



PREMIER

BEST WESTERN®

Welcome To The Premier Life.®

GUEST DIRECTORY

Park Hotel

Madison, Wisconsin



WELCOME

Welcome to the Best Western Premier Park Hotel

The original Park Hotel was built in 1871 by a group of Madison business owners wishing to accommodate the needs of legislators and those of the burgeoning new community in Madison. There had been several attempts to relocate the capital to Milwaukee, which boasted better hotels. Legislators were bribed with cigars, whiskey, and beer in an effort to encourage the move to Milwaukee. Credit for maintaining Madison as the capital city must be given to the Madison business owners who raised funds to build the much-needed hotel. Final construction was completed by citizens who received only dinner for their efforts. The Park Hotel opened for business in August of 1871. The gates you see in various places throughout the hotel are original elevator gates from the Capital.

A total renovation of every surface of the building allows us to return to the original name of Park Hotel and continue a tradition of hospitality honed over 150 years. We thank you for being our guest and are delighted by your visit. We sincerely wish you a most pleasant stay. If there is anything that we may do to make your stay more enjoyable, please let us know.

Jason Salus, General Manager and the Staff of Best Western Premier Park Hotel



Park Hotel

22 S. Carroll Street, Madison, WI 53703 P: 608-285-8000 F: 608-257-5995 Toll Free: 800-279-8811

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PREMIER

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DIRECTORY OF SERVICES

Airlines

American Airlines9-1-800-433-7300
Delta Airlines 9-1-800-221-1212
Frontier Airlines9-1-800-432-1359
United Airlines 9-1-800-864-8331

Airport

Dane County Regional Airport..... 9-608-246-3380

Airport Shuttle - Complimentary

Please schedule a shuttle to the airport the night before your expected departure. Touch 1148
Hours 7:30 a.m. to 10:30 p.m.

Bellman/Baggage Service

Complimentary luggage storage is available 24 hours each day at the Bell Station..... Touch 1148

Bottled Water

Available in the Lobby Sundry Shop.

Breakfast

The Post: Located on the Lobby Level. Open for breakfast 7 days a week 7:00 a.m. to 11:00 a.m. Touch 1101

Business Center

A printer for guest use is available in the Lobby.

Check-In & Check-Out Times

Check-in time is 4:00 p.m. Check-out time is 11:00 a.m.
Contact Front Desk for special needs.

Copying Services

Inquire at the Front Desk. Available 24 hours each day.

Credit Information

We honor American Express, Discover, MasterCard, and Visa. Payment should be established at the Front Desk upon arrival.

Cribs

Pack 'n Plays are available at no charge 24 hours each day. Touch 0

Emergency

Limited first aid supplies available at the Front Desk. Available 24 hours each day. For medical or emergency situations. Touch 0

Fax Services

Available at the Front Desk 24 hours each day..... Touch 0
Our fax number is 608-257-5995.

Forget Something?

Complimentary toiletry items (razor, shaving cream, toothbrush, toothpaste, comb, mouthwash, deodorant, feminine sanitary items, and sewing kit) are available at the Front Desk. Available 24 hours each day. The Lobby Sundry Shop carries additional items.

Front Desk

Available 24 hours each day Touch 0

Housekeeping

Hours: 8:00 a.m. to 4:00 p.m..... Touch 1117
After hours, please contact the Front Desk. Touch 0

Ice Machines

Located on floors 3, 5, 7, and 9.

Iron & Ironing Board

Provided in each guest room.

Laundry

A coin-operated washer and dryer are available 24 hours a day on floor 3, near the pool area. Laundry products are available in the Lobby Sundry Shop..... Touch 0

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DIRECTORY OF SERVICES

Lost & Found

Contact the Front Desk Touch 0

Lounge/Bar

The Post: Located on the Lobby Level..... Touch 1197

Luggage Assistance & Storage

Complimentary luggage storage is available 24 hours a day at the Bell Station..... Touch 1148

Mail & Messages

Outgoing mail may be left at the Front Desk for mailing. A blinking red light on the phone indicates a message is waiting. Press the blinking red light.

Maintenance

If anything in your room needs attention..... Touch 0

Meeting Rooms

..... Touch 0 and ask to be transferred to Catering.
 Floor 2: Madison Room, University Room, Hall of Wisconsin, Capitol Rooms, and Pool Terrace.
 Floor 8: Board Room and the Top of the Park.
 Founder’s Level: Fairchild Room A & B, Vilas Room A & B, and Doty Room A & B.

No-Smoking Policy

This a 100% non-smoking hotel. Smoking is prohibited on hotel property. Smoking of any kind will result in a cleaning fee of \$250. If a guest does not comply with the above, the guest may be asked to leave the hotel and/or be evicted. The person who registered for the room is responsible for the conduct of all persons in the room.

Parking

Valet parking service is provided for our overnight guests, as our parking structures are not conducive to self-parking. Parking for one standard-sized vehicle is provided for \$25 per night. Additional vehicles are \$4 per hour or \$25 per night, upon availability. Please allow for short delays during peak times. Touch 1148

Pets

No pets are allowed in the hotel, with the exception of service animals.

Pool & Fitness Center

The pool and fitness center are located on floors 2 and 3. Our indoor swimming pool and fitness center are available for your fun and recreation year-round. Open daily 6:00 a.m. to 11:00 p.m. There is no lifeguard on duty. Use of our recreational facilities is at your own risk. Please ensure children are supervised at all times.

Quiet Hours

Quiet hours are enforced between the hours of 11:00 p.m. and 8:00 a.m. We ask that you be respectful to the needs of other guests around you. During quiet hours we require that all guest room doors remain closed and that unregistered persons leave the guest room areas. Keep noise and commotion in the guest corridors to a minimum. Failure to comply may lead to eviction from the hotel.

Restaurant & In-Room Dining

The Post: Located on the Lobby Level. Open 7 days a week 7:00 a.m. to 9:00 p.m. Touch 1101

Safe

Provided in the room free of charge for your cash, jewelry, and valuables. For assistance Touch 0

Sofa Beds

In order to ensure fresh linen, we do not stock bedding for the sofa sleepers in the room. Please touch 0 and we will make up the sofa bed for you.

Special Needs

Assistive equipment, such as shower seats, toilet risers, TDD, and visually or hearing impaired devices, available. Touch 0

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DIRECTORY OF SERVICES

Sundry Shop

Snacks and convenience items are for sale in the Lobby Sundry Shop, behind the Front Desk. Open 24 hours.

Telephone Information

TO CALL: TOUCH:

Room to Room.....1 + Room Number

Local Calls (No Charge)9 + 608 + Number

Long Distance*9 + 1 + Area Code + Number

Information*9 + 411

International Calls (Outside the US & Canada)*
.....9 + 011 + Country & City Code + Number

Calling Card Calls9 + Instruction on Calling Card

*Charges will apply. Direct call long distance charges are billed at approximately operator-assisted rates. Calling card rates are considerably less.

To retrieve messages, press the flashing red light on the phone.

IN AN EMERGENCY, TOUCH 0 FOR HOTEL OPERATOR

Tourist Information

Madison Convention, Visitors Bureau & Destination Madison
..... 9-608-255-2537

Towels/Face Towels

Available 24 hours each day Touch 0

Valet Laundry Services

Dry cleaning and laundry received at the Bell Station by 8:00 a.m. will be returned by 5:30 p.m. on the same day, Monday, Wednesday, and Friday. Sorry, the service is not available on weekends and holidays Touch 1148

Voice Mail

All guest room phones are equipped with a voice mail system. If the message light is blinking, you have a message waiting. To access the message(s), press the blinking red light.

Wake-Up Service Touch 0

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INTERNET ACCESS

Instructions for FREE Hotel Internet Access

WIRELESS connection:

Search for and connect to BWPARKHOTEL. Password is required and is case sensitive. Touch 0 to obtain the password.

WIRED connection:

Plug Ethernet cable into the gray port. This is usually located just below the desk or table in each room.

Need a cable? Ethernet cables are available at the Front Desk for a \$10 deposit, refundable with the return of the cable. (Some computers require that you first disable your wireless card.)

Go to Settings > Control Panel > Network Properties, select Obtain an IP address automatically, then restart your computer.

Terms and Conditions of Internet Use:

By using our Internet services, you hereby expressly acknowledge and agree that there are significant security, privacy, and confidentiality risks inherent in accessing or transmitting information through the Internet, whether the connection is facilitated through wired or wireless technology. Security issues include, without limitation, interception of transmissions, loss of data, and the introduction of viruses and other programs that can corrupt or damage your computer.

Accordingly, you agree that neither Best Western Premier Park Hotel nor Best Western International is liable for any interception of transmissions, computer worms or viruses, loss of data, file corruption, hacking, or damage to your computer or others that result from the transmission or download of information or materials through the Internet services provided.

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TELEVISION CHANNEL LINE-UP

002	Park Hotel	075	Hallmark	116	MT	159	BYU TV
003	Guide Local	076	Nat Geo	117	TCM	161	Impact
004	Spectrum News	077	Animal Planet	118	Home Shopping Network	162	Magnolia Net
006	ABC	078	SCI	119	EWTN	163	MTV U
008	CBS	079	AHC	120	Shop HQ	164	NewsMax
010	Fox	080	HGTV	121	QVC	165	BigTen Net
011	Fox 2	081	Food Network	122	CNNE	166	ACCN
012	NBC	082	Travel Channel	123	News Nation	174	Guide Sports
014	CW	083	TLC	124	MTV2	175	BeIN Sports
016	PBS Wisconsin	084	Bravo	125	MTV Classics	177	CBS Sports
017	PBS2	085	E!	126	Up TV	187	ESPN Deportes
036	ION	086	Lifetime	128	RED HD	189	ESPN News
037	MeTV	087	OWN	129	Vice	190	ESPN U
038	My Net	088	BET	130	Fyi	191	FOX Deportes
040	GRIT	089	Ovation	131	Destination America	196	Golf
041	Telemundo	090	CNN	132	ID	197	MLB Network
042	Unimas	091	Fox News	133	Accuweather	198	MLB Strike Zone
043	Univision	092	MSNBC	134	Cooking	199	NBA TV
044	DayStar	093	HLN	135	Oxygen	200	NFL Network
045	TBN	094	CNBC	136	WE TV	201	NFL Red Zone
051	Bally Sport Wisconsin	095	Fox Business	137	Pop	202	NHL Network
052	Bally Sport Extra	096	Bloomberg	138	GSN	203	Cowboy
057	Guide 1	097	Weather	139	Logo	204	Outdoor
058	USA	098	CSPAN	140	Life DLC	205	PAC12 Arizona
059	A&E	099	Disney	141	BET Her	206	PAC12 Bay View
060	TNT	100	Boomerang	142	TV One	207	PAC12 Los Angeles
061	TBS	102	Universal Kids	143	BBC World	208	PAC12 Mountain
062	AMC	103	Nick Jr	144	Nick Toons	209	PAC12 Oregon
063	Discovery	104	Nickelodeon	145	Teen Nick	210	PAC12 Washington
064	History	105	Cartoon Network	147	MTV LIVE	212	Tennis
065	FX	106	Discovery Family	148	Revolt	213	Fanduel
066	BBC America	107	CMT	149	Fuse	214	TUDN
067	SYFY	108	Great American Family	150	Insp	215	Willow HD
068	TruTV	109	ESPN	151	Sundance	216-56	Music
069	Comedy Central	110	ESPN2	154	LMN		
070	Paramount	111	Guide 2	155	IFC		
071	VH1	113	SEC	156	Hallmark		
072	MTV	114	FS1	157	BET Soul		
073	TVLand	115	FS2	158	PAC12 Net		

*All channels are subject to change.

Sorry, premium channels like HBO*, Showtime*, and Pay-Per-View movies are not available at this time.

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SAFETY & SECURITY

Safety Procedures

1. When you are in your room, be sure to use the deadbolt lock. Also check to see that connecting doors are secure. Use the peephole before opening your door and be sure the door is closed properly when you depart your room. All employees wear uniforms and name tags.
2. Do not leave valuables out in the room. The hotel cannot be responsible for valuables left in your room.
3. Please help us conserve energy and resources by making sure all lights, appliances, and faucets are turned off when not in use.

Fire Safety

Please review the location of exits, alarms, and fire equipment on your floor as soon after check-in as is practical. A copy of your guest floor plan is located on the back of your door. Know how to turn off your air conditioner and how to open and close your guest room window.

In case of fire:

- Keep your room key with you at all times.
- Use the stairs to exit, not the elevators.
- Stay low in smoky areas.
- Remain calm.

If the fire is in your room:

- Leave the room and close the door.
- Activate the nearest alarm box, if possible.
- Call the hotel operator on the nearest phone by touching 0, and specify the location of the fire.
- Go to the nearest stairwell and walk down to the ground floor.

If the fire is outside your room:

- Take your room key with you.
- Touch the door handle and frame to see if they are hot.
- If the door handle and frame are not hot, open the door carefully, keeping low as you do so.
- If possible, go to the nearest stairwell and go down to exit the building or enter a safe floor.

If the door is hot:

- Stay in your room and keep the door shut.
- Turn off the air conditioner.
- Fill the bathtub or sink with water so you have a water supply.
- Place wet towels along the bottom of the door and over any vents where there is smoke.
- Touch 0 to let the hotel operator know your location.
- Stay low below any smoke in the room.
- Stay calm.

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CARBON MONOXIDE SAFETY TIPS



WARNING

Carbon Monoxide is a colorless, odorless, poisonous gas, and exposure can be fatal. Your room is equipped with a carbon monoxide detector.

Symptoms of carbon monoxide exposure may include:

Headache	Vomiting
Fatigue	Blurred vision
Weakness	Dizziness
Nausea	Loss of muscle coordination
Shortness of breath	Collapse
Confusion	Loss of consciousness ¹

What to do if a carbon monoxide alarm is sounding or if you experience any symptoms of carbon monoxide exposure:

- Never ignore a carbon monoxide alarm that is sounding.
- Immediately move outside to fresh air.
- Advise the hotel front desk.
- Call 911, emergency services, or the fire department.
- Do a head count to check that all people in your party are accounted for.
- Do not reenter the premises until the emergency services responders have given you permission.²

¹ Source of symptom list: Consumer Product Safety Commission & Mayo Clinic.

² Source of recommended responses to sounding alarm or symptoms: Consumer Product Safety Commission.

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ATTRACTIONS & EVENTS

Arboretum

1,200-acre botanical preserve. Offers nature observation, hiking and walking, biking and jogging, and skiing and snowshoeing opportunities. Free public walks on Sundays. Spring garden tours April through August on Wednesday evenings 7:00 p.m. to dark and in the fall on Saturday afternoons 1:00 p.m. to 3:00 p.m.

Art Fair Off the Square

Fine Wisconsin artists and craftspeople display their work. Unexpected, spontaneous happenings; food; and loads of family fun. Mid-July. Martin Luther King Jr. Boulevard 608-204-9129.

Art Fair On the Square

Features artists from around the U.S. Sponsored by the Madison Museum of Contemporary Art. Mid-July. 608-257-0158.

Badger Athletics

The University of Wisconsin athletic teams have something for everyone to enjoy! Catch the spirit with the Wisconsin Badgers! 800-GO-BADGERS.

Brat Fest

Memorial Day weekend, Alliant Energy Center. 608-236-2031.

Carillon Tower

1160 Observatory Drive. A freestanding tower with 56 bells. One of four carillon towers in the state. For more information, go to music.wisc.edu or call the School of Music, University of Wisconsin at 608-263-1900.

Chazen Museum of Art

750 University Avenue. The second-largest collection of art in Wisconsin. More than 20,000 works including paintings, sculpture, drawings, prints, photographs, and decorative arts covering locations from Ancient Greece, Western Europe, the Soviet Empire, Moghul India, eighteenth-century Japan, and modern Africa. Tuesday, Wednesday, and Friday 9:00 a.m. to 5:00 p.m. Thursday 9:00 a.m. to 9:00 p.m. Saturday and Sunday 11:00 a.m. to 5:00 p.m. Closed Mondays. 608-263-2246.

Concerts on the Square

Join the Wisconsin Chamber Orchestra for great live performances on the State Capitol lawn — bring your blanket! Wednesday evenings late June, July, and early August. Blankets can be set up as early as 3:00 p.m. Kids' Area with special activities opens at 5:00 p.m. The concert begins at 7:00 p.m. All events are FREE!

Cows on the Concourse

Cows come to the Farmers' Market. Petting zoo and cow-related activities. It's a MOO-ving experience! Early June. 608-250-4257.

Farmers' Market

Approximately 300 local vendors offer homegrown produce, flowers, cheese, bakery goods, and coffee. On the Capitol Square Saturdays mid-April through mid-November 6:00 a.m. to 2:00 p.m. On the 200 block of Martin Luther King Jr. Boulevard on Wednesdays mid-April through mid-November 8:30 a.m. to 2:00 p.m.

Governor's Executive Residence

99 Cambridge Road. Elegant showcase of art and decoration. Tours available Thursdays, April through August, 1:00 p.m. to 3:00 p.m. Holiday tours are also available in December. 608-246-5501.

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Henry Vilas Zoo

702 S. Randall Avenue. Open daily 9:30 a.m. to 5:00 p.m. Check out their many exhibits, including the Tropical Rainforest Aviary, Big Cat Exhibits, Arctic Passage, Primate House, Savanna and High Plains, and Children's Zoo. Free admission. 608-266-4732.

Ironman Triathlon

First Sunday after Labor Day.

Mad-City Ski Show

Located on John Nolen Drive at Law Park. Memorial Day through Labor Day. Sundays 5:30 p.m. 608-663-8326.

Madison Children's Museum

100 N. Hamilton Street. An award-winning destination for hands on learning through a variety of rotating exhibits designed for children ages 0 to 12. 608-256-6445.

Olbrich Botanical Gardens

16 acres of specialty gardens in the heart of Madison. Special events year-round, including the Spring Flower Show, Blooming Butterflies, and the Holiday Express. Stroll through the tropical Bolz Conservatory, a sunny paradise. Open daily to the public year-round. Free outdoor gardens. \$6 admission to Bolz Conservatory. 608-246-4550.

Taste of Madison

Held Labor Day weekend on Madison's Capital Square. The event showcases more than 70 local restaurants, 16 beverage stands, and three entertainment stages. No charge for admission or entertainment. Restaurant vendors will be selling various items priced between \$4 and \$6. 608-276-9797.

Washburn Observatory

UW-Madison. Free public viewing first and third Wednesday of each month. Note: under renovation 2024-2026. washburn@astro.wisc.edu

Wisconsin Historical Museum

30 N. Carroll Street. Explore a museum devoted to Wisconsin and American history 608-264-6555. Free admission.

Wisconsin State Capitol

Observation deck, open in the summer. Free daily tours (except major holidays). Open to public 8:00 a.m. to 6:00 p.m. weekdays and 8:00 a.m. to 4:00 p.m. weekends and holidays. 608-266-0382.

Wisconsin Veterans Museum

30 W. Mifflin Street. Dedicated to the citizen-soldiers of our state. View the many exciting displays, which include dramatic portrayals of the men and women from Wisconsin who served in America's conflicts from the Civil War to the Persian Gulf War. 608-267-1799. Free admission.

World Dairy Expo

An international meeting place for the dairy industry. Early October at the Alliant Energy Center. 608-224-6455.

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