



Composite Workshop

Room Block: February 28 – March 4, 2016

PROCEDURE FOR ON LINE GROUP RESERVATIONS

It is very simple to book an individual reservation as part of your group with our online reservation system. Please follow these easy step by step instructions and your reservation will be confirmed in just a few moments. You can also phone (510) 495-8000 and mention the Composites Workshop Room Block to book your room.

- Go to berkeleylabguesthouse.org. Click on the “RESERVATIONS” tab.
- Click on the radio button “I have a group booking code.”
- Enter the Group Booking Code **B04115** in the pop up box and click “Continue”.
- Select you arrival and departure dates. Select the number of Adults occupying your room. Click on “Check Availability and Room Rates”.
- Select the type of room you would like to book. Our room rate is \$140 (per diem) per night for a standard queen, “run of house”, or double twin rooms. Tax, parking, wifi and weekday shuttle pass are included in the rate. Additional guests are \$10 per night. Complete all information required for booking. If you have any special needs or special requests please enter that information in the field provided. Click “Continue”.
- Review the information for your reservation.
- Click on the box “I have read and accept the “Hotel Policies.”
- Click on “Place reservation”
- Copy your confirmation number at the top of the screen. You will receive an email confirmation within 30 minutes.
- **Please note that rooms will be released on February 14, 2016. If you receive a message that rooms are unavailable or the rate code is invalid, if you are booking after February 14 or outside of the dates of the room block, please email jen@berkeleylabguesthouse.org or phone her at (510) 495-8158 for assistance. We look forward to your stay with us.**

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(510) 495-8000

reservation@berkeleylabguesthouse.org