

A photograph of the JW Marriott Houston building at night. The building is illuminated with warm lights, and the name "JW MARRIOTT" is visible in large, glowing letters on the facade. The sky is dark, and some trees are visible in the foreground.

JW MARRIOTT

# *Stylish. Energetic. Galleria Destination*

We are delighted that you have chosen the JW Marriott Houston as the site for your upcoming event. Our standards of excellence are built into every detail so that you and your guests will have an exceptional experience.

Located in the Galleria, Uptown Houston's most cosmopolitan business and shopping district, the JW Marriott Houston offers you and your guests a premier and distinctive experience. Your guests will discover an array of nearby dining and shopping options along with world class attractions and unique entertainment.

We hope that the following information will assist you as you begin the planning process. Should you need any further information, please do not hesitate to contact your Event Manager. We are eager to partner with you to ensure a successful and world class experience for you and your guests!

**Welcome to the JW Marriott Houston!**



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## Hours of Operation

### Concierge Desk

*Located on 1st Floor*  
*Hours Fluctuate*  
Monday – Saturday  
7:00am – 10:00pm  
Sunday  
10:00am – 6:30pm

### Concierge Lounge

*Located on 22nd Floor*  
Monday – Thursday  
6:00am – 10:00am  
Friday  
6:00am – 12:00pm  
Saturday (Closed)  
Sunday  
5:00pm – 10:00pm

### Health Club

*Located on 5th Floor*  
Open Daily  
5:30am – 11:00pm

### Room Service

6am – 12 Midnight, limited  
menu after midnight

### South Coast Grill

*Located on 2nd Floor*  
Open Daily  
Monday - Friday  
6:30am – 11:00am  
Saturday – Sunday  
6:30am – 12:00pm

*Breakfast Buffet*  
Monday – Friday  
6:30am – 10:00am  
Saturday – Sunday  
6:30am – 12:00pm

### Destino

*Located on Lobby Level*  
Open Daily  
11:00am – 12:00am

### Starbucks Coffee

*Located on Lobby Level*  
Open Daily  
Monday - Friday  
6:00am – 2:00pm  
Saturday – Sunday  
7:00am – 12:00pm

### Business Center

*Located on 1st Floor*  
Open 24 Hours  
Room Key Access



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*Energy & Time*



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## Hotel Services

### Guest Services

- ✓ In-Room Safes
- ✓ Business Center – Charges Apply
- ✓ Sundry Shop
- ✓ Concierge
- ✓ Valet Parking & Garage Self Parking
- ✓ Complimentary Shoe Shine
- ✓ Valet Laundry Service (Except Sunday)
- ✓ Hertz rental car courtesy phone
- ✓ ATM Machine
- ✓ Wired for Business (high speed internet, local and long distance) \$12.95 per day
- ✓ HD TVs with HD Signal
- ✓ Wired & Wireless High Speed Internet

### Recreation & Leisure

- ✓ Fully equipped health club, with wet and dry sauna and whirlpool
- ✓ Indoor/Outdoor Pool with sun deck
- ✓ Basketball and racquetball courts
- ✓ Life Fitness weight machines

### Dining

#### South Coast Grill (2<sup>nd</sup> Floor)

Offers a menu with traditional American fare (breakfast only)

#### Destino (Lobby Level)

A casual eclectic setting for cocktails, conversation and cuisine for lunch & dinner.

### Attractions

- ✓ Galleria Shopping Complex
- ✓ Minute Maid Park
- ✓ Reliant Center/Stadium
- ✓ Houston Zoo
- ✓ George R. Brown Convention Center
- ✓ Museum & Arts District
- ✓ Bayou Place
- ✓ Toyota Center
- ✓ Texas Medical Center
- ✓ Theatre District



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*Galleria destination*

## Airport Directions

### From George Bush Intercontinental Airport:

Take I-45 South to 610 West  
Follow 610 Loop to Westheimer Road Exit  
Turn Right on Westheimer  
The hotel is located ½ mile on the right  
Estimated taxi fare: \$65.00 USD (one way)  
Super Shuttle: \$24.00 USD (one way)

### From Hobby Airport:

Take I-45 North to 610 West  
Follow 610 Loop to Westheimer Road Exit  
Turn Left on Westheimer  
The hotel is located ½ mile on the right  
Estimated taxi fare: \$55.00 USD (one way)  
Super Shuttle: \$22.00 USD (one way)



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*English*



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# Parking

Fees are subject to change without notice.

## Valet Parking: (Inclusive of Taxes)

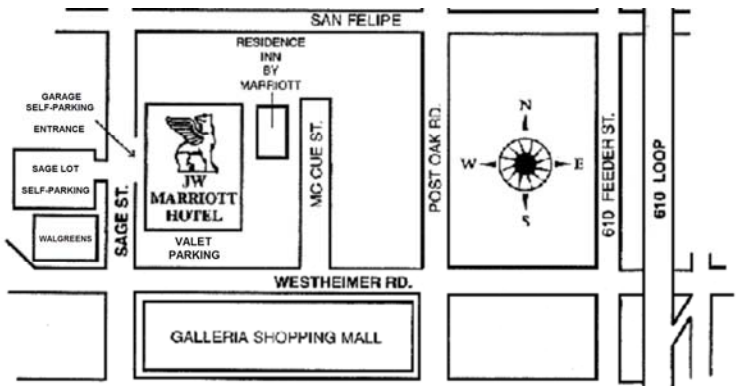
Located at the front entrance on Westheimer.

Event Parking	\$15.00
Overnight Parking	\$29.23

## Garage & Sage Lot Self-Parking: (Inclusive of Taxes)

Entrance located on Sage Street.

0 Hours – 2 Hours	\$6.00
2 Hours – 6 Hours	\$10.00
6+ Hours & Over night	\$17.00



Fully automated parking system. To expedite departures from the garage, please notify your attendees to utilize the pay stations on Lower and Upper parking.

All parking is subject to availability.

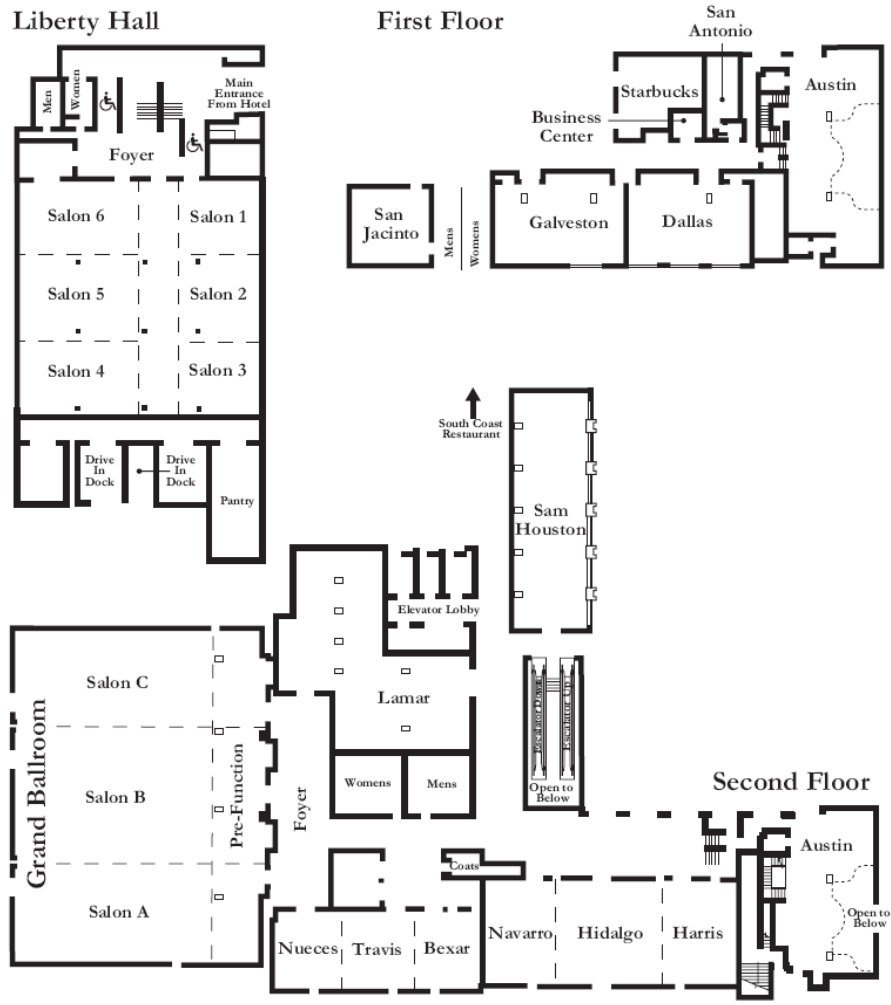
*Galleria des Tivoli*



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# Floor Plan



*English*



# Local Restaurants

**(W) Walking Distance**  
 \$-\$10-\$20/entree

**(V) By Request Courtesy Vehicle**  
 \$\$-\$15-\$30/entree

**♥-Romantic**  
 \$\$\$-\$25+€/entree

**American/Continental**

Grille 5115 by Ruggles <b>(W)</b>	\$\$	Saks-2 <sup>nd</sup> Level (Galleria)	713-963-8067
Grand Lux Café-American <b>(W)</b>	\$\$	5000 Westheimer	713.626.1700
Aquarium-Dining & Attractions	\$\$	410 Bagby (Downtown)	713.223.3474
♥Post Oak Grill <b>(V)</b>	\$\$	1415 S. Post Oak Ln.	713.993.9966
Kona Grill-American/Asian	\$\$	Galleria II	713.877.9191

**Asian/Indian**

Kiran's-Indian <b>(V)</b>	\$\$	4100 Westheimer	713.960.8472
P.F. Chang-Chinese/American <b>(V)</b>	\$\$	4094 Westheimer	713.627.7220
Uptown Sushi <b>(V)</b>	\$\$	1131 Uptown Park Blvd.	713.871.1200
RA Sushi <b>(V)</b>	\$\$	3908 Westheimer	713.621.5800
Thai Gourmet	\$	6324 Richmond	713.780.7955

**Steak**

Capital Grille <b>(W)</b>	\$\$\$	5365 Westheimer	713.623.4600
Morton's of Chicago <b>(W)</b>	\$\$\$	5000 Westheimer	713.629.1946
Pappas Brothers <b>(V)</b>	\$\$\$	5839 Westheimer	713.780.7352
Smith & Wollensky <b>(V)</b>	\$\$\$	4007 Westheimer	713.621.7555
Sullivan's <b>(V)</b>	\$\$\$	4608 Westheimer	713.961.0333
Bob's Steak & Chop House <b>(V)</b>	\$\$\$	1801 Post Oak Blvd.	713.877.8325
Fleming's	\$\$\$	2405 W. Alabama	713.520.5959
Palm-Steak & Lobster <b>(V)</b>	\$\$\$	6100 Westheimer	713.977.2544
Ruth's Chris	\$\$\$	6213 Richmond	713.789.2333
Truluck's-Steak & Stone Crab <b>(W)</b>	\$\$\$	5350 Westheimer	713.783.7270



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*Energy & Fire*

## Local Restaurants (Continued)

### South American

Americas (V)	\$\$\$	1800 Post Oak Blvd.	713.961.1492
Fogo De Chao-Brazilian	\$\$\$	8250 Westheimer	713.978.6500

### Seafood

Magnolia Bar & Grill-Cajun (V)	\$	6000 Richmond	713.781.6207
♥McCormick & Schmick's (V)	\$\$	1151 Uptown Park Blvd.	713.840.7900
Pappadeaux-Cajun (V)	\$\$	6015 Westheimer	713.782.6310
Oceanaire Seafood Room (W)	\$\$\$	Galleria II	832.487.8862
Pesce	\$\$\$	3029 Kirby	713.522.4858

### Italian

Arco Doro-Sardinian (W)	\$\$\$	5000 Westheimer	713.621.6888
Maggiano's-Southern (V)	\$\$	2019 Post Oak Blvd.	713.961.2700
Grotto-Northern (V)	\$\$	4715 Westheimer	713.622.3663
♥La Trattoria-Sicilian	\$\$	6504 Westheimer	713.782.1324

### Tex-Mex

El Tiempo Cantina	\$\$	3103 Richmond	713.807.1600
Escalante-Mexican (V)	\$\$	4053 Westheimer	713.623.4200
Pappasito's	\$\$	6445 Richmond	713.784.5253

### Barbeque

Luling City Market (V)	\$	4726 Richmond	713.871.1903
Goode Company	\$	5109 Kirby	713.522.2530

### Fine Dining (Jacket Recommended)

Café Annie-Santa Fe (V)	\$\$\$	1728 Post Oak Blvd.	713.840.1111
♥Masraff's-Euro American (V)	\$\$\$	1025 S. Post Oak Ln.	713.355.1975
♥Rainbow Lodge-Texas	\$\$\$	2011 Ella Blvd.	713.861.8666
Tony's-Continental/Italian	\$\$\$	3755 Richmond	713.622.6778



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*Galleria des Tinations*

## Additional Information

Van Service:	Complimentary within a 1 mile radius (7AM – 11PM Daily)		
Shopping:	Galleria, Highland Village, Uptown Park		
Hospital:	Twelve Oaks Hospital	4200 Portsmouth	713.623.2500
Pharmacy:	Walgreen's(24 Hours)	5200 Westheimer	713.623.0643
Office & Printer Center:	FedEx Office	5616 Westheimer	713.963.9899
Post Office:	USPS (Monday-Friday)	5015 Westheimer Ste. 1200	800.ASK.USPS
Movie Complex:	Edwards IMAX	7600 Katy Fwy	713.263.1114
Electronic Stores:	Best Buy	5133 Richmond Avenue	713.552.1512
Golf Course:	Memorial Park Golf Course	1001 E. Memorial Loop Drive	713.862.4033
	Wildcat	12000 Almeda	713.413.3400
Tennis Court:	Memorial Park Tennis Center	1500 Memorial Loop Drive	713.867.0440
Limo Service:	AAmbassador Limo Service	24 Hours	713.572.5466
Airport Shuttle:	Super Shuttle	(must make reservation)	800.258.3826
To Dial Room to Room:	7 plus room number		
Local Calls:	\$0.57 per call		
High Speed Internet: (Sleeping Rooms only)	\$12.95 per day, "Wired for Business" unlimited local, long distance and high speed internet		
Wireless Internet Access Points:	\$2.95 for first 15 minutes & 25 cents ea additional minute Lobby and 2 <sup>nd</sup> Floor Foyer		
Local Internet number for AOL:	713.490.0421 or 713.490.0910		
Local Internet number for Earthlink:	281.914.4093 or 281.914.4492		
Mini bars in rooms:	No		
Laundry Facility:	None onsite (Spin Cycle at Hillcroft and Westheimer – west on Westheimer, left on Hillcroft, it is in first strip mall center to the left)		



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*English*



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## Standard Terms & Conditions

**Guarantees:** In arranging for all private events, the guarantee of attendance must be specified by patron by 12 noon, 72 business hours (3 business days) in advance of the event. This number shall constitute the guarantee, not subject to reduction and charges will be made accordingly. The Hotel will set for an additional 3% above the guarantee. If no guarantee is received at the appropriate time, the Hotel will assume the patrons "expected" count to be the guaranteed number and charges will be made accordingly.

**Service Charge:** All Food, Beverage, Room Rental and Audio Visual Charges will be subject to a Taxable Service Charge.

**Taxes:** All Food, Non Alcoholic Beverages, Audio Visual, Labor Charges, Service Charges and Equipment Rentals are subject to a 8.25% Sales Tax. If Patron maintains Texas tax exempt status, Patron must provide Hotel with a valid Texas State Tax Exemption Certificate(s) no later than 3 business days prior to function.

**Payment in Advance:** Unless credit has been established to the satisfaction of the Hotel, or if the event is a political or social event, payment in full of the entire contract price must be paid in cash, certified check or approved credit card, in accordance with the pre-arranged payment/deposit schedule set by the Hotel. The Final or Full Payment by cash, certified check or approved credit card will be received no later than 3 business days prior to the day of the event. If such payment is not made, the Hotel may terminate their Agreement, retain patron's deposit and patron shall be held liable for all losses sustained by the Hotel in accordance with the liquidated damages specified in the Cancellation Clause. If credit has been established, full payment will be made immediately upon receipt of the statement. In the event such payment is not made within 30 days after receipt of the original statement it is agreed that the Hotel may immediately impose a late payment charge at the rate of 1 ½% Per Month (annual rate 18%) or the maximum allowed by law, on the unpaid balance, and the reasonable cost of collection, including attorney's fees.

**Pricing:** Unless a specified menu with pricing is contracted, all standard menu prices are subject to change and can be confirmed no more than six months prior to the function date, any such changes to be in writing.

*Energy & Fire*



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## Standard Terms & Conditions (Continued)

**Alcoholic Beverages:** If alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license) the Hotel will require that beverages be dispensed only by Hotel to (1) request proper identification (photo ID) of any person of questionable age and (2) refuse alcoholic beverage service to any person who, in the Hotel's judgment appears intoxicated.

**Audio Visual:** The JW Marriott's exclusive Audio Visual Department consists of trained and professional staff, an expansive inventory of technologically advanced equipment and the quality one expects from the Marriott. Should you need to utilize another Audio Visual or Production Company, we reserve the right to approve any outside contractor(s). Once approved, a service charge of up to 15% of the projected revenues will be levied to the outside contractor. As with any outside Vendor, we require (1) A signed "Hold Harmless Clause"; (2) proof of liability insurance and Workman's Compensation Insurance in the minimum amount of one million dollars.

**Displays, Decorations and Entertainers:** Any property of the patron or patron's guests brought to the premises of the Hotel shall be the sole responsibility of the patron and the Hotel shall not be liable for any loss or damage to any such property for any reason. Patron assumes responsibility for obtaining proper insurance, and assumes liability for losses, damages and claims arising out of injury or damage to displays, equipment, and other property brought on to the premises of the Hotel and shall indemnify and hold Marriott International, its servants and employees harmless from any and all such losses, damages and claims, except to the extent caused by the gross negligence of Marriott.

All displays, decorations and/or entertainment proposed by patron shall be subject to the approval of the Hotel. A Hold Harmless Clause must be signed by your decorator/florist/entertainer holding the Hotel harmless from liability for any damages or injury which may happen as a result of the decorator/florist/entertainer. The decorator/florist/entertainer must send a copy of their insurance policy, for no less than 1 million dollars of liability insurance and proof of Workman's Compensation Insurance to the Event Manager as least 3 business days prior to the event. In addition to the operator's approval, a special flameproof affidavit must be sent to the Hotel no later than 3 business days prior to your event with regard to any special decorations, special linens, etc. brought in from the outside. The Hotel will have the right to remove such decorations, linens, entertainment, etc. without notice if the Hotel has not received such affidavit within the period provided or if the Hotel determines the decorations/entertainment to be dangerous in any way. Under no circumstances must materials block any fire doors or exits.

*Galleria des Tivoli*



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## Standard Terms & Conditions (Continued)

**Banquet Space:** Appropriate banquet space has been reserved based on your expected attendance at the time your event was confirmed. Should your attendance decrease the Hotel reserves the right to change the reserved space to smaller and more appropriate accommodations.

**Package Receiving and Shipping:** Should you be shipping boxes for your event, they must be addressed to the attention of the on site contact who will receive the package, the name the organization is booked under, a date when your on site contact will be looking for the package. The time and location you would like the package delivered to the on site contact and the hotel manager's name handling your functions. Due to limited storage space, we will not accept shipments more than three business days prior to the group's arrival.

JW Marriott Hotel Houston  
5150 Westheimer Road  
Houston, TX 77056

Attn: (Put your on site contact name here)

Group Name: (Group or organizations name here)

Date of Event: (Date on site contact will need package)

Deliver at: (Time of Delivery)

Location of Delivery: (Location on site contact would like delivery)

Arrangements must be made for package pick-up/return shipping within 24 hours after the event. All outgoing packages must be properly packed, labeled with shipping address, return address and method of payment (i.e. UPS Account #). The Hotel is not responsible for any abandoned materials, and they will be discarded within three days.



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*English*



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## Standard Terms & Conditions (Continued)

**Box Delivery:** The following charges will be incurred when boxes in excess are needed to be delivered to meeting, exhibit and guest room areas. Each main group is allowed 6 boxes of under 50 pounds each delivered free of charge.

Over 6 boxes or cases, under 50 pounds each - \$4.00 each

Over 6 boxes or cases, over 50 pounds each - \$8.00 each

Crates or Displays - \$20.00 each

Pallets - \$40.00 each

(Pallets must be self-contained and properly sealed)

**Signs and Banners:** Placement of Banners & Signs must be coordinated with your hotel contact, to ensure hotel guest safety and image quality. Banners and Signs must be professional quality that can be posted or hung and in keeping with the hotel image. A limited number of easels are available free of charge. The hanging of banners must be done by hotel staff. The hotel will hang one banner per event complimentary and all additional banners will incur a fee of \$5 each for 3ft. wide and \$10 each for larger banners.

**Security:** If required, in the sole judgment of the Hotel, in order to maintain adequate security measure in light of the size and nature of the event, patron shall provide, at its expense, uniformed guards and supervisors. All security personnel must be supplied by a Hotel approved guard or security agency. Patron assumes responsibility for obtaining proper insurance, and assumes liability for losses, damages and claims arising out of injury or damage to equipment and other property brought on the premises of the Hotel and shall indemnify and hold Marriott, its servants and employees harmless from all such losses, damages and claims, except to the extent caused by the gross negligence of Marriott.



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*Emergency*



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## Standard Terms & Conditions (Continued)

**Overtime:** Breakfast functions are based on a 2-hour duration. Luncheon functions on a 2-hour duration. Dinner on a 4-hour duration. Reception/Dinner Functions lasting longer than the above time limits are subject to additional labor charges. Also, any food functions beginning prior to 7:00am or extending beyond 2:00am are subject to additional labor charges.

**Excused Non-Performance:** Performance of the agreement is contingent upon the ability of the management of the Hotel to complete the same, and is subject to labor troubles, disputes or strikes, accidents, government (federal, state or municipal) restrictions upon travel, transportation of foods, beverages or supplies; and other causes whether enumerated herein or not, beyond control of the management preventing or interfering with performance. In no event shall the Hotel be liable for the loss of profit or for other similar or dissimilar collateral or consequential damages, whether based on breach of contract, warranty, or otherwise.

### Labor Charges:

Carvers, Station Attendants, and Cocktail Servers are a fee of \$75.00 + each.

Bartender Fee of \$40.00 + each per hour.

Cashier Fee of \$35.00 + each per hour.

A \$35.00 Labor charge will be applied to any meal function with fewer than 25 guests guaranteed.

A \$2.00 per person labor charge will be applied to any seated Continental Breakfast.

A \$2.00 per person labor charge will be applied to any Breakfast, Lunch or Dinner buffet service with less than 50 guests guaranteed, unless the menu specified a minimum guarantee less than 50 guests.

+ All Labor Charges are taxable at a rate of 8.25%.

*Galleria des Tivoli*



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## Standard Terms & Conditions (Continued)

**Smoke Free Environment:** The JW Marriott Houston, (along with all Marriott Brand hotels in the United States and Canada) is a smoke free environment. Smoking is not allowed inside the hotel Sleeping Rooms, Meeting Space, Restaurant, Bar or any Public or Associate areas, a designated smoking area for our guests has been established outside the front entrance of the hotel, 25 feet from the front door. All associates will direct guests to this location.

**Electrical, Telephone and Internet Requirements:** The Hotel does charge for electrical, telephone and internet hook-ups. Should any be required, the Hotel must be notified a minimum of two weeks in advance and the charges will be posted to the patron's master account. For current price information, please contact the Hotel manager handling your functions.

**Advertising:** Use of the Hotel's name or logo in advertising is prohibited without prior written approval from the Marketing and/or Sales Department of the Hotel.

**Provision of Food & Beverage:** Patron, its guests or invitees will not be permitted to bring food and/or beverages of any kind into the Hotel. Only pre-approved exceptions (i.e. Wedding Cakes, etc.) will be allowed.

**Conduct of Event:** Patron is responsible for any damage to the premises done by patron, patron's employees, agents, guests, invitees or contractors prior to, during or following patron's functions. The Hotel will not assume responsibility for any loss or damage of merchandise or articles left in the Hotel prior to or following patron's functions.



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*English*