



## **Welcome to the Hyatt Regency Bellevue**

Our staff here at the Hyatt Regency Bellevue would like to welcome you and thank you for choosing our world-class hotel as your event destination. We greatly appreciate your business and it is our goal to meet and exceed your expectations in every area of service. We look forward to the pleasure of assisting you in coordinating the details of your special event, and in creating a lasting impression for you and your guests.

We hope this information provided will help facilitate your planning process, and ensure a pleasurable experience while at the hotel.

**Hyatt Regency Bellevue**  
**900 Bellevue Way NE**  
**Bellevue, WA 98004**  
**Phone: (425) 462-1234**  
**Fax: (425) 646-7567**  
**[www.bellevue.hyatt.com](http://www.bellevue.hyatt.com)**

**Hyatt Regency Bellevue**  
**A - Z Guide**  
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**ADA/ACCESSIBLE ACCOMODATIONS**

The staff at Hyatt Regency Bellevue is committed to ensuring we meet all of the requirements for the Americans with Disabilities Act. Our staff is trained to accommodate guests with special needs so that all of our guests including those with disabilities are able to have an enjoyable and safe stay. The following is an inventory of accessible rooms:

TYPE	NUMBER
Double/Double	2
King	4
Roll-In, Double/Double	3
Roll-In, King	1
TOTAL	10

All of our guest rooms may have the following devices installed depending on the needs of the guest:

- Closed Caption Television
- Telephone Alerting Device
- Front Door Alerting Device
- Vibratory Alarm Clock
- Portable Audio/Visual Smoke Detector
- Amplified Telephone Handset
- Portable Bathtub Bench
- Portable Bathtub Hand Rails

## AIRLINE OFFICES

For information regarding airlines, you can contact them using the following information:

Aeroflot Airlines	(206) 464-1005	www.aeroflot.com
Air Canada	(800) 247-2262	www.aircanada.ca
Alaska Airlines	(800) 252-7522	www.alaskaair.com
America West Airlines	(800) 235-9292	www.americawest.com
American Airlines	(800) 433-7300	www.aa.com
American Trans Air	(800) 435-9282	www.ata.com
Asiana Airlines	(800) 227-4262	us.flyasiana.com
Big Sky	(800) 237-7788	www.bigskyair.com
British Airways	(800) 247-9297	www.britishairways.com
Continental Airlines	(800) 523-3273	www.continental.com
Delta Air Lines	(800) 221-1212	www.delta.com
EVA Air	(800) 695-1188	www.evaair.com.tw
Frontier Airlines	(800) 432-1359	www.flyfrontier.com
Hawaiian Airlines	(800) 367-5320	www.hawaiianair.com
Horizon Air	(800) 547-9308	www.horizonair.com
Northwest Airlines	(800) 225-2525	www.nwa.com
Scandinavian Airlines	(800) 221-2350	www.scandinavian.net
Southwest Airlines	(800) 435-9792	www.southwest.com
United Airlines	(800) 864-8331	www.ual.com
US Airways	(800) 943-5436	www.usair.com

## **AIRPORT**

The Seattle/Bellevue area is serviced by the Seattle-Tacoma (Sea-Tac) International Airport. The airport is located 17 miles (22km) from the Hyatt Regency Bellevue. Travel time via private car is approximately 30 minutes. To contact the Sea-Tac Airport directly dial (206) 431-4444. For information regarding flights, arrival and departure times, and weather, please contact your airline directly.

Directions to the Hyatt Regency Bellevue from Seattle-Tacoma International Airport:

- Upon leaving the airport drive, follow signs leading to “All Freeways”
- Follow highway 518 to 405 North to Bellevue for 14 miles
- Exit onto NE 8<sup>th</sup> Street West (Exit #13B)
- Follow NE 8<sup>th</sup> for 6 ½ blocks
- The hotel is on the right hand side after crossing 106<sup>th</sup> Avenue NE
- Access to the underground parking garage and front drive can be located on the NE 8<sup>th</sup> side, or a second entrance is located just past Cucina Cucina on Bellevue Way NE

## **AMENITIES**

All food and beverage amenities are handled through Room Service. We will be happy to design custom amenities for any occasion and price range. Below is our list of suggested amenities. You may contact Room Service at Extension 54 to place an order.

**Welcome to the Great Northwest** – Favorites of the Northwest including Starbucks Coffee™, Smoked Salmon, Tillamook Cheddar Cheese™, Tim’s Cascade Potato Chips™, One bottle of Washington Merlot or Chardonnay Wine, Carr’s Crackers™, local Microbrew Beers, Oh Chocolate Truffles, Jellies and Jams, and Washington Apples.

**Shaken Not Stirred** – Choice of Gin or Vodka, Martini Glasses, Silver Shaker and Strainer, Silver Charger, Ice, Vermouth Spray, Pickled Onions, Green Olives, Lemon Rind and Cocktail Spears.

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**Charcuterie** – New York Strip Loin, Sausage, Smoked Chicken, Mozzarella, Smoked Cheddar and Gouda Cheeses, Roma Tomatoes, Fresh Basil, Nicoise Olives, Artichoke Hearts, Roasted Red Pepper with Horseradish Cream, Dijon, and Grilled French Bread.

**Executive Fruit Bowl** – A selection of Seasonal Fruits including Apples, Oranges, Banana, Papaya, Strawberries, and other selected fruits depending on season.

**A Night of Romance** – A Bottle of Champagne with two glasses, Chocolate Covered Strawberries, a Red Rose, and a Box of Chocolate Truffles make this a Sweet Interlude.

**A Night at the Movies** – Roll Camera with Fresh Popcorn, Red Licorice Rope, Miniature Hershey Bars™, Kit Kat™, Snickers™, Chocolate Covered Peanuts and Raisins, and Choice of Pepsi or Seven-Up, and a Certificate for a Free In-House Movie.

#### **DIAMOND AMENITIES:**

**“Cordially Yours”** -- A delectable assortment of sweet dessert shots: Grand Marnier Crème Brulee, Lemon Mousse & Mint Sauvignon Amaretto Strawberry Parfait, Chambord NY Cheesecake. All accompanied by a snifter of Courvoisier.

**“Travelers’ Refresher”** -- A satisfying medley of succulently sliced citrus fruits, melons & seasonal berries.

**Rustic Gourmet** -- A trio of savory cheeses, whole fruits & nuts accompanied by assorted gourmet breads & water crackers.

#### **ATM**

For additional guest convenience, the Hyatt Regency Bellevue offers an ATM machine that is accessible 24 hours a day located on the lobby level outside of Chadfield’s Sports Pub.

## **ATTENDANCE GUARANTEE**

An organization's final attendance guarantee(s) for each event is due by 12:00 (noon) three (3) business days prior to the scheduled event. This will be considered a firm guarantee from which you will be charged if fewer guests actually attend. The Hyatt Regency Bellevue cannot be responsible for identical services to more than five (5) percent over the guaranteed number of attendees.

Should the guaranteed final attendance be significantly different than the tentative count, the Hyatt Regency Bellevue reserves the right to relocate your event to a more suitable space to better serve all guests.

## **ATTRACTIONS & SIGHTSEEING**

### **Bellevue Botanical Garden**

The Bellevue Botanical Garden, which encompasses 36 acres of rolling hills, has appeared in national and international magazines and journals, attracts garden enthusiasts from all over the world. The Garden is open daily (including holidays) from dawn to dusk, and admission is free. Guided tours take place every Sunday. They begin at 2:00pm and meet at the Visitor's Center. You can also schedule a private tour for your group free of charge by calling the Garden directly at (425) 451-3755.

### **Bellevue Square Mall**

Bellevue Square, located in the heart of downtown Bellevue, is one of the leading shopping destinations in the western United States, attracting over 16 million visitors a year. Bellevue Square features over 200 of the nation's finest stores in a secure and climate controlled shopping paradise. *Seattle Weekly* readers voted Bellevue Square the "Best Mall," and the Square was recently voted the "Top Spot for Shoppers" by *Seattle Times* readers.

## **AUDIO VISUAL SERVICES**

Presentation Services, Inc. (PSAV) is the Hyatt Regency Bellevue's in-house Audio Visual Provider. They provide you and your associates with an audio-visual team that deliver the highest caliber of audio-visual support for your important event. Their technicians have extensive backgrounds in providing any type of audio-visual solution to accommodate your special event situations without question or complication.

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## **AUDIO VISUAL SERVICES (cont.)**

Presentation Services, Inc., will provide clients with audio-visual services that go beyond the traditional services offered by most companies within their field. Video Conferencing, computer rental, and the latest in wireless technology are only a few of the services performed to assure their clients the availability of the latest audio-visual technology. Their staff will customize your equipment order to match your individual needs.

In addition, a large inventory of fully maintained equipment is located on-site for any last minute additions. It is important to make your Catering/Convention Services Manager aware of all your audio-visual requirements for your event to ensure that space, proper set-up time, and cost needs will be met.

For specific information and questions regarding your audio-visual needs we recommend that you discuss your needs directly with Presentation Services. They may be reached at (425) 698-4396.

## **AUTOMOBILE ACCESSIBILITY**

Please note the following guidelines that must be adhered to for bringing automobiles into the hotel:

1. One quarter tank of gas or less
2. Drop sheet Provided
3. Gas cap must be locked
4. Battery cable must be detached
5. Supervised and prudent driving is required

Please contact your Catering/Convention Services Manager for more information regarding the King County Fire Regulation associated with this type of event. Alternate outdoor locations are also available for vehicle display and use.

## AUTOMOBILE RENTAL

You may contact the following organizations directly for car rentals.

Advantage (800) 574-6000 [www.advantagerentacar.com](http://www.advantagerentacar.com)

Alamo (800) 227-7368 [www.alamo.com](http://www.alamo.com)

Avis (800) 452-1494 [www.avis.com](http://www.avis.com)

(Located Right Behind the Hyatt Regency Bellevue)

Monday - Friday 8am - 6pm

Saturday 9am - 5pm

Sunday 12pm - 5pm

Dollar (800) 800-4000 [www.dollar.com](http://www.dollar.com)

Enterprise (866) 808-0228 [www.enterprise.com](http://www.enterprise.com)

Thrifty (800) 847-4389 [www.thrifty.com](http://www.thrifty.com)

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**BABYSITTING & CHILDCARE**

To arrange for babysitting services please call the hotel Concierge at Ext. 51

**BANNERS & SIGNS**

All banners and signs must be professionally printed or computer generated and placed on easels. The hotel does not allow hand-lettered signs or banners in public areas of the hotel. Easels will be provided for your event signage compliments of the hotel and based upon availability.

If your organization intends on using a banner(s), please advise your Catering/Convention Services Manager so that they coordinate the hanging of your banner. Please note that the hotel's assistance is required when hanging banners or signs. The fee for hanging banners and signs is \$30.00/banner.

Hotel provided signage includes reader boards located on the main lobby level, and each meeting floor, as well as our television system and door indicators.

Nothing shall be posted on, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Distribution of promotional gummed stickers or labels is strictly prohibited. Anything in connection with, necessary or proper for protection of the building, equipment or furniture, will be at the expense of the group. Banners displayed in areas other than those contracted for use by your group must obtain prior approval by hotel management.

## **BANQUET/FOOD & BEVERAGE SERVICE**

Policies and Procedures for specific banquet functions.

1. Based on your Banquet Prospectus a minimum revenue amount for food, beverage and room rental is contracted. This minimum does not include service charges, taxes, labor charges, audio visual, parking or any other miscellaneous charges incurred. Should your final revenue drop below the minimum required revenue, the hotel will advise you on additional alternatives in food and beverage which will bring you up to the agreed upon minimum figures for your function.
2. The Hyatt Regency Bellevue is happy to provide several “mixed grill” plated entrees in an effort to provide a variety and convenience to all groups. If, however, you require two entrée selections, the higher priced of the two entrees will be charged for both entrees. In addition, your guests’ entrée selection must be provided to the hotel with your guaranteed attendance and also be indicated during the event by a special symbol, place cards, or colored tickets. Please note that serving more than two plated entrees can compromise both quality of food and service that we at Hyatt Regency Bellevue pride ourselves upon. However, if absolutely necessary please note that an additional charge of \$3.50 per guest will be applied to the highest price entrée. Your Catering/Convention Services Manager will be able to offer further suggestions in this situation.
3. Meeting and banquet rooms are assigned by the hotel according to guaranteed minimum number of people anticipated at the event. The hotel reserves the right to assign another room for a function in the event the room originally designated for such function shall become unavailable or inappropriate in the hotel’s sole opinion.
4. The final guaranteed attendance for each event must be communicated to the hotel no later than 12:00 noon a minimum of three (3) business days prior to the event. This number will be considered a guarantee not subject to reduction, and charges will be billed accordingly. The hotel will prepare an additional 5% over the guaranteed number of guests. The hotel will not be responsible for identical service to more than 5% over the guarantee. For pre-set menu items, the total meal charge will include the actual number of plates pre-set.

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## **BANQUET/FOOD & BEVERAGE SERVICE (CONT.)**

5. The Hyatt Regency Bellevue is the only licensee authorized to sell, serve or distribute any food or beverage on property. No food or beverage of any kind will be permitted to be brought into the hotel by any guest.
6. Special considerations are sometimes made for ethnic, traditional or religious reasons with approval from the Director of Catering/Convention Services. Ask your Catering/Convention Services Manager for further details regarding ethnic/traditional requests. Not-for-profit groups which have obtained donated wine will be assessed a corkage fee of \$15.00/per bottle for service and will be required to provide a Washington State special occasion liquor permit (more info at [www.liq.wa.gov](http://www.liq.wa.gov)). Ask your Catering/Convention Services Manager for information on donated beverage restrictions.
7. We are very proud of the variety of menu items available. However, please note our creative catering and culinary staff would be pleased to assist you in planning custom or themed menus upon request. All food and beverage prices and availability are subject to change but may be confirmed three (3) months prior to your event.
8. A taxable 20% service charge and current 9.3% sales tax will be applied to all food and beverage charges. An additional \$3.50 per person charge will be added to the menu price for service to groups of twenty-five (25) people or less.

## **BANQUET MENU SELECTION**

The Hyatt Regency Bellevue requests that all banquet menus, room arrangements, and other details pertinent to your function be submitted to the Catering and/or Convention Services Department thirty (30) days prior to your event or convention. Your Catering/Convention Services Manager will be happy to custom design menu proposals especially for your group and assist in selecting the proper menu items and program arrangements to ensure a successful event.

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## **BELL DESK AND SERVICES**

For our guests' convenience, Hyatt Regency Bellevue provides bell desk services from 5:30am to 12:00 midnight, for luggage handling and storage, general information and room deliveries. Should you require bell service during times not listed, please contact the Front Desk at Ext. 50. Our bell desk is located in the lobby near the front entrance. For inquiries, please touch extension 52.

### **Deliveries**

Delivery charges for non-perishable items and items provided by organizations outside Hyatt Regency Bellevue are subject to gratuity. It is very important that the bell stand is given a minimum of 24-hours notice for large deliveries.

The current price for deliveries is as follows:

- Envelopes to be handed out at the Front Desk upon check-in:  
Complimentary
- Baskets/Presents to be handed out at the Front Desk upon check-in: \$2/Each
- Generic Envelopes delivered to guest rooms (placed under door): \$2/Room
- Personalized Envelopes delivered to guest rooms (placed under door): \$2.50/Room
- Generic guest room drops (items placed in guest room): \$2.50/Room
- Group Bag Pull: \$3/Room
- Personalized guest room drops (items placed in guest room): \$3.50/Room

### **Luggage Storage**

For guests who may be arriving early or checking out late, we will be happy to store luggage safely and securely. This is especially convenient for guests whose meetings are scheduled to end after check-out time of 12:00 noon. Our luggage storage and bell desk are located next to the front entrance in the main lobby, please see any of our Bell Staff for assistance or touch extension 52. Large group departure requiring more extensive storage may be arranged by your Catering/Convention Services Manager.

## **BILLING AND CREDIT**

### **Direct Bill Accounts**

For your group's convenience, the Hyatt Regency Bellevue allows establishment of Direct Bill Accounts for billing purposes. A Credit Application must be filled out completely two weeks before your arrival in order to establish a Direct Bill Account and be approved.

Credit references are requested that have been used within the last six to eight (6 - 8) month period. These references must equal or exceed the amount of credit that is presently being requested, or a deposit may be required. It is very important to fill out the application completely for your credit references, including all phone numbers and dates of stay.

Final payment of the Direct Bill Account bill is due within thirty (30) days of receipt of the final bill. Review of the bill on the final event day may be arranged with your Catering/Convention Services Manager and Credit Manager.

### **Credit Card Billing**

Credit Card payments are accepted with a completed credit card authorization form. All functions being paid by credit card will be charged the full estimated amount 7 - 10 business days prior to the function. Any excess charges will be credited back to the card approximately one week after the event. Any additional charges will also be charged to the credit card within this same time period.

## **BOX LUNCHESES**

The Hyatt Regency Bellevue will be happy to coordinate box lunches, snacks-to-go, and special meals for your group to take with them on special events and outings.

Please contact your Catering/Convention Services Manager for details on box lunches, including menus and prices.

## **BUSINESS CENTER**

The Concierge Desk, located in the lobby, carries out the Hyatt Regency Bellevue Business Center services. Listed below are hours of service:

Monday - Friday	7:30 AM - 10:00PM
Saturday	Hours Vary
Sunday	Hours Vary

\* Access to the Business Center service is available 24 Hours. The Front Desk will be happy to assist you after above listed standard hours of service. All charges may be paid by cash, check, credit card, or posted to your guest room or Master Account.

The Business Center offers a wide variety of services:

- ~ Photocopying (Color and Black and White)
- ~ Facsimile
- ~ On-Site Computer & Internet access
- ~ Mail Handling (postage rate not included)
- ~ Shipping and Packaging
- ~ Laser Printing

For more information, please call (425) 462-1234, or from within the hotel, dial ext. 51 from any house phone.

## **BUSINESS PLAN ROOM**

Hyatt Regency Bellevue provides our Business Travelers to upgrade to a Business Plan Room for an additional \$20.00 which includes:

- No access charges on credit card, 800, and local calls
- Eques Express continental breakfast
  
- In addition to our regular room amenities which include: In-room coffee maker, iron and ironing board, hairdryer, newspaper and High Speed Internet Access for \$9.95 a day.

For more details on the Hyatt Business Plan Rooms or to inquire about availability, please contact the Hyatt Regency Bellevue at (425) 698-1234, Hyatt Reservations at (800) 223-1234 or your Catering/Convention Services Manager for more details.

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### **CASH PAYING GUESTS**

In the event a hotel guest does not have a credit card to secure his/her guest room, the Hyatt Regency Bellevue will require full payment in advance for room and tax, along with a \$40 dollar refundable deposit for incidentals. If the guest does not wish to establish credit for incidentals, the guest room phone will be restricted to room-to-room calls. All folio room charges from the restaurants and movie charges will also be restricted.

### **CHAMBER OF COMMERCE (BELLEVUE)**

Bellevue Chamber of Commerce  
10500 NE 8th Street, Suite 212  
Bellevue, WA 98004  
Ph: (425) 454-2464  
Fax: (425) 462-4660  
[www.bellevuechamber.org](http://www.bellevuechamber.org)

### **CHECK CASHING**

Check cashing privileges are available at the Front Desk for hotel guests only. Guests may cash checks up to \$100 per stay. Hyatt Gold Passport members may cash checks up to \$250 and Diamond Gold Passport members up to \$500. The following guidelines for check cashing will apply:

- Must be a hotel guest.
- Must have identification.
- Name and address must be printed on the check.
- Must have business or home phone number.
- Must be approved electronically.

## CHECK IN/CHECK OUT

Check-in time at the Hyatt Regency Bellevue is 3:00pm. Room assignments prior to that time are based on availability. Upon check-in all guests will be asked to confirm his/her departure date.

Check-out time is 12:00pm. For your convenience, Video Check-Out is available from all guest rooms. Guests simply push the green "Info" button on the left side of the remote control to access Video Check-Out and follow the instructions. A copy of the bill is available at the Front Desk when checking out via the video check out process. Any guest who departs earlier than the departure date confirmed at check-in will be assessed an early departure fee of \$75. This fee will be automatically posted to the guest folio on or after departure. Emergency and special circumstances will be reviewed on a case-by-case basis.

Should a guest fail to arrive and/or check-in for an existing reservation, the rate at which the reservation was booked will be charged a one-night room and tax No-Show fee.

## CHURCHES

Below is a list of nearby churches. For exact directions, please call the concierge at extension 51.

<i>Baptist</i>	<b><u>Newport Hills</u></b> 5833 119 <sup>th</sup> SE 746.8034	<b><u>Crossroads Baptist</u></b> 14434 NE 8 <sup>th</sup> 747.6750
<i>Catholic</i>	<b><u>Sacred Heart Church</u></b> 9460 NE 14 <sup>th</sup> 454.9536	<b><u>St. Louise Catholic Church</u></b> 141 156 <sup>th</sup> Avenue SE 747.4450
<i>Christian</i>	<b><u>Church of Christ</u></b> 1212 104 <sup>th</sup> SE 454.3863 746.7676	
<i>Episcopal</i>	<b><u>Church of the Resurrection</u></b> 15220 Main Street 746.0322	
<i>Jewish</i>	<b><u>Herl-NerTamid (Conservative)</u></b> 3700 East Mercer Way Mercer Island 232.8555	<b><u>Temple De Hirsch Sinai (Reform)</u></b> 556 124 <sup>th</sup> NE 454.5085
<i>Mormon</i>	<b><u>Bellevue Stake Center</u></b> 14536 Main Street 747.4250	
<i>Lutheran</i>	<b><u>All Saints</u></b> 5501 148 <sup>th</sup> Avenue NE & 55 <sup>th</sup> 881.2925	<b><u>Saint Luke</u></b> 3030 Bellevue Way 822.7907
<i>Methodist</i>	<b><u>First United</u></b> 19354 108 <sup>th</sup> NE 454.2059	
<i>Non - Denomination</i>	<b><u>Antioch Bible Church</u></b> 5320 108 <sup>th</sup> Avenue NE 889.9757	
<i>Presbyterian</i>	<b><u>First Presbyterian</u></b> 1717 Bellevue Way NE 454.3082	
<i>Scientology</i>	<b><u>Mission of Bellevue</u></b> 1545 134 <sup>th</sup> Avenue NE 562.0331	
<i>Seventh-Day Adventist</i>	<b><u>Bellevue Church</u></b> 15 - 140 <sup>th</sup> NE 746.1763	
<i>Unitarian</i>	<b><u>East Shore Unitarian</u></b> 12700 SE 32 <sup>nd</sup> Street 747.3780	

Hyatt Regency Bellevue  
900 Bellevue Way NE  
Bellevue, WA 98004  
Telephone: (425) 462-1234 ~ Fax: (425) 646-7567  
[www.bellevue.hyatt.com](http://www.bellevue.hyatt.com)

## **COAT CHECK**

The Hyatt Regency Bellevue has coat check services available during banquet events. For information with regard to sponsoring coat check services for your meeting, convention or social event please contact your Catering/Convention Services Manager. Please note this service is provided at \$25.00/hour per attendant with a (4) four-hour minimum required.

## **CONCIERGE**

The Hyatt Regency Bellevue concierge staff serves as a liaison between guests and the hotel. The concierge provides internal public relations and overall guest service. The staff can assist guests in setting up reservations for dinner, arranging rental car reservations, placing a local or long distance floral order, providing directions, etc. To arrange services in advance of your arrival, please call the hotel at 425.462.1234, or from within the hotel request ext. 51 from any house phone.

## **CREDIT CARDS**

The following credit cards are accepted at the Hyatt Regency Bellevue for your convenience:

American Express	Mastercard
Carte Blanche / Diners Club	VISA
Discover	JCB

See Billing Section for further information on establishing a credit card account for your group.

## CURRENCY EXCHANGE

The Hyatt Regency Bellevue Front Desk will be happy to assist guests with currency exchange transactions. Please note that we are unable to exchange coins.

For more information regarding currency exchanges, please contact the Front Desk at 425.462.1234 or extension 50 within the hotel. The Concierge can also recommend a local currency exchange broker who can change American dollars to foreign currency.

### **DANCE FLOOR**

The Hyatt Regency Bellevue has portable dance floors of various sizes available. Your Catering/Convention Services Manager can assist in determining the appropriate size for your event.

### **DAY USE & CHANGING ROOMS**

Guests who wish to use a hotel room for the day or for a short period of time will be charged a half-day rate. The rate and hours of guest room availability for day use will depend on the occupancy of the hotel. Please see your Catering/Convention Services Manager for more information.

### **DECORATIONS**

For events that require special decorations or props, your Catering/Convention Services Manager can recommend several outside decor companies who have a full line of theme party props and specialty linens. We are also happy to suggest ideas regarding novel favors and souvenirs for your attendees. The hotel provides linens, mirrors, votive candles, and small décor items on a complimentary basis.

The Catering/Convention Services Manager and/or local authorities must approve all decorations or displays that are brought into the hotel. No items may be attached to any permanent hotel structure or furnishings with nails, staples, tape or any other substance.

Any items requiring rigging services must be approved and arranged with your Catering /Convention Services Manager in advance.

## **DIRECTIONS TO THE HOTEL**

The following are directions Eastbound from Seattle Using I-90:

- Take I-90 Eastbound
- Merge onto I-405 N Via Exit #10A toward Bothell/Everett
- Take the NE 8<sup>th</sup> Street Exit #13B
- Keep Right at the Fork in the Ramp
- Take the NE 8<sup>th</sup> Street WEST Ramp
- Merge onto NE 8<sup>th</sup> Street
- Turn Right onto Bellevue Way NE (The Hotel will be on your right hand side.)

The following are directions Eastbound from Seattle Using SR-520:

- Take WA SR-520 East Toward Bellevue-Kirkland
- Merge onto I-405 South Towards Renton
- Take the NE 8<sup>th</sup> Street East/West Exit #13B
- Take the 8<sup>th</sup> Street WEST Ramp
- Merge onto NE 8<sup>th</sup> Street
- Turn Right onto Bellevue Way NE (The Hotel will be on your right hand side.)

The following are directions Northbound Using I-405:

- Take I-405 North Towards Renton/Bellevue
- Take the NE 8<sup>th</sup> Street Exit #13B
- Keep Right at the Fork in the Ramp
- Take the NE 8<sup>th</sup> Street WEST Ramp
- Merge onto NE 8<sup>th</sup> Street
- Turn Right onto Bellevue Way NE (The Hotel will be on your right hand side.)

The following are directions Southbound Using I-405:

- Take I-405 Southbound Towards Renton/Bellevue
- Take the NE 8<sup>th</sup> Street East/West Exit #13B
- Take the 8<sup>th</sup> Street WEST Ramp
- Merge onto NE 8<sup>th</sup> Street
- Turn Right onto Bellevue Way NE (The Hotel will be on your right hand side.)

### **Hyatt Regency Bellevue address:**

900 Bellevue Way NE  
Bellevue, WA 98004

Hyatt Regency Bellevue  
900 Bellevue Way NE  
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## *E*

### **EARLY DEPARTURE FEE**

Upon making a reservation, receiving confirmation and checking into the Hyatt Regency Bellevue guests will be asked to confirm day of departure. At any of these times guests may change their departure date. However, after check-in, should the guest choose to depart earlier than the agreed upon departure date, a \$75 early departure fee will be charged to their individual account.

### **ENGINEERING SERVICES**

The Engineering Department is available to provide assistance with mechanical and electrical needs such as requests for temperature changes, electrical services, power requirements, Internet accessibility, re-keying and securing meeting rooms.

Please advise your Catering/Convention Services Manager of all of your engineering needs at least 15 days in advance. Additional charges may apply depending on the type of service required.

### **EMERGENCY - DIAL '55'**

The Hyatt Regency Bellevue has extensive procedures in place for emergencies. If a guest experiences an emergency, please call extension 55 from any house phone and our emergency response team will assist you. Further information on Hyatt Regency Bellevue security, emergency or evacuation procedures are available upon request.

## **ENTERTAINMENT**

The Hyatt Regency Bellevue recommends Andy Mirkovich Productions to obtain the best of local and national talent for your special event:

Andy Mirkovich Productions  
Entertainment, Meeting and Events  
11811 NE 1<sup>st</sup> Street, Suite 302  
Bellevue, WA 98005-3033  
(425) 454.4817

Please contact your Catering/Convention Services Manager for additional entertainment information.

## **EQUIPMENT AND RENTAL**

Any equipment required that is not in the hotel's existing inventory must be rented at the group's expense. Your Catering/Convention Services Manager will inform you of any requirements that are not among the Hotel inventory and will happily assist in obtaining the necessary items.

## **FIRE CODES & REGULATIONS**

The following are general regulations that fall under City of Bellevue fire code specifications. These codes should be considered when planning and coordinating space, decorations, etc. in all meeting space.

*Every required exit, exit access or exit discharge shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency. No furnishings, decorations or other objects shall be placed as to obstruct access to or from or obstruct visibility of exits.*

Upon discovery of a fire, one should dial the hotel emergency extension 55 from the nearest house phone.

## **FLAGS**

The Hyatt Regency Bellevue currently has the United States and Washington State flags available for use during your meeting or special event. Please request use from your Catering/Convention Services Manager.

## **FLORIST**

For assistance with floral needs from perimeter décor and centerpieces to personal flowers, please contact your Catering/Convention Services Manager. All services may be billed directly to your group's master account.

We recommend City Flowers; located in the Bellevue Place Complex

City Flowers  
10500 NE 8<sup>th</sup> Street  
Bellevue, WA 98004  
(425) 454-0882  
[www.cityflowers.com](http://www.cityflowers.com)

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## FUNCTION SPACE CAPACITY

Room Name	Size	Square Feet	Ceiling Height	Theatre	CR (3 per 6')	CR (2 per 6')	U Shape	Hollow Square	Conf	Recp	Bqt (Rounds of 10)	Bqt (Rounds of 12)	Crescent (Rounds of 6)
Grand Ballroom	90' x 65'	5850	12'	705	360	240	n/a	n/a	n/a	815	440	528	264
Grand A or E	28' x 21'	588	12'	77	45	30	24	30	24	75	40	48	24
Grand B or F	34' x 21'	714	12'	80	45	30	32	40	32	75	50	60	30
Grand C or G	34' x 21'	525	12'	77	45	30	24	30	24	75	40	48	24
Grand AB or EF	25' x 21'	1428	12'	126	80	52	42	48	36	150	80	96	48
Grand ABC or EFG	34' x 65'	2210	12'	270	140	92	n/a	n/a	n/a	250	150	180	90
Grand ABCD	50' x 65'	3250	12'	350	220	146	n/a	n/a	n/a	350	240	288	144
Grand Foyer				n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a
Regency Ballroom	55' x 38'	2090	11'	222	119	78	54	66	46	200	140	168	84
Regency A	28' x 38'	1064	11'	96	60	40	34	44	34	100	60	72	36
Regency B	27' x 38'	1026	11'	96	60	40	34	44	34	100	60	60	36
Regency Foyer				n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a
Balsam	27' x 17'	459	10'	49	28	18	23	26	22	49	30	36	18
Birch	25' x 17'	425	10'	49	28	18	23	26	22	49	30	36	18
Larch	37' x 28'	1036	10'	104	68	44	34	40	34	100	60	72	36
Laurel	38' x 17'	646	10'	64	42	28	36	40	34	75	40	48	24
Madrona	30' x 18'	540	10'	49	28	18	23	26	22	49	30	36	18
Juniper	55' x 17"	935	10'	100	64	44	46	52	44	100	60	72	36
Cottonwood	28' x 17'	476	10'	49	28	18	23	26	22	49	30	36	18
Exec. Boardroom	25' x 18'	450	10'	n/a	n/a	n/a	n/a	n/a	12	49	n/a	n/a	n/a
4th Floor Foyer				n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

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## **GIFT CERTIFICATES**

Gift certificates can be purchased for any of the hotel's services. Certificates can be purchased with cash, credit card or travel's checks. Please contact the front desk at 50 or (425) 462-1234 for further details and assistance.

## **GOLD PASSPORT**

At Hyatt Hotels and Resorts, we realize how special our frequent travelers are and have a program to reward our dedicated customers. The Hyatt Gold Passport Program, which provides additional amenities and services to our frequent traveler is designed to enhance your comfort during your stay, as well as allow you to earn Gold Passport Points that may be redeemed for fabulous Hyatt awards. Membership in the Gold Passport Program includes the following benefits:

- Upgrades on availability
- Complimentary newspaper delivered to your room daily
- In-Room coffee makers
- Late check out upon request (Subject to availability)
- 1-800-Check-In
- Private Toll Free reservation number 1(800) 228-3360

The following are some of the awards that can be earned:

- Free stays at Hyatt Hotels
- Suite upgrades
- Upgrades to Regency Club
- Airline, car rental and cruise line awards

Gold Passport also offers Meeting Dividends. Every time you hold an eligible meeting, group incentive or catered event at a participating Hyatt Hotel or Resort worldwide, you can earn up to 50,000 Gold Passport points.

To sign up for the Gold Passport Program, please visit the website at [www.goldpassport.com](http://www.goldpassport.com), or call 1 (800) 51-HYATT. You may also pick up an application at the Front Desk of any Hyatt Hotel and Resort.

## GOLF COURSES

The following are golf courses located near the hotel:

**The Golf Club at Newcastle (10 Miles)**

15500-Six Penny Lane  
Newcastle, Washington 98059  
Phone: (425) 793-4653 Fax: (425) 793-4640  
Web: [www.newcastlegolf.com](http://www.newcastlegolf.com)

**Willows Run (10 Miles)**

10402 Willows Road NE  
Redmond, WA 98052  
Phone: (425) 883-1200 Fax: (425) 869-7607  
Web: [www.willowsrun.com](http://www.willowsrun.com)

**Bellevue Municipal Golf Course (5 Miles)**

5500 140th NE  
Bellevue, WA 98005  
Phone: (425) 452-7250

Please feel free to contact the concierge for assistance with tee-time reservations.

## GROUP POSTINGS

To aid in locating events, the Hyatt Regency Bellevue has video reader boards and written event postings located throughout the Hotel including the Lobby and meeting levels. These video reader boards list all daily meetings and events as well as their locations and times.

Guests may also view listings in individual guestrooms on the television set by pressing the "Info Services" button on their remote control.

Door signs are also posted outside all meeting rooms to indicate group's use of rooms.

If your group should have any special posting requirements, please advise your Catering/Convention Services Manager.

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## GUEST ROOMS

The Hyatt Regency Bellevue offers 382 deluxe guestrooms, including 26 executive suites and three VIP suites. Every room features two phones with voice mail service, individual heating/cooling controls, remote control television, hairdryer, iron and ironing board, and AM/FM clock radio.

Each room has a smoke detector, sprinkler system, security latch, peephole, deadbolt lock and a Safelok™ electronic locking system.

Room amenities include:

AM/FM alarm clock radio	Coffee maker
Computer data port	Full bath amenities
Electronic door lock	Daily newspaper delivery for
Hairdryer (Wall Mounted)	Gold Passport and Business Plan
HBO	High-Speed Internet access \$9.95 daily fee
In-room pay movies	Individual climate control
Ironing board and Iron	Complimentary use of In-room
Television with remote control	safes, sized to fit laptop computer
Two Telephones with	Turndown available
Speaker Phones	Messages and express check-out
Video account review	Crib/rollaway (upon request)
Voice Mail	Additional foam pillows and
Robes available	one extra blanket in closet

Safety deposit boxes are available through the Front Desk to all guests at no charge.

**HAIR SALONS**

For information and directions regarding salons that are convenient to the Hotel, please contact the concierge at extension 51.

Obadiah Salon (in Bellevue Place Complex)  
10500 NE 8th Street  
Bellevue, WA 98004  
Ph: (425) 646-3666  
[www.obadiahsalon.com](http://www.obadiahsalon.com)

**HEALTH CLUB**

The Epicenter Fitness Club is located in the corner building just across the courtyard from the hotel. The facility's modern equipment, spacious rooms and natural lighting provide an ideal setting for working out. The 22,000 sq. ft. Epicenter Fitness Club offers free weight circuits, a cardiovascular center, aerobic studios, a 25-yard, four-lane lap pool, locker rooms with spas, private showers, steam rooms and saunas.

Access to the club is complimentary for hotel guests. Complimentary passes are available at the Front Desk and are required prior to entering the club.

Operating hours are as follows:

Monday - Friday	5:00am - 10:00pm
Saturday	7:00am - 8:00pm
Sunday	8:00am - 8:00pm

For more information regarding the health club services or hours of operations, please call 425.646.1111.

## **HOTEL FACTS & HISTORY**

Hyatt Regency Bellevue is a beautiful 24-story hotel that was built in 1989. The hotel is located in the heart of downtown Bellevue's business district, across from a premier shopping and dining destination in the Pacific Northwest. Commonly known as Seattle's "Eastside", Bellevue is the fastest growing city in the Northwest. Only 30 minutes from Seattle-Tacoma International Airport, and 15 minutes from downtown Seattle, Bellevue offers an abundance of select shopping, business and cultural activities that is evolving as fast as the high-tech companies headquartered in the area.

Over the past year and a half, Hyatt Regency Bellevue has invested almost \$10 million in guest room, meeting room and public space improvements. Most recently, this AAA four-diamond hotel completed the total renovation of all its meeting room floors, pre-function space and guest rooms. The hotel's guest rooms feature redesigned bathrooms, plush furnishings, 32" flat panel LCD televisions and Hyatt's Grand Bed. High-speed Internet access is available for a nominal fee, wired or wireless, as the hotel is a TMobile HotSpot.

The new warm and pleasant décor showcases a simple, yet visual interior that maintains the high level of elegance that one has come to expect at this 382-room downtown Bellevue hotel with over 17,000 square feet of flexible meeting space. A private, functional and comfortable meeting planner lounge was also created to enhance the convention coordinator's experience.

Conference attendees and high society event guests will appreciate everything from the quality of light in the meeting rooms to the high-end furnishings found in the hotel's pre-function space. Hyatt Regency Bellevue is also proud to display a collection of fine art from local artists that the public is welcome to enjoy.

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## **HOUSEKEEPING**

The following items are available from the Housekeeping Department upon request at no additional charge:

- Cribs
- Emergency toiletry kits
- Mini refrigerators
- Rollaway beds
- Shower caps
- Turndown service

Should guests require a specific time to have their guestroom turned down (i.e. for VIP convention attendees or due to hospitality events scheduled in a suite) these details can be arranged with your Catering/Convention Services Manager.

## **HOSPITALITY SERVICES**

The Hyatt Regency Bellevue has several suites perfect for hospitality entertaining. Further information on available rooms and suite layouts can be obtained from your Catering/Convention Services Manager.

### **IN-CONJUNCTION WITH EVENTS (ICW'S)**

Defined as groups who host an event during a conference, but are not part of the official convention program, who require meeting space and separate billing. All event space, if available, will be provided at the Hyatt Regency Bellevue's normal prevailing room rental rates and will be subject to the hotel's contract terms and conditions. Please direct any specific requests to the Catering/Convention Services Manager handling your group.

### **ICE MACHINES**

Ice Machines are located on each guest room floor of the hotel for guest convenience.

### **INSURANCE REQUIRMENTS**

All third-party contractors are to have \$ 1,000,000 liability insurance on file with hotel two weeks prior to arrival. HYATT REGENCY BELLEVUE should be listed as an additional insured with the following verbiage: *"Hyatt Corporation, as agent of Bellevue Place Limited Partnership, a Washington limited partnership, dba Hyatt Regency Bellevue are named as additional insureds under the above policies, such insurance shall be primary and not contributory with Hyatt's Insurance."*

Please speak with your Catering/Convention Services Manager with any questions regarding insurance specifications.

## INTERNET

Stay connected at Hyatt Regency Bellevue with fast and reliable Internet service. See below for type of access and availability.

Guest Rooms (for \$9.95 + tax daily fee, posted directly to your guestroom bill):  
T-Mobile Hotspot Wireless Broadband  
High-Speed Internet -Wired

### Meeting Rooms:

Hyatt Regency Bellevue offers wireless and wired Internet access in all meeting space for a \$200.00/line (\$10.00/additional user for wireless.) Please direct any specific requests to the Catering/ Convention Services Manager handling your group.

### Public Areas:

T-Moblie Hotspot Wireless Broadband

# K

## **KEYS**

For Meeting Rooms:

Keys for any meeting room, office or hospitality room will be provided upon request. Key issuance ensures the room is locked but not secured. If required that the locks be changed, there will be a \$100.00 charge per lock. This should be arranged with your Catering/Convention Services Manager at least two weeks prior to your function.

For Guest Rooms:

Keys for conference groups and VIP's can be pre-registered and placed in key packets to assist in the check in/registration process. Please check with your Catering/Convention Services Manager for further information.

## **KOSHER**

Hyatt Regency Bellevue has joined efforts with several local Kosher Kitchens for catering kosher events. In addition, kosher meal requests as substitutions in banquet functions are always available. Please see your Catering/Convention Services Manager for pricing and to make arrangements.

## **LAUNDRY & DRY CLEANING SERVICES**

The Hyatt Regency Bellevue full service laundry and dry cleaning services are available to all guests. A laundry bag and price list of services offered can be found in guest room closets.

- Dial extension 58 for morning pick-up
- Leave dry cleaning in the guest room or deliver to the Front Desk before 9:00am
- Enclose all copies of the completed pricelist in the laundry bag with clothing.

Laundry and dry cleaning in by 9:00 am will be completed and returned the same evening by 5:00pm to the guest room. Laundry and dry cleaning services are available Monday through Saturday, except holidays.

## **LINEN**

The Hyatt Regency Bellevue has an assortment of table linens and napkin colors available for events. Information regarding these, as well as ordering specialty linens, may be coordinated through your Catering/Convention Services Manager.

## **LIQUOR LAWS**

Washington State law prohibits the sale, purchase and distribution of alcoholic beverages to anyone under 21 years of age. In order to prevent sales and/or service of alcoholic beverages to individuals under the age of 21, the Hyatt Regency Bellevue has the right to refuse to sell or serve alcoholic beverages to anyone who is unable to produce adequate written proof of identity and age. Adequate proof of age and identity of an individual in Washington State is a document issued by a federal, state, county or municipal government including but not limited to a drivers license, a Selective Service card or an Armed Services identification card.

It is unlawful for any person under 21 years of age to show or present false or fraudulent written identification or use identification other than his or her own to order, purchase, attempt to purchase, receive or serve alcoholic beverages.

It is the policy of the Hyatt Regency Bellevue not to allow our servers to accept alcohol as a gratuity. It is a violation of our liquor license for any patron or guest of the hotel to consume liquor not purchased in our establishments.

In the event Donated Wines will be used for your event the following will apply:

- Allowed for dinner wine service only with submission of a Washington State special occasion liquor permit
- (more info at [www.liq.wa.gov](http://www.liq.wa.gov)) provided to your catering manager.
- With the exception of donated dinner wines, Hyatt Regency Bellevue will be the only provider of wines and other alcoholic beverages during all portions of your event. Please note Hyatt Regency Bellevue is the exclusive holder of liquor license for on-premise alcohol service in the hotel.
- A corkage fee of \$15.00/750ml bottle will be applied to any donated wine. Larger bottles (1 ½ or 3 litres bottles) will be assessed a \$25.00 corkage fee. This fee is non-negotiable and will be assessed for any opened bottle. This fee covers cost of bottle handling, storage and chilling, glassware and the liquor license required to serve.
- Delivery of donated wines will only be accepted within 48 hours of your event.

## LOGO

Neither the Group nor the Hyatt Regency Bellevue will use the name, trademark, logo or other proprietary designation for the other party in any advertising or promotional materials without the prior written approval of such party. The Group's requests for any Hyatt Regency Bellevue advertising materials should be directed to your Catering/Convention Services Manager.

## **LOST AND FOUND**

Items found in a guestroom or elsewhere in the Hotel are turned into the Housekeeping Department and retained there for 90 days. Valuable items found are secured and retained for six months.

The guest will pay all shipping charges related to shipping out a lost and found item claimed by the guest.

Inquiries can be made regarding lost and found items by calling the Housekeeping Department at 425.698.4020.

## **LUGGAGE STORAGE**

For guests who may be arriving early or checking out late, we will be happy to store luggage safely and securely. This is especially convenient for guests whose meetings are scheduled to end after checkout time of 12:00 noon. Our luggage storage and bell desk are located next to the front entrance in the main lobby, please see any of our bell staff for assistance or touch extension 52. Large group departure requiring more extensive storage may be arranged by your Catering/Convention Services Manager.

## *M*

### **MANAGING COMMITTEE MEMBERS**

They Hyatt Regency Bellevue's Managing Committee members are as follows:

General Manager	Kevin Kennedy
Director of Operations	Henning Nopper
Director of Sales & Marketing	Joe Alegre
Director of Catering / Convention Services	Suzanne Castor
Executive Chef	Gene Cunningham
Director of Engineering	Charlie Wilkerson
Director of Finance	Jan Phillips
Director of Human Resources	Jennifer Turney

### **MARITZ**

Maritz Research provides actionable intelligence to achieve business success by identifying and understanding gaps between brand promise and brand performance. The Maritz organization randomly selects meeting planners to participate in post-event surveys regarding their entire event experience. We appreciate your feedback should you be contacted.

### **MEDICAL FACILITIES**

For any medical emergency, please call extension 55 from any house phone. Inform the Hotel operator of the nature of the emergency and location. A response team including hotel managers will immediately respond. In non-emergency situations you may call the Concierge or Overlake Hospital at (425) 688-5000.

## **MEETING SPACE**

Over 17,000 square feet of newly renovated meeting, banquet and pre-function space are featured at the Hyatt Regency Bellevue. The elegant 5,850 square foot Grand Ballroom can accommodate up to 525 dinner guests or over 700 conference attendees.

Additionally, the Regency Ballroom and nine conference rooms are available to cater to the needs of your meeting or banquet. Please contact the Catering/Convention Services Department for additional information at (425) 698-4240 or view our website at [www.bellevue.hyatt.com](http://www.bellevue.hyatt.com)

## **MEETING DIVIDEND**

Earn Hyatt Gold Passport bonus points every time you hold an eligible meeting, group incentive or catered event at a participating Hyatt hotel or resort worldwide.

For more details please refer to the "G" section under Gold Passport.

## **MEETING PLANNER LOUNGE**

Hyatt Regency Bellevue is pleased to offer a Meeting Planner Lounge to be used by Meeting Planners while group is onsite. The following are available for use in the Meeting Planner Lounge.

- Computer with Internet Access
- Fax/Copy/Scanner
- Refrigerator with Bottled Water
- Keycard Access

The Meeting Planner Lounge can also be reserved for Large Group Rental. Please contact your Catering/Convention Services Manager for more details.

## **MENU PLANNING**

Please refer to Banquet/Food and Beverage located in the "B" section.

## MUSEUMS

Within walking distance of Hyatt Regency Bellevue you will find:

### **Rosalie Whyel Museum of Doll Art**

1116 108<sup>th</sup> Avenue NE  
Bellevue, WA  
(425) 455-1116

A short drive to Seattle you will find:

### **Experience Music Project**

325 5th Avenue North  
Seattle, WA 98109  
(206) 770-2700  
[www.emplive.com](http://www.emplive.com)

### **Seattle Art Museum**

100 University Street  
Seattle, WA 98101  
(206) 625-8900  
[www.seattleartmuseum.org](http://www.seattleartmuseum.org)

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**NEWSPAPERS & DELIVERY**

Guests may receive a complimentary copy (subject to availability) of the Seattle Times, Wall Street Journal, USA Today, Financial Times or New York Times at the bell desk located in the Lobby.

For further assistance please contact the Guest Services Department at ext 52.

**NOTARY PUBLIC**

The Hyatt Regency Bellevue offers on-site Notary Public Services during normal business hours, Monday - Friday. Should notary services be required, please make arrangements in advance with your Catering/Convention Services Manager.

# O

## **OFF PREMISE CATERING**

Off Premise catering is available through the Hyatt Regency Bellevue. Please contact the Catering Department at (425) 698-4240 for further details.

## **OFFICE FURNITURE**

Desks, filing cabinets, executive seating and other office furniture may be rented from the following merchant:

Cort Event Furnishings  
19817 87<sup>th</sup> Avenue S, Bldg. D  
Kent, WA 98031  
(253) 395-1197  
[www.corteventfurnishings.com](http://www.corteventfurnishings.com)

Your Catering/Convention Services Manager will be happy to assist in the rental of these items.

## **OFFICE EQUIPMENT & SUPPLIES**

Several office supply stores are located within a few blocks of Hyatt Regency Bellevue

### **Office Depot**

100 108th Avenue SE  
Bellevue, WA 98004  
Ph: (425) 453-2900  
[www.officedepot.com](http://www.officedepot.com)

### **Office Max**

12006 120th Place NE  
Kirkland, WA 98034  
Ph: (425) 821-4056  
[www.officemax.com](http://www.officemax.com)

### **Staples**

1645 140th AVE  
Bellevue, WA 98005  
Ph: (425) 373-3335  
[www.staples.com](http://www.staples.com)

Should you require office machines for your event, you may contact our in-house audio-visual provider, Presentation Services, directly for information regarding rental at (425) 698-4396.

Hyatt Regency Bellevue  
900 Bellevue Way NE  
Bellevue, WA 98004  
Telephone: (425) 462-1234 ~ Fax: (425) 646-7567  
[www.bellevue.hyatt.com](http://www.bellevue.hyatt.com)

**PACKAGES**

Packages to be held for group arrival should be marked with conference name, arrival date, meeting planner's name and the name of your Catering/Convention Services Manager. Please do not ship packages for arrival to the Hotel more than (3) days in advance to your conference. Large shipments and palettes will incur additional storage and/or handling fees. Consult your Catering/Convention Services Manager for further information. You may also refer to the "Shipping/Receiving" section of this guide.

**PARKING**

We are pleased to provide parking within the Bellevue Place complex and will provide (3) three hours of complimentary self-parking to your group with validation. There is a varying additional per hour charge for each hour, thereafter, dependent upon total hours parked. Valet parking is also available for your guests at an additional charge. Ask your catering manager about options for picking up charges for your guests' parking.

***Parking Fee Structure***

<b>Hourly Rates</b>	<b>Self</b>	<b>Valet</b>	<b>Hosted Vouchers</b>
Early Bird Rate (Before 9am, Out by 6pm)	\$7	n/a	n/a
0-3 Hours	Complimentary w/ validation	\$3.00 with Validation	Complimentary
Up to 3 1/2 Hours	\$2	\$6	\$2
4 Hours	\$3	\$8	\$2
4 1/2 Hours	\$4	\$8	\$4
5 Hours	\$5	\$9	\$4
6 Hours	\$6	\$10	\$5
7 Hours	\$7	\$11	\$6
9 Hours	\$9	\$16	\$7
13 Hours	\$11	\$16	n/a
24 Hours	\$14	\$16	n/a

Should you require oversize vehicle parking, such as bus or truck parking, arrangements may be made in advance with your Catering/Convention Services Manager, and will be subject to applicable fees.

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## **PASSKEY**

Hyatt Regency Bellevue is pleased to offer meeting planners Passkey meeting and group reservations management solutions.

The following is just a sample of Passkey benefits:

- Event-specific reservation website with detailed hotel information, including descriptions and photos of the hotel's guestrooms and amenities
- Seamless access to hotel reservations, at the negotiated rate, from your group's website or other internet locations of your choosing
- Reservations made through Passkey go straight to Hyatt's reservation system allowing you to access real-time pick-up and reporting. Attendees can modify and cancel their reservations in real-time
- Interactive and secure shopping environment that presents only your blocked inventory
- The ability to make, modify and cancel reservations online as necessary
- Automated, immediate confirmations of reservations sent to individual attendees by email or fax.

To arrange Passkey Meeting Management and Reservation Solutions for your group, contact your Hyatt Sales or Convention Services Representative.

## **PHONES**

Hyatt Regency Bellevue has house phones located in all public areas of the hotel. In addition, each meeting room has an available house phone. Additional phone lines can be placed in meeting rooms for outside calling, fax or computer access. There is a \$100 charge per line plus any phone call charges that can be placed on your master bill.

These phones can be "restricted" to in-house calling only, or they can have direct inside/outside dialing access. If someone from outside of the hotel is trying to reach someone at a "non-restricted" house phone, they must call the hotel main number at 425.462.1234 and ask to be connected to the house phone extension. They will need to give the group name or the actual extension number. To dial out on a "non-restricted" house phone you must first dial 9.

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## **PIANOS**

The Hyatt Regency Bellevue has (2) upright pianos available for use at a \$75.00 rental. Optional piano tuning prior to use will be at a \$100 tuning charge. Please reserve pianos through your Catering/Convention Services Manager.

Baby Grand rental is also available and can be coordinated through your Catering/Convention Services Manager.

## **PRE-CONVENTION & POST-CONVENTION MEETINGS**

In order to introduce clients to the key contacts at the hotel and review your needs, we would like to arrange for a Pre-Convention meeting prior to the main group arrival. Please advise your Catering/Convention Services Manager as to whom you would like to attend from your organization and of a convenient time for this brief meeting. (Time ranges from 30 minutes to one hour.)

As a means to gain feedback to better serve our clientele, we also ask for a brief Post-Convention meeting. This meeting allows your Catering/Convention Services Manager to receive comments directly from the key contacts of your organization, as well as provides valuable information regarding group behavior, room pick up and actual revenue for historical purposes.

## **PORTERAGE**

The Guest Services Department will handle any group arrival requiring baggage assistance. Arrangements can be made in advance with your Catering/Convention Services Manager for large group luggage storage and handling. Should you wish, gratuities for this service can be posted directly to the master bill.

Bell desk services are always available for individual arrivals. You may also dial extension 52 from any house phone to reach the bell desk directly.



## **RADIOS**

Two-Way radios for use during your conference or meeting may be rented from Presentation Services, our in-house Audio-Visual provider. For more information, or to make arrangements, contact your Catering/Convention Services Manager.

## **RECYCLING**

The Hyatt Regency Bellevue recycles cardboard, newspapers, glass, aluminum, office and computer paper. To complete the recycling cycle, we also purchase items made from recycled products whenever possible.

Please advise your Catering/Convention Services Manager if you have particular recycling concerns or needs.

## **REGENCY CLUB LOUNGE**

Regency Club by Hyatt Regency Bellevue is designed to go beyond your expectations. Personal touches make the difference. Bathrobes and special room amenities...high-speed Internet connections...private, keyed off levels. The Regency Club lounge, located on the 23rd floor, offers panoramic views from floor to ceiling windows and from the outdoor terrace. Start your day with complimentary continental breakfast and a selection of newspapers and magazines. Take advantage of a dedicated concierge staff that is ready to assist you while you enjoy the afternoon snacks and evening hors d'oeuvres with honor bar. For more information, ask your Sales or Convention Services Manager.

### **Regency Club Hours of Operation**

6:30 AM - 9:30 AM - Morning Service, Monday-Friday  
7:00 AM - 10:00 AM - Morning Service, Saturday and Sunday  
9:30 AM - 5:00 PM - Mid Day Service  
5:00 PM - 8:00 PM - Evening Cocktail Hour  
8:00 PM - 9:00 PM - Clean Up and Closing No Service  
9:00 PM - 6:30 AM - Club Closed

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## **RESERVATIONS**

Should your group be handling reservations with the hotel on an individual basis, guests may call the hotel direct, utilize our toll-free reservation service (800.233.1234) or visit us on the web at [www.hyatt.com](http://www.hyatt.com). It is imperative that individuals indicate their group affiliation when making reservations.

Hyatt Regency Bellevue is pleased to offer meeting planners Passkey meeting and group reservations management solutions.

All reservations must be guaranteed by credit card or one night's deposit within 24-hours of making the reservation.

Upon arrival, all guests will be asked to verify their departure date. The guest may change their departure date if needed at this time, or anytime up to 12:00pm the day before their expected departure. Guests checking out of the hotel prior to their expected departure date without advising the Front Desk in advance an Early Departure Fee of \$75 assessed.

Any guaranteed reservation, without actual guest arrival and not canceled, will be assessed one night room and tax billed to the guest or group, based on reservation origination.

If reservations are submitted via rooming list, please include individual arrival and departure dates and note those sharing accommodations. Please include each individual's address. All lists are due by the cut-off date noted in the group's sales contract.

## **REGISTRATION DESK/OFFICE/STORAGE**

Hyatt Regency Bellevue provides tables, chairs, linens and skirting for your registration requirements. Please advise us in advance of any registration needs so that we may properly allocate space.

## **RESTAURANTS**

### **Chadfield's Sports Pub**

Hyatt Regency Bellevue restaurant offer a wide variety of full food and beverage service for our guests. For additional information, menu selection and wine lists contact our concierge at ext. 51 or refer to the in-room compendium.

### **Chadfield's Sports Pub**

Located on the Lobby Level, Chadfield's is the best place in Bellevue to see the big game! With four satellite receivers, and a total of 8 televisions, six of which are flat screens, you can watch your home team play, regardless of where home is! We offer nightly Happy Hour including 20oz draft beers. Join us for all NFL, NBA, NHL and MLB action as well as the full college sports line-up. With great sandwiches, salads and appetizers, we have a taste for every appetite! Complimentary fresh peanuts and popcorn add to the sports pub experience!

Open daily starting at 11:00am

## **RETAIL SHOPPING**

The Hyatt Regency Bellevue is conveniently located across from Bellevue Square, the largest shopping mall in the Pacific Northwest. Visit their website at [www.bellevuesquare.com](http://www.bellevuesquare.com) or call the Bellevue Square Information Desk at (425) 454-8096 to find out more information regarding retailers.

In addition, Bellevue Place Complex houses multiple retail shops and dining facilities. Located directly adjacent to Hyatt Regency Bellevue via the Wintergarden Atrium, it is ideal place for any last minute shopping, or gifts for loved one's back home.

## **ROLLAWAY POLICY**

Rollaway beds are available on request through our housekeeping department on a complimentary basis. Please be aware that it is the policy of the hotel to limit the placement of rollaway beds into guest room as follows:

- A maximum of one (1) rollaway in a room with one (1) king size bed or two double beds.
- A maximum of two (2) rollaways in parlors and Jr. Suites.

Guest requests for rollaways exceeding the above guidelines will be declined, based upon the limited size of the rooms and so as not to create a safety hazard for guests and employees occupying and/or servicing the room.

For large group arrangements, please speak with you Catering/Convention Services Manager.

## **ROOM SERVICE**

Guests of Hyatt Regency Bellevue are invited to take advantage of room service, provide breakfast, lunch, dinner or a snack in the comfort and convenience of your guest room. Room service is offered daily from 6:30 am – 12 Midnight, and can be ordered by dialing ext. 54. A full room service menu is available in all guest rooms.

## **ROPES & STANCHIONS**

Hyatt Regency Bellevue has a limited amount of ropes and stanchions available for your event. Please inform your Catering/Convention Services Manager should you require this service.

**SAFETY DEPOSIT BOXES**

Safety deposit boxes are available at no charge and are located at the Front Desk. They are recommended for the storage of valuables, with access 24-hours a day. Use of the safety deposit boxes may be arranged through guest services at the Front Desk. There is a \$100.00 fee for any lost keys. The Hotel also provides small safes in all guest rooms.

**SECURITY**

The Hyatt Regency Bellevue has a full time security staff. The security officers are stationed at various points in the hotel. Their white and gray uniformed suits and nametags can easily identify these officers. All guest rooms contain Safety Tips Brochures and emergency procedures of which all guests are encouraged to read at their convenience.

**Meeting Space:**

The security department is responsible for all areas of the hotel; however they do not monitor meeting rooms. It is the sole responsibility of the group to safeguard their property. All meeting rooms are lockable, but not securable, and the Hyatt Regency Bellevue is not responsible for losses. The Group acknowledges that the Hyatt Regency Bellevue cannot be responsible for the safekeeping of the equipment, supplies, written materials or other valuable items left in meeting rooms by the Group. Accordingly, the Group acknowledges that it will be responsible to provide security for above-mentioned items and hereby assumes responsibility of loss thereof.

Should you require additional security for your meeting or event, please speak with your Catering/Convention Services Manager regarding rates and availability.

For more information regarding the Hyatt Regency Bellevue's hotel security contact them at (425) 646-3760.

## **SHIPPING/RECEIVING**

To ensure proper delivery please include the following information on all packages:

Name of Organization or Meeting  
On-Site Guest's Name  
Function Date  
Name of Catering Manager

Note the Shipping/Receiving Charges & Policy As Follows:

- ~ The Hotel will ship and/or receive up to 3 boxes for a group at no charge.
- ~ A handling fee of \$5.00 per box will apply for any additional boxes.
- ~ A \$100 handling fee for each pallet the hotel ships and/or receives.
- ~ Storage of both boxes and pallets is complimentary for up to 3 days prior to and following the event start date. Additional days will be charged \$10 per day per box and \$100 per day per pallet.

## **SPORTS**

For sports enthusiasts, Seattle is home to several pro-level sporting teams. Seattle Seahawks Football, Seattle Mariners Baseball, Seattle Sonics (Men's) and Storm (Women's) Basketball, Seattle Thunderbird's Hockey, and Seattle Sounder's Soccer. Tickets for most events can be purchased through Ticket Master at (206) 628-0888, or online at [www.TicketMaster.com](http://www.TicketMaster.com).

## **STAGING & PLATFORMS**

The Hyatt Regency Bellevue has portable risers for use in all meeting rooms. All risers are 6' x 8' panels that come in the following heights: 8", 16" and 32". All risers have gray carpet on the top and are skirted in black material. Stairs are available for access to the platform. In accordance to the American Disabilities Act, the Hyatt Regency Bellevue also has a ramp available for guests with special needs. Because there are a limited number of risers, be sure to speak with your Catering/Convention Services Manager to reserve risers for your event.

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## **SUITES**

### **Executive Suites**

There is one Executive Suite located on each of the 5<sup>th</sup> through the 21<sup>st</sup> floors. These lovely corner suites feature stunning views of the surrounding area, with a spacious living room area and private bedroom separated from the living room by French doors.

### **Mt. Rainier Suite**

The Mt. Rainier Suite is located on the 22<sup>nd</sup> floor of the hotel.

The view is of Lake Washington and downtown Seattle. On a clear day, there is a view of the Olympic Mountain Range and Mount Rainier.

The suite features a large living area and formal dining area with seating for six. The suite also boasts a full kitchen including a washer and dryer. The master bedroom is located off the main living area and includes a beautiful four-poster bed and a private master bath with a television. There is also an office/sitting room located off the master bedroom.

A second adjoining bedroom can also be added to the suite.

### **Presidential Suite**

The Presidential Suite is located on the 23<sup>rd</sup> floor of the hotel.

There are two balconies with large floor to ceiling windows. The view is of Lake Washington and downtown Seattle. On a clear day, there is a view of the Olympic Mountain Range and Mount Rainier.

The suite features a large living area and formal dining area with seating for six. A kitchenette is located off the living room. The master bedroom is located off the main living area and includes a private master bath with a television.

A second adjoining bedroom can also be added to the suite.

## **Kemper Suite**

The Kemper Suite, the largest in the hotel, is located on the top floor of the building (24<sup>th</sup>).

There is a large balcony with (3) large floor to ceiling windows. The view is of Lake Washington and downtown Seattle. On a clear day there is a view of the Olympic Mountain Range and Mount Rainier.

The suite features an extremely spacious foyer and living area, sitting area and formal dining area with seating for eight. A kitchen is located off the dining area, and a wet bar is located in the living room. The master bedroom is located off the main living area and includes a large sitting area and a spacious private master bath with a spa tub and separate shower with a television. The master bedroom also boasts a beautifully housed television that rises from the foot of the bed and can be viewed on a swivel from either the bed itself, the sitting area, or the spa tub.

A second adjoining bedroom can also be added to the suite.

**TAXES**

As of January 1, 2005, the current taxes for King County and Washington State are as follows:

Guest Room Tax:	14.4%
Food and Beverage Sales Tax:	9.3%
Service Charge on Banquets/ Audio-Visual:	20%
General Sales Tax:	8.8%

**TAX EXEMPT STATUS**

Non Profit organizations that hold fundraisers at the hotel can claim tax exemption strictly on food and non-alcoholic beverages if they provide the Hotel with a resale certificate that is signed valid with their companies UBI or Federal ID Number. Groups must also provide a letter on their letterhead stating that they are holding a fundraiser where it is mandatory to pay to eat. If one person participates in the fundraiser and does not pay then it cannot be tax exempt. Groups may not claim tax exemption on Audio Visual, Room Rental and/or Miscellaneous Resale Items. Re-sale certificates must be received by the hotel prior to the event date. Please contact your Catering/Convention Services Manager for additional information and final approval.

**TELECOMMUNICATIONS**

Hyatt Regency Bellevue's communications department is happy to accommodate all of your communication needs for house phones to speaker phones. The following is a list of services that we can provide for your meetings:

**Charges for Calls:**

In-House:	No Charge
Local:	\$1.00
Long Distance	\$0.75 per call, plus \$0.25 per minute, plus appropriate taxes and an AT&T assisted fee.

All phone rentals are based upon availability and there are a limited number of extensions per meeting room. Please contact your Catering or Convention Services Manager as soon as possible to reserve.

### **Direct Inward Dialing (DID)**

A DID line can be dialed directly from outside the hotel to the extension. To reach an outside line you must first dial 9.

**Charges:** DID lines are \$100.00 per extension per day plus the cost of all outgoing phone calls.

### **Speaker Phones**

Speakerphones can be connected to any extension. Because there are a limited number of speakerphones, they will need to be reserved in advance.

**Charges:** Speakerphones are \$100.00 per phone per day, plus the cost of all calls.

### **Modem Lines**

A modem line can be used with a computer or fax machine.

**Charges:** Modem lines are \$75.00 per line per day, including Direct Inward Dialing, plus the cost of all calls.

## **TEMPERATURE CONTROL**

All meeting rooms are connected to the Hotel Master Temperature Control and are pre-set at 72 degrees. For adjustments in meeting room temperature, please see your banquet manager or call the hotel operator, dialing "O" from the house phone.

## TRANSPORTATION

### Airport Transportation

Listed below are several forms of transportation to get to and from the airport.

1. Limousine/Town Car Service: Limousine/Towncar service is available through European Limousine. Please contact guest services while in the hotel to make reservations or directly at (425) 827-2851 to make advance arrangements.
2. Taxi Cabs: The average cost to or from the airport via taxi is \$34.00 + gratuities. When departing the Hyatt Regency Bellevue, the hotel bellman will be happy to secure a taxi for your return trip to the airport.
3. Airport Shuttle Service: Shuttle Express provides shuttle service to and from the Sea-Tac Airport for Hyatt Regency Bellevue and other area hotels. One-way fares between the Hyatt Regency Bellevue and Seattle-Tacoma International Airport are \$19.00 for the first adult and \$10.00 for each additional adult thereafter. Children ages 6-12 are \$6.00, and children under age 6 are free with a paying adult. Shuttle Express accepts VISA, MasterCard, Discover, and American Express.

It is necessary to make a reservation 24 hours in advance when traveling from the hotel to the airport to ensure that the shuttle comes to the hotel. To reserve, please call Shuttle Express directly at (425) 981-7000. The shuttle stops at the hotel every 20 minutes to the hour beginning at 4:40 am – 10:40 pm, and runs a 40-minute travel time from Hyatt Regency Bellevue to Sea-Tac Airport. Please plan accordingly by considering this travel time.

Reservations are not accepted traveling from the airport to the hotel, however, Shuttle Express has a booth on the 3<sup>rd</sup> floor of the parking garage at Sea-Tac Airport, and reservations can be made there.

## **Chartered Bus Services**

For transportation to/from an event outside the hotel, either contact directly one of the companies listed below, or utilize your Catering/Convention Services Manager for assistance.

### **Gray Line of Seattle**

4500 W. Marginal Way SW  
Seattle, WA 98106  
(206) 626-6082

### **Starline**

150 S Kenyon St # C  
Seattle, WA 98108  
(206) 763-5817

## **Limousine Service**

Limousine service to and from the airport, and throughout the city and surrounding area, is available from:

European Limousine  
PO Box 690  
Carnation, WA 98034  
(206) 223-1701  
(425) 827-2851

For more information on-site, please contact the Bell desk in the lobby at extension 52 or your Catering/Convention Services Manager prior to your arrival.

## **Public Transportation**

The Metro bus system offers a quick and easy way to get around the city.

Bus fares are \$1.50 for those aged 18 years and older within one zone and \$2.00 for two zones. Those aged 18 and younger pay \$.50 as do senior citizens aged 60 and older. Exact fare is required on all busses. For more information on bus routes and schedules contact the Metro Information Line at 206.553.3000 or visit them on the web at [www.transit.metrokc.gov](http://www.transit.metrokc.gov)

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## Taxi Cabs

Taxi fares are determined by distance traveled or waiting time. Current 2004 fees are as follows: meter starts at \$2.30 and the rate is \$2.30 per mile. Waiting time is charged at \$.50 per minute, and additional passengers over two, not including minors, is also an additional \$.50. Be sure to take note of the cab name and number in case you lose something, or wish to pass on a compliment or complaint.

Taxis can be hailed for you or arranged in advance. Please see the doorman if you require assistance.



### **VOICEMAIL**

Each guest room is equipped with a voice mail service. If the light on your phone is on, simply dial ext. 4747 to access your calls. If you are away from your room, call the Hotel Operator from the house phone to retrieve your messages.

### **VEGETARIAN/DIETARY REQUIREMENTS**

Our culinary staff at Hyatt Regency Bellevue is happy to customize menus based on your dietary needs. Please coordinate with your Catering/Convention Services Manager on any necessary requirements during the menu planning process. Kosher menus are also available Please refer to the "K" section for additional kosher menu information.