information.

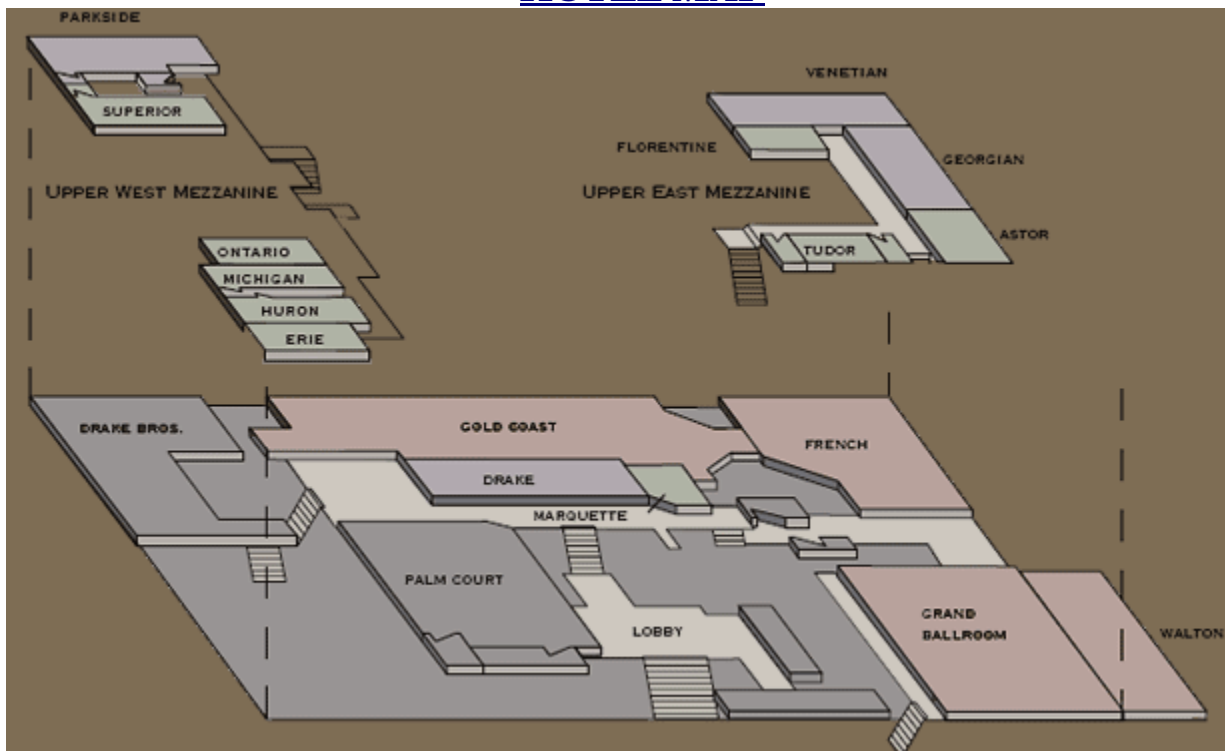
GUEST ROOMS

Please click on the below link for more information regarding our guest rooms
http://www.thedrakehotel.com/explore_accomm_guest.aspx

HOSPITALITY SUITES FUNCTIONS

Please click on the below link for more information regarding our hospitality suites
http://www.thedrakehotel.com/explore_accomm_suites.aspx

HOTEL MAP



IN-ROOM DINING

Our In-room Dining is open Sunday to Thursday 6am -1am and Friday- Saturday 6am to 2am hours a day for breakfast, lunch, dinner, snacks and beverage service. We are happy to offer convenient doorknob ordering for breakfast service. In-Room Dining can be reached at extension 4620 in-house. A variety of amenities are also available through room service. Please see [Amenities](#)

Room service gratuity is 17 % and is posted automatically on all checks. There is also a delivery fee of \$ 5.00 per order.

INTERNET / COMMUNICATIONS SERVICES

Wired Connection

Use DHCP (Dynamic Host Configuration Protocol) --- All devices "MUST" arrive Ethernet equipped

T1 Line * (speed 1.5 MB): Quantity X \$500/per day
 Additional Connection: Quantity X \$200/per day

Network Printer Connection (if required): Quantity X \$100

Static IP* (available if required): Quantity X \$350/per day
 Static IP (A unique IP address used to identify devices on the internet)--charge is in addition to T-1 Line

VLAN Configuration & Support (available if required) *: Number of Ports X \$125/ per day
 *(A group of hosts that communicate as if they were attached to the same broadcast domain): VLAN will be made available only through wired T-1 Line.

Telecommunications

Local and Long Distance calls are billed separately
8% Sales Tax Applies (Telecommunication Equipment)

House Phone: Quantity X \$50.00/per day
 D.I.D Line (Direct Inward Dial): Quantity X \$100/per day
 D.I.D/ with phone: Quantity X \$175/per day
 Fax Line: Quantity X \$150/per day
 Dial "9" Line: Quantity X \$30.00/per day
 Speaker Phone: \$150.00/per day
 Local & Long Distance (Plus cost of all calls):
 Direct Dial Line: \$100.00/per day
 DSL Line: \$450.00/per line, \$200.00/additional day
 (Lakeshore Boardroom-wireless only)
 (Ben Marshall Boardroom-wired line only)

Wireless Pricing Structure:

<i>Room</i>	<i>Price*</i>	<i>Wireless Connection: Uses DHCP (Dynamic Host Configuration Protocol) Note: If you are using a wireless connection, please ensure that: The SSID is set to: hhonors WEP is set to: Disabled Encryption type is set to: Disabled WLAN type is set to: Infrastructure or 802.11b</i>
Gold Coast	\$2000	
Drake Room	\$1000	
Marquette	\$500	
Grand Ballroom	\$2000	
French Room	\$1500	
Walton	\$1000	
Venetian	\$1000	
Georgian	\$800	
Astor	\$500	
Tudor	\$500	
Florentine	\$500	
Park side Room	\$1000	
Superior	\$500	

Ontario	\$500	<i>A fee of \$2000 is also applied if you wish to bring in your own wireless router or any other devices that might create IP addresses (wireless routers not provided by hotel)</i>
Michigan	\$500	
Huron	\$500	
Erie	\$500	
Lakeshore Boardroom	\$800	

Common Questions:

Q: What is the cost?

Wired connection is \$500 per day for the first connection --and-- \$200 per day for each additional connection.

Q: Is there a wireless/wired connection in your meeting rooms?

There is both wired and wireless* in all our meeting rooms. Wireless will be available in meeting rooms for “group access,” please see your pricing breakdown for each meeting space.

Q: What is “Static” or DHCP IP?

In our guest room and meeting rooms, IP addresses are assigned automatically through DHCP (Dynamic Host Configuration Protocol). As a contrast, static IP address is configured manually to a computer or device to be its permanent address on the Internet. i.e. (A static IP is used for server identification, web hosting, remote computer access etc...) All requests for a static IP will have a \$350 charge per day in addition to T1 line charge.

Q: Who to call if guest experiencing difficulty in the meeting rooms?

Notify IT Department, please contact Ahlonko Bruce @ 4521/ if necessary contact Jabez Ade @ 4695

Q: Who to call if guest experiencing difficulty in the guest rooms?

Please connect guest with our 24/7 Corporate support line, “Stay Connected Customer Care” at 1.877.474.2411.

If issue continues please immediately contact Ahlonko Bruce @ Ext. 4521/ if necessary contact Jabez Ade @ 4695

Q: What are the charges in Guest rooms?

	<u>Standard</u>	VS	<u>VPN*</u>
Hourly	\$3.50		\$7.50
Daily	\$12.95		\$16.95
Weekly	\$59.95		\$79.95

*What is VPN (Virtual Private Network) - A network that uses a public telecommunication infrastructure, to provide remote offices or individuals users with secure access to their organization’s network.

Q: Do you have wireless connection in your guest rooms?

There is no wireless connectivity in guest rooms but all guest rooms have a wired connection. Guest will be able to connect through the Internet cable (cat5 cable) in the room.

Q: Do the Public Areas have wireless access?

Yes- Cost: \$6.95 per hr (only option). And Guests can connect through the “hhonors” wireless

Meeting and Convention Information:

All internet requests made by a group or client are to be indicated on a BEO under the “Miscellaneous requirements” heading.

-Please indicate type of connection (wired/wireless)

-Please indicate number of connections if wired.

-Please specify time of set-up and time of removal.

All internet requests made by exhibitors will be forwarded to the IT department along with a filled-out HSIA request form & credit card authorization form

No order will be processed without client signature and information.

Billing for use of High Speed Internet will be handled by the IT department.



High Speed Internet Request Form

Hotel Use Only
 Total Posted: _____
 Checked out: _____
 Service Manager: _____

Meeting Title: _____

Today's Date: _____

Company Name: _____

Phone Number: _____

Contact Name: _____

Meeting Rm / Booth #: _____

Street Address: _____

Install Date/Time: _____

City, State, Zip: _____

Disconnect Date/Time: _____

NO ORDER WILL BE PROCESSED WITHOUT THE REQUEST INFORMATION & CLIENTS SIGNATURE

Wired Connection:

Uses DHCP (Dynamic Host Configuration Protocol) — All devices "MUST" arrive Ethernet equipped

T1 Line* (speed 1.5 MB): Quantity _____ **X** \$500 /per day _____

Additional Connection: Quantity _____ **X** \$200/per day _____

(*1st Line is \$500 per day & each additional line is \$200 per day)

Networked Printer Connection (if required): Quantity _____ **X** \$100 _____

Static IP* (available if required):

Quantity _____ **X** 350/per day _____

*Static Ip (A unique Ip address used to identify devices on the internet) - - - **charge is in addition to T-1 Line.**

VLAN * (A group of hosts that communicate as if they were attached to the same broadcast domain):

Number of Ports _____ **X** \$125/per day _____

* VLAN will be made available only through wired T-1 Line.

TOTAL CHARGES: _____

Name (print): _____ **Signature:** _____

Note: This form must be received 15 days prior to the installation date in order to guarantee availability. Any request received after the required date may not be accommodated and will be subject to a late fee. Pre-payment for all services is required before installation is started. Make checks payable to **The Drake Hotel** and enclose with this form. In the event of loss or damage to equipment, replacement cost will be applied. 50% charge will be applied to orders cancelled after the equipment was set.

ALL QUESTIONS CONCERNING INTERNET SERVICE SHOULD BE DIRECTED TO THE
Drake

Hotel IT DEPARTMENT AT (312) 932-4521.

[Back to Resource Information](#)

SPECIALTY MEALS (KOSHER)

The Drake Hotel is proud to partner with Danziger “The Ultimate in Kosher Catering” of Lincolnwood, Illinois. Danziger is the premier Kosher Caterer in business for more than twenty years. Together we can create any menu to suit your needs. All of our kosher menus are based upon a minimum of 125 guests and set minimum food and beverage revenue, and are exclusive of tax, service, labor and rabbinical supervision. It would be our pleasure to serve at your upcoming kosher function.

LABOR

The Drake Hotel supports the below listed local labor unions:

- Unite here local 1 & 450 (the vast majority of our team members are in unite here local 1)
- Chicago & Midwest Regional Joint Board, UNITEHERE
- Service Employees International Union Local 1
- Local 134-International Brotherhood of Electrical Workers
- Local 399-International Union of Operating Engineers
- Chicago Regional Council of Carpenters
- Painters' District Council No. 14
- Local #17 Steelworkers

LOADING DOCK/ELEVATORS

The loading dock is located off of Walton Street on the East end of the Drake Hotel. Load in hours are from 5a.m. to 10 p.m. daily. If deliveries need to take place outside of these hours there is a house phone located at the entrance and an associate will be able to assist. Please make sure to inform your Event Manager about your load in and tear down times as to not cause conflict with regularly scheduled hotel deliveries.

**Upon entering the hotel there is a hoist to help deliver items to the elevator. The hoist can hold up to 1000 lbs and must have a hotel operator.
Each Operator costs \$40.00 per hour**

Dimensions:

1. Bays: 22 ft 4 wide, 11 ft 4in high
2. Our elevator capacity is:
 - Doorway Opening: 45i” wide, 81” high
 - Inside Car: 60” wide, 90” long, 92” high
 - 3000lbs/1333kg
3. Freight elevator up to East Mezzanine:
 - Door opening: 35.75” wide, 77.5 high
 - Inside Car: 54” wide, 49.5 deep, 80” high
 - 2000lbs/888kg

MEETING ROOM CAPACITIES

Number of Rooms- 19 Total Square Ft- 23996	Length	Width	Ceiling Height	Square Footage	Class (3 per 6)	Theater	Conf	60" Rounds	72" Rounds	U-Shape	Recep	Hollow Square	Table Tops
PROMENADE LEVEL													
Gold Coast Room	130'	52'6"	19'6"	6,648	322	500	110	50	30	110	900	112	
French Room	72'6"	55'	10'4"	3,834	102	150	50	26	18	50	500	52	20
Drake Room	54'	35'	12'10"	1,890	54	125	30	17	12	28	250	30	
Grand Ballroom	93'10"	56'	19'6"	5,152	280	400	78	34	27	71	500	73	
Marquette Room	27'9"	19'	8'9"	513	24	35	10	3	2	18	30	20	6
Walton Room	117'2"	25'8"	11'10"	3,097	153	250	75	22	17	75	300	77	
Walton I	50'3"	25'8"	11'10"	1,263	60	125	30	11	8	30	150	40	
Walton II	66'10"	25'8"	11'10"	1,831	60	125	30	11	8	30	150	40	
MEZZANINE LEVEL													
Parkside Room	55'10"	25'	8'10"	1,375	60	100	48	8	5	45	125	48	18
Superior Room	42'7"	16'9"	8'10"	731	36	45	30	4	3	27	60	30	9
Ontario Room	31'5"	15'10"	8'10"	480	30	30	24	3	2	21	50	24	7
Michigan Room	43'	15'	8'10"	645	30	50	30	4	3	27	60	30	8
Huron Room	43'	17'2"	8'10"	731	30	50	30	4	3	27	60	30	9
Erie Room	33'10"	16'7"	8'10"	579	30	30	24	4	3	21	60	24	10
Venetian Room	56'10"	17'	8'10"	1,052	54	80	48	8	5	45	125	48	19
Florentine Room	18'	20'5"	8'10"	360	18	24	18	3	2	12	30	15	4
Georgian Room	58'5"	17'	8'10"	1,113	54	88	48	8	5	45	140	48	11
Astor Room	37'	17'	8'10"	695	36	35	30	4	3	27	60	30	9
Tudor Room	29'	19'3"	8'10"	570	24	30	24	3	2	21	60	24	7
OTHER MEETING SPACE													
Ben Marshall Boardroom - 1st Floor	36'	14'	8'10"	513				20					
Lakeshore Boardroom - 10th Floor	40'	16'	8'10"	666				20					

PODIUMS

Podium signs: 15 ½' x 8 ½'' as large as 24' x 14'

Podium Size: 3' x 2' x 6''

MEETING ROOM DISCRPTION

FRENCH ROOM

3,834 square feet

Ceiling height: 10'4" L 71' x W 54'

Characteristics:

The room has 5 Pillars and cathedral windows overlooking the park, Oak Street, and Lake Michigan.

Equipment/facilities:

Access to the Gold Coast Room

Room is not fully secured. Security guard is required

GOLDCOAST ROOM

6,448 SQUARE FEET

Ceiling height: 21'0" L 124' x W 52'

Characteristics:

25 French and German crystal chandeliers

The room has an Italian colonnade of columns (8 on each side) with white and gold vine overlay Cathedral windows overlooking Lake Shore Dive, Lake Michigan, and Oak Street beach

Equipment/ facilities:

Stage (10'9" x 28'6" x 3'8"), apron (20'1" x 17'4" x 3')

Tennessee marble dance floor (93'x 24')

Two stairway entrances to the Drake Room (south wall)

Room is not fully secured. Security guard is required.

DRAKE ROOM

3,834 SQUARE FEET

Ceiling height: 12'10" L 54' x W 35'

Characteristics:

The room has three mirrored pillars and eight crystal chandeliers and recessed lighting.

Equipment/facilities:

Stage (5'7" x 15'5" x 1'), W/2'6" white banister

Two entrances to the Gold Coast Room

Room is not fully secured. Security guard is required

WALTON ROOM

2,340 (+STAGE 450) square feet

Ceiling height: 11'0" L 90' x W 26'

Equipment/facilities:

PERMANENT SCREEN (8'10" x 12)

Stage (18'7" x 25'7" x 1'4")

Access to Ballroom

Access to Drake Towers garage

Room is not fully secured. Security guard is required

ERIE ROOM

578square feet

Ceiling height: 8'10" L 43' x W 17'

Characteristics:

Two shaded windows with window seats

Equipment/facilities:

One whiteboard on the west wall

One house phone on the east wall

Storage cabinet

Room may be secured

HURON ROOM

731 square feet

Ceiling height: 8'10" L 43' x W 17'

Characteristics:

Five ceiling chandeliers and recessed lighting

Equipment/facilities:

One whiteboard on the west wall

One house phone on the north wall

Storage cabinet

Restroom on the north wall

Room may be secured

MICHIGAN ROOM

645 square feet

Ceiling height: 8'10" L 43' x W 15'

Equipment/facilities:

One house phone on the south wall

One whiteboard on the west wall

One storage closet on the south wall

One restroom on the south wall

Room may be secured

ONTARIO ROOM

480 square feet

Ceiling height: 8'10" L 30' x W 16'

Equipment/facilities:

One house phone on the north wall

One whiteboard on the west wall

One storage cabinet

Room may be secured

SUPERIOR ROOM

731 square feet

Ceiling height: 8'10" L 43' x W 17'

Equipment/facilities:

One house phone on the north wall

One whiteboard on the west wall

One storage cabinet

Restroom on the north wall

Room may be secured

PARKSIDE ROOM

1,375 square feet

Ceiling height: 8'10" L 55' x W 25'

Characteristics:

The room has windows overlooking the park, Oak Street, and Lake Michigan

Equipment/facilities:

One house phone on the south wall

Restroom on the south wall

One pillar (no obstruction)

Room may be secured

ASTOR ROOM

626 square feet

Ceiling height: 8'10" L 57' x W 17'

Characteristics:

Room may be secured

TUDOR ROOM

570 square feet

Ceiling height: 8'10" L 30' x W 19'

Equipment/facilities:

One house phone on the north wall

Two storage closets

Access to the Ballroom balcony

Room may be secured only if the Astor room is secured

GEORGIAN ROOM

969 square feet

Ceiling Height: 8'10" L 57' X W 17"

Characteristics:

Room may be secured

FLORENTINE ROOM

360 square feet

Ceiling height: 8'10" L 20' x W 18'

Characteristics:

Room may be secured

Equipment/facilities:

One house phones on the wall

Two storage closets

VENETIAN ROOM

952 square feet

Ceiling height: 8'10" L 56' x W 17'

Characteristics:

Three windows with seats

Two permanent mirrors one on either side of the entrance

The room has windows overlooking the park, Oak Street, and Lake Michigan

Equipment/facilities:

One house phone on the south wall

Room may be secured

MEETING ROOM DELIVERIES

For small exhibits, when a drayage company is not being used, standard boxes or packages to and from Storage to a meeting room will be delivered by the hotel bell staff for a charge of \$ 4.00 per item/per move.

MEETING ROOM SET STANDARD

Standard meeting rooms include the following items:

- Banquet or classroom tables and chairs
- Linens
- Pads and pens
- Ice water
- Lectern

Basic meeting room set up is complimentary. Depending upon the extent of the setup requirements, additional charges may be incurred. Please contact your Catering/Event Manager for miscellaneous/electrical charge price sheets. All meeting rooms are set non-smoking.

PARKING

If you are planning a large movement or delivery of rental cars for a specific group event or activity, please advise your Catering/Event Manager so that specific parking may be reserved.

HOTEL VALET PARKING 787-2200 (EXT. 35)	0-2 HOURS	\$18.00
	2-4 HOURS	\$22.00
	4-6 HOURS	\$26.00
	6-24 HOURS	\$45.00
	OVERNIGHT	\$45.00

(NOT AVAILABLE FOR OVERNIGHT)

EVENT PARKING DAYTIME EVENT \$20.00 (BEFORE 5PM)

EVENING EVENT \$22.00

PLEASE SEE YOUR EVENT MANAGER FOR DEATAILS ON RECEIVING EVENT PARKING

PERSONALIZED GROUP WEB PAGE (POG)

POG is a personalized web page for your attendees to book reservations directly online.

- Available at all Hilton Family properties
- Customize with your program
- Customize with your logo
- No charge – it's FREE

PETS (Policies)

Service animals are always welcome and must be accommodated. Please inform your Catering/Event manager if you will be bringing a service animal.

PIANOS

The Drake has 1 piano for use in the meeting space. Pianos are provided at *\$100.00 Rental fee and an additional \$100.00 tuner fee.* The Tuning fee does require 72 hours advance notice.

If your group requires additional pianos or pianos in outdoor/alternate locations, please refer to Destination Management Companies (DMC)

PRE-CONVENTION MEETING

In order to introduce our clients to the key contacts of the hotel, we would like to arrange a pre-convention meeting a day or two prior to your main group arrival. Please advise your Catering/Event Manager as to who will attend from your organization and what a convenient time would be for this meeting (time ranges from 30 minutes to one hour).

Please note that for smaller groups, a smaller more personalized meeting may be set up involving key operational department heads.

PRINTING SERVICES

Fed Ex Kinko's Office & Print

540 North Michigan Ave
Chicago, IL 60611
312-832-0090

Monday through Friday 7am to 7pm
Saturday and Sunday 9am to 5pm

PUBLIC TRANSPORTATION

There are bus services in Chicago and taxis are available from the hotel front door 24 hours a day. Please visit www.transitchicago.com to plan your trip.

RADIOS/PAGERS/NEXTELS

We are willing to assist you in obtaining walkie-talkie radios and/or Nextels for use during your program. Please consult your Catering/Event Manager for assistance.

RESERVATIONS (RAPID!)

Reservations automated processing input and delivery system

Expedited reservation processing straight from your rooming list into our system.

- Eliminates dual entry process
- Accurate and efficient reservations
- Supports 3rd Party Clearinghouses
- No charge – it's FREE

RESTAURANTS/LOUNGES

Please visit www.thedrakehotel.com for more information regarding our world renowned restaurants.

ROOMING LISTS

The following are the room category and special service codes that are utilized by the hotel's reservations department. It will assist us greatly if you use these codes on the rooming lists you send to the *<name of hotel>*:

When sending over your rooming list please indicate the following information in an excel format

1. First and Last Name
2. Arrival date
3. Departure date
4. Room type request
5. Billing (room and tax to master, room and tax to the individual, all charges to the master)
6. Number of guests in room
7. Special requests

ROLLAWAY BEDS/ MINI- BAR

The rollaway bed is \$30 per night.

Groups requesting to have items removed from the guest room mini-bar will incur a \$10 per mini-bar charge for labor

SECURITY

If required, in our sole judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or county in which we are located, which agency will be subject to our approval. Such security personnel may not carry weapons.

Accord Services is the Drakes preferred provider.

The contact is Mike Houston

Office - 847-982-1164

Cell phone- 847-513-2075.

Fax 847-982-1178

It is the Group responsibility to arrange security directly with Accord. Please inform your Event Manager on the arrangements you have made with Accord. If you opt not to use Accord, the Drake hotel requires proof of insurance of \$2,000,000.00 from the company you decide to use in addition to the dates and hours they will be here.

SHIPPING AND RECEIVING

Incoming Packages

When shipping materials to the hotel, please include the following information on all packages to insure proper delivery and storage.

- Conference Name
- Event Dates
- Client / Guest Name
- Hold for Arrival (arrival date)
- Attention <your catering/event contact>
- The Drake Hotel 140 East Walton Street
- Phone
- Fax
- Number of packages in that shipment (IE/ 2nd out of 3 packages)

Packages for functions may be delivered to the hotel up to 3 days prior to the event/convention. Arrangements must be made through your Catering/Event Manager for storage. Please note that the hotel storage facilities are extremely limited.

Please do not ship valuables. We cannot be responsible for contents.

Receiving, handling and shipping charges may apply. No COD packages will be accepted. The Hotel policies on safe package handling are based on advice from the United States Postal Service (USPS) and the Federal Centers for Disease Control and Prevention (CDC).

Outgoing Packages

Guests are asked to fill out an outgoing package slip and your appropriate FedEx or UPS slip.

Outgoing parcels are to be directed to the Bell desk

Please note an additional fee of \$10.00 will be applied for all UPS collections – our preferred shipper is FedEx
Guests will be responsible for the packing and return of all packages.

SIGNAGE/BANNERS

The Drake takes pride in the condition and aesthetic appearance of our facility. In order to maintain a quality image for all Hotel guests, there are a few things we ask of you during your stay:

- No banners, posters, signage will be placed anywhere in the hotel main public areas (main lobby, arcade, elevators landing, Front Desk area and Palm Court), with the exceptions of the existing information board in the elevators` landing.
- Banners are only allowed in the function room itself.
- Direction signage should be placed in the standardized frame and displayed on an easel.
- Professional signage (poster size provided by our clients) must be displayed on our easels and in a standardized Drake frame, when visible from the main public areas. The same signage can be displayed by the registration desk only on easels if not visible from the main public areas.
- Registration desks and travel desks must be placed inside the meeting room in order to avoid bottleneck, especially during weekends, in public areas. If it is impossible due to lack of space, these desks must be free of any large signage when visible from the main public areas and must remain tastefully done and neatly maintained.- **NO POP UP SIGNES**
- For groups providing the hotel with more than 200 rooms on peak night, The Drake will hang their flag above the main entrance for the main arrival day, providing that the flag complies with the following specifications: 10 ft wide, 15 ft long, should be in nylon or polyester. The hanging of the flag is subject to the weather / wind condition.
- In addition, nothing is to be placed over exit doors or located to conceal or obscure any exit.

SOUND SYSTEM

Some hotel meeting rooms and ballrooms have a basic sound system. Please contact your Catering/Event Manager with questions. There may be fees assessed for certain hookups as well as hourly labor charges.

STORAGE

Storage for your advance boxes and convention supplies is quite limited at the Drake Hotel. If you are anticipating shipping a large volume of materials, we suggest you consult your Catering/Event Manager as soon as possible to reserve a room or plan to utilize an area in your office or hospitality room set up. Hotel cannot provide security. If shipping valuables, please make arrangements to hire and pay for outside security.

TAXES

F&B Service Charge	F&B Tax	Engineering Equipment Tax	A/V Equipment Tax	A/V Service Charge	Meeting Room Rental Tax	Sleeping Room Tax
23%	11.5%	8%	8%	22%	3.5%	15.4%

23%(of which 17.75 fully to services, 5.25% service charge)

All goods and services are subject to state tax including but not limited to food, beverage, labor, and gratuities.

Tax Exemption Information

1. Occupancy Taxes

Q: Are receipts from rentals to federal, state, and local government employees exempt from hotel tax?

No. Receipts from rooms rented to federal, state, and local government employees are not exempt from hotel tax. Being government employees does not exempt these individuals from paying hotel tax.

Q: Are receipts from rentals to persons affiliated with schools or charitable, religious, or other not-for-profit organizations exempt from hotel tax?

No. Receipts from rooms rented to individuals associated with these groups are not exempt from hotel tax. Being associated with a school or not-for-profit organization does not exempt these individuals from paying hotel tax.

Q: If a person or not-for-profit organization presents a tax exemption certificate issued by the Illinois Department of Revenue to me, are receipts from that rental exempt from hotel tax?

No. A tax exemption certificate issued by the Illinois Department of Revenue exempts certain entities from Illinois Sales Tax, not hotel tax.

2. Sales Tax

Sales to exempt organizations

In Illinois, only organizations that have applied for and received an exemption identification number ("E" number) from the Illinois Department of Revenue qualify as sales-tax exempt purchasers.

Examples of organizations that may qualify for tax exempt status include units of government, churches, charities, schools, county fair organizations, and certain senior citizen organizations. Once such organizations have been granted their "E" numbers, they may purchase items tax free to further their organizational purposes.

To document tax-exempt purchases from such organizations, retailers must request from the purchaser either a copy of the purchaser's exemption letter issued by the department or the purchaser's "E" number. (In this case, before completing the transaction, retailers should verify this number by calling the department at 217 782-8881).

For more detailed information about exempt organizations, see 86 Illinois Administrative Code 130.2005 and 130.2007, and Brochure PIO-37.