

# QUICK REFERENCE GUIDE

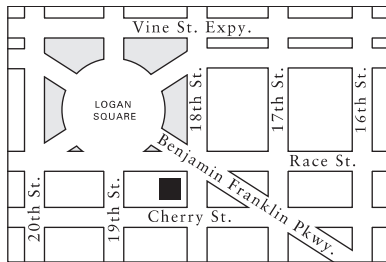


## FOUR SEASONS HOTEL *Philadelphia*

One Logan Square  
18th St. and Benjamin Franklin Parkway  
Philadelphia, Pennsylvania 19103-6933, U.S.A.  
Tel. 1 (215) 963-1500  
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☺ Philadelphia International Airport: 25 min.



### PROPERTY

Four Seasons Hotel Philadelphia is close to the city's premier cultural attractions, financial districts, shopping and restaurants. The historic area is also nearby, and roads to suburban and rural attractions are easily accessible. Philadelphia's first choice for business or pleasure, Four Seasons is elegance itself, classically furnished with attention to detail and comfort. Opened in 1983, the eight-story hotel is one of a select few in the northeast to hold the AAA's prestigious Five Diamond Award for superior guest facilities, outstanding services and exceptional atmosphere.

### TRANSPORTATION

The Hotel is adjacent to Benjamin Franklin Parkway and is about 20 minutes from the Philadelphia International Airport, which is served by all major domestic and international carriers. All major car rental firms operate at the airport, and taxi and limousine services are available.

### DESTINATION

Philadelphia was founded in 1682 by William Penn, an English Quaker. King Charles II granted Penn a parcel of land in the New World as payment for a debt the crown owed Penn's father. The city grew rapidly, becoming the second-largest English-speaking city in the world just before the American Revolution. In the Old City, near the Delaware River, is Independence National Park, containing Independence Hall, where both the Declaration of Independence and the Constitution were adopted.

Today, Philadelphia is a city known for its historical atmosphere, diverse ethnic mix, warm hospitality and exciting restaurants.

The surrounding area offers a wide range of excursions and activities:

#### *Within 10 minutes of the Hotel*

- Betsy Ross House is the restored colonial home where Betsy Ross lived and where she is credited with making the first United States flag.
- Christ Church was the house of worship for 15 of the signers of the Declaration of Independence. Brass plaques mark the pews once occupied by George Washington, Benjamin Franklin and Betsy Ross. Founded in 1695, the church typifies early Georgian architecture.
- The oldest residential street in America, Elfreth's Alley, boasts 30 houses dating from 1728 to 1836.
- America's most historic square mile, Independence National Historical Park, includes the pavilion housing the Liberty Bell – one of the nation's most hallowed symbols – and Independence Hall, where the Declaration of Independence and the Constitution were adopted. The National Constitution Center tells the story of the U.S. Constitution through more than 100 interactive and multimedia exhibits.

- The Academy of Natural Sciences features dinosaurs, a hands-on children's nature museum, a gem and mineral collection, animals in natural habitats and an Egyptian mummy.
- The Atwater Kent Museum houses over 40,000 objects spanning the city's 300-year history, with particular emphasis on the material culture of urban life in the 19th and 20th centuries.
- Four floors of hands-on exhibits dedicated to making science and technology fun for all ages can be found at Franklin Institute Science Museum. Visitors can ride a 350-ton Baldwin locomotive, walk through a giant heart and sit behind the controls of a jet fighter.
- The Philadelphia Museum of Art offers more than 500,000 pieces, including paintings, sculptures, drawings, prints, examples of decorative arts, period rooms and Oriental works of art.
- The Please Touch Museum for Children is the nation's first museum for children aged seven and younger. Children are introduced to the museum experience with a variety of cultural, art and science exhibits.
- The Rodin Museum houses the largest collection of Rodin sculptures and drawings outside Paris. The collection includes *The Thinker*, *The Burghers of Calais* and *The Gates of Hell*.
- The Pennsylvania Academy of the Fine Arts has been home to America's artists since 1805.
- The Annenberg Center at the University of Pennsylvania presents high-quality professional theater, including the Annenberg Center Theater Series, Dance Celebration, the International Theater Festival for Children, film and other specials.
- Philadelphia's oldest professional off-Broadway theater, the Society Hill Playhouse, presents contemporary comedy and drama.
- Antiques Row on Pine Street showcases both fine furniture and funky collectibles.

- Reading Terminal Market houses a diverse collection of stands selling foodstuffs, including the products of Pennsylvania’s Amish community.
- Designed by internationally acclaimed architect Raphael Vignoly, the Kimmel Center and the historic Academy of Music comprise one of the nation’s largest performing arts complexes. The Kimmel Center is home to the celebrated Philadelphia Orchestra, with the Opera Company of Philadelphia and Pennsylvania Ballet in residence at the Academy of Music.
- The Philadelphia Zoological Society is the nation’s oldest zoo.
- A ferry boat from Penn’s Landing travels to the New Jersey State Aquarium, specializing in regional East Coast marine life.
- A cache of golden jewels from the royal tombs of Ur is among the treasures of the Museum of Archaeology and Anthropology at the University of Pennsylvania.
- University City is a bustling area dominated by college campuses, including the University of Pennsylvania and Drexel University. Cultural treasures on campus include examples of the work of architects Frank Furness and Louis I. Kahn. The University City Science Center is recognized as an incubator for technology companies.

**Within 30 minutes of the Hotel**

- The Morris Arboretum of the University of Pennsylvania is listed in the National Register of Historic Places as one of America’s finest Victorian landscape gardens.
- Manayunk is a colorful assemblage of charming shops, restaurants and galleries along the Schuylkill Canal.
- Southwest of Philadelphia is the lovely Brandywine River Valley. The subtle natural beauty of this area of rolling hills, estates and horse farms inspired three generations of

artists named Wyeth. The Brandywine River Museum in Chadds Ford is home to works by N.C., Andrew and Jamie Wyeth, as well as being a showcase of 19th- and 20th-century American art.

**Within 60 minutes of the Hotel**

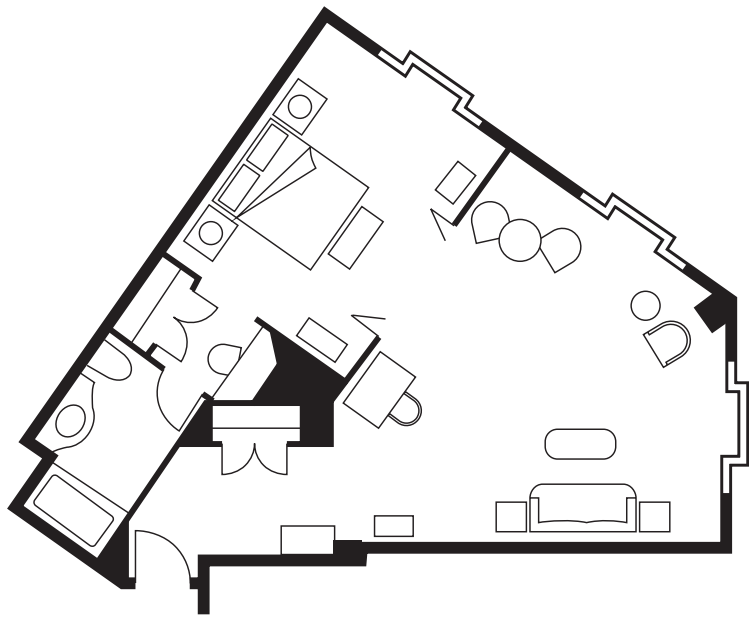
- Valley Forge National Historical Park, the site of Washington’s winter encampment of 1777–78, offers a vast green expanse for recreation as well as Revolutionary War monuments.
- The world’s premier horticultural display is in Longwood Gardens. Eleven thousand types of plants flourish throughout 1,050 acres (425 ha) of gardens and woodlands. The four-acre (1.6-ha) conservatory shelters 20 indoor gardens created by industrialist Pierre S. Dupont.
- Winterthur, the Dupont estate in Wilmington, Delaware, features an unrivaled collection of 18th- and 19th-century American furnishings.

CLIMATE

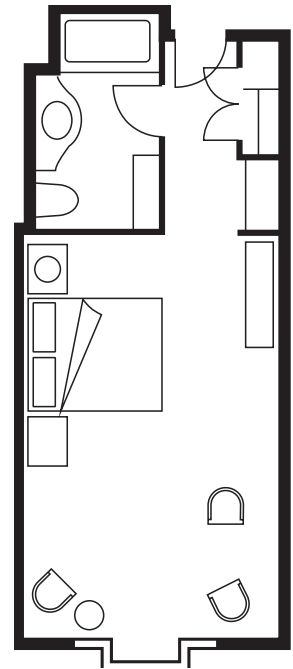
Philadelphia’s location in the mid-Atlantic states lets it avoid long spells of extreme weather, but the city experiences all four seasons.

Month	Highs		Lows	
January	40°F	4°C	26°F	-3°C
February	41	5	26	-3
March	50	10	33	1
April	62	17	43	6
May	73	23	53	12
June	81	27	63	17
July	85	29	68	20
August	83	28	66	19
September	77	25	60	16
October	66	19	49	9
November	54	12	39	4
December	43	6	29	-2

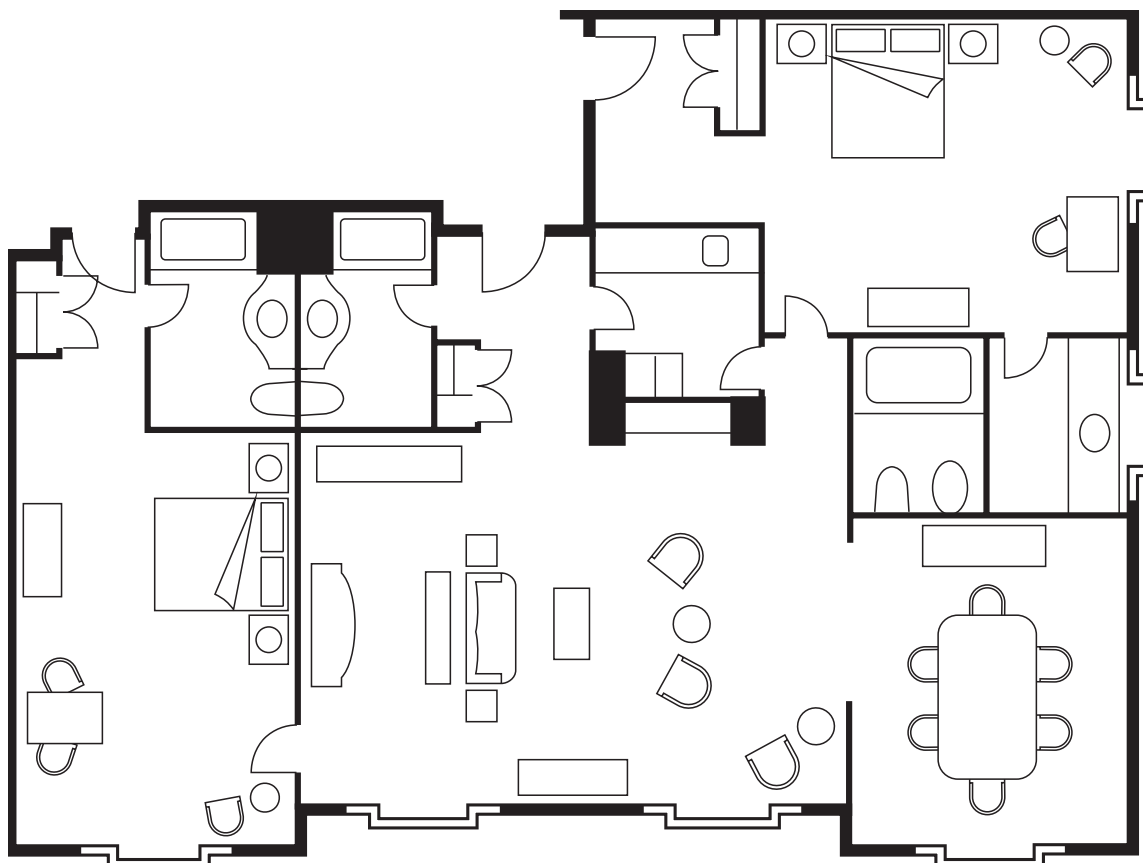
Guest Room Inventory				
Room Category	Number	Size		Special Features
		(sq. ft.)	(m <sup>2</sup> )	
Moderate King	31	390	36	Courtyard/garden views
Moderate Double	6	390	36	Courtyard/garden views
Superior King	117	390	36	Courtyard/city/garden/ Academy views
Superior Double	21	390	36	Courtyard/city/garden/ Academy views
Deluxe King	80	390	36	Courtyard/Logan Circle/ Parkway views
Deluxe Double	9	390	36	Courtyard/Logan Circle/ Parkway views
FS Executive Suite King	80	660	61	Courtyard/city/Logan Circle views
FS Executive Suite Double	5	660	61	Courtyard/city views
Premier FS Executive Suite	6	700	65	Logan Circle views
One-Bedroom Suite	7	900–1,238	84–115	Logan Circle views
Royal Suite	1	1,397–1,787	130–166	Parkway and museum view
Presidential Suite	1	1,938–2,637	180–245	Logan Circle view
<b>Total</b>	<b>364</b>			



FOUR SEASONS EXECUTIVE SUITE



MODERATE/SUPERIOR/  
DELUXE ROOM



ROYAL SUITE

## GUEST ROOMS AND SUITES

The Hotel's 364 guest rooms include 100 suites. Guest rooms are elegantly furnished in classic style. A handsome armoire conceals the television. All guest rooms have windows that open to the outside, and are equipped with modern conveniences to ensure comfort and productivity.

**Moderate Rooms**

These attractive rooms measure 390 sq. ft. (36 m<sup>2</sup>) and offer views of the courtyard or garden. Furnishings include a wing chair, ottoman, writing desk, private bar, and a choice of king or double beds.

**Superior Rooms**

Offering the same size and amenities as Moderate Rooms, Superior Rooms are located on the higher floors of the Hotel and feature views of the city, the Academy of Natural Science, the courtyard or the garden.

**Deluxe Rooms**

Featuring the same size and amenities as Moderate and Superior Rooms, Deluxe Rooms provide views of Benjamin Franklin Parkway or Logan Circle, or elevated views of the garden or courtyard.

**Four Seasons Executive Suites**

Providing space and comfort for business and entertaining, the 660-sq.-ft. (61-m<sup>2</sup>) Four Seasons Executive Suites offer a living area separated from the bedroom by French doors. Stylish furnishings include a full sofa, lounge chairs, coffee table, writing desk, private bar, and a choice of king or double beds. Several of these suites include a balcony. A variety of views are available: city, courtyard, or Logan Circle and Swann Fountain.

**Premier Four Seasons Executive Suites**

These larger Four Seasons Executive Suites measure 700 sq. ft. (65 m<sup>2</sup>), and offer the best views of Logan Circle and the city. The bedroom features a king bed.

**One- or Two-Bedroom Suites**

These beautifully decorated suites include a living area with sofa, lounge chairs, writing desk and fax machine, a dining area that seats six people, a service pantry and a wet bar. A full bathroom off the living area provides added convenience. Available in a one-bedroom configuration of 900 sq. ft. (84 m<sup>2</sup>) or a two-bedroom configuration of 1,238 sq. ft. (115 m<sup>2</sup>), these suites offer outstanding views of Logan Circle. The master bedroom features a king bed; the second bedroom offers a choice of two king beds or one king and two double beds.

**Royal Suite**

This sumptuous 1,397-sq.-ft. (130-m<sup>2</sup>) suite offers all the elements of a Philadelphia pied-à-terre: a full kitchen, comfortable living room, dining area with seating for six, wet bar, guest powder room and master bedroom with a canopied king bed. Views stretch over the treetops of Benjamin Franklin Parkway up to the Museum of Art. It is also available as a two-bedroom suite measuring 1,787 sq. ft. (166 m<sup>2</sup>).

**Presidential Suite**

The gloriously appointed Presidential Suite, measuring 1,938 sq. ft. (180 m<sup>2</sup>), includes a spacious living area with a wet bar, a dining area for 10 and a service pantry. The original antiques truly set this suite apart. The bedroom features a king-sized canopy bed, dressing area and ample closet space. The luxurious marble bathroom includes an oversized, sunken jetted bathtub and a separate glass-enclosed shower. The suite offers a generous view of Logan Circle from the large balcony. This suite is also available as a 2,637-sq.-ft. (245 m<sup>2</sup>) two-bedroom suite.

## IN-ROOM/SUITE AMENITIES

- Thick terry bathrobes
- 100% cotton oversized bath towels
- Premium soaps and toiletries
- Hair dryer
- Illuminated make-up/shaving mirror
- Emergency overnight toiletries kit
- Bathroom scale available
- Duvets available
- Down pillows (foam or non-allergenic pillows available)
- CD clock radio/alarm
- Reading light
- 27" color television
- All-news cable network
- Fully stocked refrigerated private bar
- In-room safe
- Padded and wooden hangers
- Fax machines in one- and two-bedroom suites (available in other rooms upon request)
- High-speed Internet access
- Multi-line telephones with data port and voice mail
- Bathroom phone
- Humidifiers available
- Exercise equipment available

## GUEST SERVICES AND FACILITIES

- Twice-daily housekeeping service
- Ice service daily
- Non-smoking floors available
- 24-hour In-Room Dining
- 24-hour Concierge
- 24-hour Business Center
- Express check-in/out
- Valet parking
- Complimentary limousine service to Center City locations (subject to availability)
- Complimentary overnight shoeshine
- One-hour garment pressing, available 24 hours
- Same-day and overnight laundry service, including four-hour express service
- Complimentary newspaper with breakfast
- Umbrellas
- Newsstand and sundries

WELCOME AMENITIES AND  
VIP GIFTS

Special arrangements can be made for clients to purchase welcome amenities for their VIP guests.

FOOD AND BEVERAGE/CATERING

Both banquet and restaurant food at Four Seasons Hotel Philadelphia are acclaimed for consistent excellence in taste and presentation.

At your request, Four Seasons chefs can prepare nutritionally balanced healthier fare.

RESTAURANTS

**Fountain Restaurant**

The imaginative, impeccable cuisine and warm atmosphere of the Fountain Restaurant have received national acclaim. A view of the stunning bronzes that comprise Alexander Stirling Calder's Swann Memorial Fountain sets the stage for delicious meals. The restaurant seats 107, with a private dining room for 14. The Fountain is regarded as one of Philadelphia's best and has a strong local following. Reservations are recommended and appropriate attire requested.

**Swann Lounge and Café**

A baby grand piano, comfortable couches and marble-topped tables are the signature of the Swann Lounge. Lunch, afternoon tea, cocktails, lavish desserts and Sunday brunch buffet are served. The Lounge seats 82, with eight additional stools at the bar. The intimate Swann Café, seating 26, features an all-day menu. Casual dress is accepted.

Food and Beverage Hours of Operation	
<b>Fountain Restaurant</b>	
Breakfast	
(Mon – Fri)	6:30 am – 11:30 am
(Sat & Sun)	7:00 am – 11:00 am
Sunday Brunch	11:00 am – 2:30 pm
Lunch	
(Mon – Sat)	11:30 am – 2:30 pm
Dinner	5:45 pm – 10:00 pm
<b>Swann Lounge &amp; Café</b>	
Sunday Brunch	
	10:00 am – 2:30 pm
Lunch	
(Mon – Sat)	11:30 am – 2:30 pm
Afternoon Tea	
(Mon – Sat)	3:00 pm – 5:00 pm
Flights of Fancy Dessert	
(Fri & Sat)	9:00 pm – 1:00 am
Dinner	3:00 pm – 1:00 am

CONFERENCE AND BANQUET  
FACILITIES

With 12 function rooms and the city's only luxury-class outdoor reception and dining area, Four Seasons Hotel Philadelphia provides an abundance of unique choices for an event. Over 10,300 sq. ft. (957 m<sup>2</sup>) of meeting space is available.

All function rooms are equipped with wired and wireless high-speed Internet access.

Function rooms also feature built-in screens and marker boards, in-room telephones, temperature controls and rheostat lighting.

*Technical Assistance*

The Hotel continually updates its presentation equipment and keeps pace with changing technology. State-of-the-art audiovisual equipment includes:

- Lecterns with light and sound control
- Overhead projectors, LCD color projectors, slide projectors
- Flat screen TVs
- Screens with drape kits
- Video cameras, video projectors, video players
- Microphones, mixers, amplifiers
- Audio cassette players and CD players
- Stands, carts, easels, flipcharts, laser pointer, speaker timer
- Personal computers and peripherals
- On-site technicians
- Wired and wireless high-speed Internet access

*Electrical Outlets*

Voltage capacity meets or exceeds standards.

MUSIC AND ENTERTAINMENT

Our Conference Service Managers will be happy to assist with setting up any type of music or entertainment for your meeting. Programmed music is available in all function spaces.

RECEIVING/MAINTENANCE

*Receiving*

The Hotel features a full-service shipping and receiving office. All packages should be sent to the attention of a group's name and its Conference Service Manager. They will be stored in a separate conference storage area. Limited space is available for the storage of large items. Please time shipping to the date of your arrival.



Rooms	Dimensions	Size		Ht. (ft.)	CAPACITIES						
		(sq. ft.)	(m <sup>2</sup> )		Recep- tion	Banquet	Theater	Class- room	Confer- ence	Hollow Square	U- Shape
<b>Lobby Level</b>											
Ballroom	54' x 81'	4,374	406	13'-6"	500	360	550	312	-	-	-
North	39' x 54'	2,106	196	13'-6"	250	190	275	136	-	64	47
South	39' x 54'	2,106	196	13'-6"	250	190	275	136	-	64	47
Foyer	25' x 66'	1,650	153	10'-6"	250	80	-	-	-	-	-
Terrace	11'-4" x 66'	746	69	-	125	-	-	-	-	-	-
Washington Room	33' x 42'	1,386	129	10'	125	110	150	80	45	50	35
Adams Room	25' x 29'	725	67	11'-6"	75	50	60	42	24	28	24
Jefferson Room	23' x 28'	644	60	10'	40	40	60	40	24	28	24
Madison Room	16' x 26'	416	39	9'-6"	-	15	-	-	15	-	-
<b>Lower Lobby Level</b>											
Monroe Room	20' x 24'	480	44	10'	60	40	40	30	24	28	23
Jackson Room	18' x 22'	396	37	10'	50	30	30	21	20	20	19
<b>Floors 3 - 8</b>											
Boardrooms (3)	16' x 25'	400	37	-	-	16	-	-	15	-	-
Boardrooms (2)	14' x 26'	364	34	-	-	10	-	-	10	-	-

1 ft. = 0.3048 m 1 sq. ft. = 0.0929 m<sup>2</sup>

**Receiving Dock**

Please contact the receiving department or your Conference Service Manager for special arrangement for delivery of oversized packages or environmentally sensitive equipment.

**Post-Conference Shipping**

Shipping of post-conference materials may be coordinated through your Conference Service Manager.

**Maintenance**

The Engineering Department is available 24 hours a day for general assistance with lighting, room temperature control and minor repairs.

## BUSINESS CENTER FACILITIES

All business services can be arranged by the Concierge, including:

- 24-hour business services (photocopying, fax, mail and postage, delivery)
- Typing/secretarial
- Translation services
- Cellular phone rental
- Fax machines
- VCPs
- Fully equipped personal computers
- International newspapers, periodicals
- Color printer
- High-speed Internet access

## SPOUSE PROGRAMS

The Hotel can make arrangements for many activities of interest to spouses of meeting participants:

- Historical tours
- City tours
- Cooking demonstrations
- Shopping excursions
- Flower arranging
- Chinatown tour and lunch
- Longwood Gardens and Winterthur in historic Brandywine Valley
- Franklin Mills Outlet Shopping Mall
- Lancaster, Pennsylvania, and Amish country excursion and lunch

## CHILDREN'S AND FAMILY PROGRAMS

The Hotel's attitude toward children is apparent right at check-in, when complimentary milk and cookies are offered to be sent to the room as a welcoming gesture. The Hotel also provides complimentary baby bottles, bottle warmers, disposable diapers, electronic games, toys, stuffed animals, movies and children's terry robes.

Children's menus are available in the Swann Café and through In-Room Dining. Babysitting and various children's activities can be arranged through the Concierge.

## RECREATION

**On-Site***Spa and Health Club*

The elegant spa offers privacy and comfort in which to unwind and refresh. An extensive array of European skin therapies, massage therapies, facials, body wraps and holistic skin care treatments are available. The soothing spa experience is enhanced by a whirlpool, sauna, indoor pool and personalized Four Seasons service. Select massages may be arranged in the guest rooms.

The comprehensive health club, open daily, offers a variety of facilities:

- Weight-training machines and free weights
- Cardiovascular equipment, including bicycles, treadmills, cross-trainers, rowing and step machines – each with personal TV and headset
- Personal trainers on request
- Large plasma-screen television
- Complimentary refreshments
- Change rooms with dry-heat sauna

**Pool**

Located in the spa, the tranquil 45-ft. (14-m) indoor pool accommodates laps. The pool deck is attractively landscaped with tropical plants and a trickling fountain. A whirlpool is nearby. Poolside food and refreshments are available through In-Room Dining.

**Off-Site**

- Bicycling
- Boating, tubing and rafting on the Delaware River
- Golf at several nearby public courses
- Hiking and jogging
- Sailing and sculling
- Tennis
- Antiquing

# NOTES

