

WELCOME	1
HISTORY	2
PHONE DIRECTORY	3
AIRPORT INFO	3
BUSINESS CENTER	3
DRY CLEANING	4
MAIL	4
IN-ROOM SAFE	4
FITNESS CENTER	4
ICE MACHINES	4
PET FRIENDLY	5
RESTROOMS	5
SMOKING POLICY	5
PARKING	5
SAFETY PROCEDURES	5
FIRE SAFETY	6
INTERNET	7
RECORD PLAYERS	8
IN-ROOM SPEAKERS	9
WINDOW SHADES	9
LIGHTS	9
CHANNEL GUIDE	10
MEETING SPACES	10
WEDDINGS	10
CULINARY EXPERIENCE	11
THE ORDER	12
VANTAGE	12

### Welcome

#### Dear Guest,

Welcome and thank you for making Hotel Vandivort, Springfield's independent, boutique hotel, your choice when visiting Springfield. We understand you have many options when choosing a hotel, and we thank you for your patronage. With intentional design, amenities, and unrivaled service, Hotel Vandivort brings vibrant energy to the Queen City and we are pleased that you have given us the opportunity to serve you.

More than a just a hotel, Vandivort serves as an active cultural hub. Whether you are meeting for a drink, or looking for a place to plug in and get some work done, the Vandivort lobby, downtown's Living Room, is the perfect place.

While you're here, check out The Order, our in-house restaurant. Enjoy our modern Missouri approach to food that highlights many local suppliers at brunch and dinner, or enjoy a hand-crafted cocktail. The Order is not just a place to enjoy an upscale meal. Our young guests will find something to enjoy on our children's menu, and a range of better-for-you options make the perfect post-workout meal. Our menus were designed for both travelers and locals in mind, and we can satisfy every craving whether sweet or savory.

For awe-inspiring, panoramic views of the Queen City skyline, make time to visit Vantage Lounge and Conservatory, the first and only rooftop lounge in downtown Springfield. Whether you reserve a private cabana or snag a seat at the communal table, you're bound to have a one-of-a-kind experience.

If you would prefer to explore the area a bit while visiting, there are other downtown attractions you may find interesting, including Springfield Little Theatre, History Museum on the Square, Discovery Center, and the Route 66 Museum. If you are looking for a local experience, please let our team of guest experience ambassadors assist with any questions you may have.

Whether you are in town for business or pleasure, we hope you have a wonderful time in our city. Thank you again for allowing us the opportunity to serve you while in Springfield. Should you need assistance at any time during your stay, please do not hesitate to let our team know. We are always more than happy to assist you.

Enjoy your stay,

The Hotel Vandivort Team





#### THE BUILDING

Originally built as a Masonic Temple in 1906, Historic Vandivort is steeped in the rich history and tradition of the downtown community. The building is on the National Register of Historic Places and is designated as a local historic site. We have partnered with preservation organizations to reclaim the building's history and original beauty while creating a thriving social and hospitality venue.

Hotel Vandivort's expansion, V2, sits where Pickwick Livery & Transfer Company once stood in the 1800s.

After being converted to a variety of businesses over the years, the structure was torn down in the early 1980s.

The lot largely sat vacant until Hotel Vandivort's Historic building opened in 2015. Hotel Vandivort's V2 breathed new life into a plot of land and cemented its role as a landmark to greet guests visiting Queen City from all over the world.

#### THE DESIGN

Historic Hotel Vandivort's design accentuates original elements of the building, while pairing modern design with a vintage industrial vibe that complements the building's storied past. References to the building's past life as a masonic temple can be found throughout the lobby. Upscale, yet welcoming, the concept will suit a variety of tastes.

The design of V2 nods to long-standing Queen City architecture to create a space that feels authentic to downtown Springfield. Throughout the building you will see elements that echo the design of Historic Vandivort in concert with details that display its glamorous personality, inspired by Art Deco style.

# Hotel Info

## Hotel Info

#### PHONE DIRECTORY

#### **Quick Guide**

Hotel Telephone Number: 417.832.1515

Front Desk: Dial 0

Vantage: Dial 8

The Order/Room Service: Dial 9

Country Code: 01 (to receive international calls)

Room-to-room: Dial Room Number

Local Calls: Dial Local Number

Domestic Long Distance Calls: Dial 8 + 1 + Area

Code + number

International: Dial 8 + 011 + Country Code + Routing

Code + number

Toll Free Calls: Dial 8 + Toll Free Number

Calling Cards: Dial 8 + 8XX + carrier access number

#### AIRPORT INFORMATION

Springfield-Branson National Airport 2300 N. Airport BLVD 417.868.0500

www.sgf-branson-airport.com American Airlines, Allegiant, Delta, United

#### **BUSINESS CENTER**

Looking to get some work done or print your boarding pass? Come to our business center located in the Library on the Living Room Level of Historic Vandivort. Our business center offers a Mac for personal use and if anything needs to be printed, most certainly, Guest Services is happy to assist you!

#### **DRY CLEANING**

Same-day dry cleaning is available Monday – Friday.
Bring your articles of clothing to the Front Desk by 7:00
AM, and they will be returned to your room by 6:00 PM
the same day. Schedule may vary on holidays. You may
dial 0 for the front desk to pick up your items.

#### MAIL

If you have mail or packages sent to the hotel they will be held for you at the Front Desk. You may send mail, including overnight packages from the Front Desk; shipping fees will apply. Mail and packages will be delivered upon request.

#### **IN-ROOM SAFE**

In-room safes are located in the closet or wardrobe of all rooms. Please find the instructions for use below.

- 1) Close door and enter any 3-6 digit number and press "LOCK." The word "CLOSED" will appear on the display.
- 2) To open, re-enter the same code. The safe's display will read "OPEN" and the safe will unlock.
  - 3) The safe's memory will now be clear.

#### **FITNESS CENTER**

Get your heart rate pumping in our fitness center! The space offers large windows that fill the space with natural light. Located on the Street Level of V2, our fitness center has just about everything to fit your workout needs including free weights, yoga mats, treadmills, exercise bikes, and of course, towels and bottled water.

Open 24 hours a day with room key access.

#### **ICE MACHINES**

Ice machines can be found on floors 2, 3, and 4.
For assistance, Dial 0.



#### PET FRIENDLY

We know pets are family too! So, feel free to bring your furry family with you. \$50 non-refundable fee.

Potty Patch located on the South lawn of V2.

#### **RESTROOMS**

Public restrooms in Historic Vandivort are located on the 1st Floor, down the stairs to the left, and on the 4th Floor across from the Ballroom. There is an accessible restroom available to those with mobility impairments on the Living Room Level.

Public restrooms in V2 can be found on the Street Level, to the left of the main entrance and inside Vantage Lounge & Conservatory, located on the 5th floor that can only be accessed with a Guest Key Card.

#### **SMOKING POLICY**

We are happy to provide a smoke-free environment. Smoking in the hotel or in guest rooms is not allowed. A \$250 recovery fee per incident will be charged for smoking in your guest room and applied to your guest folio. A designated smoking area is located outside, please dial 0 for location.

#### PARKING

We offer valet parking service all day, every day. Valeted vehicles are parked on a private level of the parking garage north of Historic Vandivort that is only accessible by our associates and garage staff. We offer unlimited acces to your vehicle for only \$15/night and \$20/night for EVC.

#### SAFETY PROCEDURES

Emergency/Security

Hotel Security: Dial 0

Springfield Police: 417.864.1810

Medical Emergencies: Dial 911

Mercy Hospital: 417.820.2000

Cox Hospital: 417.269.3000

Emergency procedures: When you arrive, please take a moment to look for the emergency exits on your floor. Exits are shown on the floor plans on the back of your guest room door. Pull station alarms are also located on each floor. In the event of an emergency, please pull the alarm nearest to you.

#### **FIRE SAFETY PROCEDURES**

Our hotel is equipped with a state-of-the-art, efficient fire emergency system that includes a sprinkler system and smoke detectors in guest rooms and hallways. We want to make sure you are prepared to exit the hotel safely if any of our detection systems sound a warning, so we ask that you please familiarize yourself with the following procedures:

#### **Exiting the Hotel**

- Refer to the back of the guest room door for evacuation routes.
  - Take your key.
- Test your door for heat or smoke before opening it.
- If the hallway is clear, exit by the nearest stairwell.
  - Do not use elevators.
- If your door feels warm or is impassable, place wet towels at the base of the door.
- Dial O for Front Desk and give your name and room number.
  - Turn off your air conditioner or heater to keep smoke from entering the room.
  - -Get down on the floor to avoid inhaling smoke.

#### Tornado shelters: 1st Floor of Historic Vandivort.

V2: Any lower level of stainwell or laundry facility across the lobby elevator.

#### INTERNET

Stay connected to home and office with our high-speed internet access — HotelVandivortGuest

#### Wireless Internet Access Instructions:

- Ensure that your device is Wi-Fi ready
- Connect to the "HotelVandivortGuest" network
  Wifi password provided at check-in.

#### **RECORD PLAYERS**

Just as we married old with the new in Historic Vandivort, we offer the same fusion in V2. All V2 guest rooms feature a record player and variety of vintage

vinyls for you to enjoy.

#### IN ROOM SPEAKERS

Historic Vandivort guest rooms are equipped with a premium audio experience. Most are in-ceiling, some are mounted on the TV. The TV audio will play on these speakers. There is an auxiliary audio jack (headphone jack) at the nightstand in guest rooms and also on the counter for suites.

Bathroom speakers in Historic Vandivort pull audio from both the TV and the audio port, with volume control on the wall.

#### WINDOW SHADES

All Historic Vandivort rooms are equipped with both sheer and blackout automated blinds. They are controlled at the light switch by the thermostat on buttons marked "Sheer" & "Blackout." The shades are also tied to lighting scenes such as "Welcome," "Good Night," etc.

All V2 guest rooms feature automated blind controls.

Master Suite - See instruction card in room.

#### **LIGHTS**

Light switches are also scene controllers in Historic Vandivort guest rooms. Most ights (minus some desk lamps) are controlled from these wall switches. V2 has normal flip switches for light control. Floor lamps have step and press light switches. Many lights are dimmable. For dimming control, press and hold

#### **TV CHANNELS**

A&E	265	HGTV	_ 229
ABC Family		HISTORY	
AMC		HITN TV	
America's Auction Network		HLN	
Animal Planet		Hope Channel	
Aqui	401	HSN	240
AUDIENCE®		INSP	364
AXS TV	340	Investigation Discovery	285
Baby First TV		Jewelry Television	
BBC America		Jewish Life Television	366
BET	329	Lifetime	252
Bloomberg TV		Link TV	375
Βταυο	237	MSNBC	356
BYUtu	374	MTV	331
CANAL ONCE	447	MTV2	
Cartoon Network (East)	296	NASA TV	352
Cartoon Network (West)		National Geographic Channel	276
Church Channel	371	Nick Jr.	301
емт	327	Nickelodeon/Nick at Nite (East)	299
CNBC	355	Nickelodeon/Nick at Nite (West)	300
CNN	202	NRB	378
Comedy Central	249	Ouation	274
C-SPAN	350	piuot	267
C-SPAN2	351	Pursuit Channel	604
CTN	376	QVC	275
Daystar	369	Reelz Channel	
Discouery	278	RFD-TV	345
Disney Channel (East)	290	Sale	319
Disney Channel (West)		Shopping Network	
Disney Junior		Spike	241
Disney XD		Syfy	
E!		TBS	
Enlace		TCM	256
ESPN		TCT Network	
ESPN2	209	TeenNick	303
ESPNEWS		TLC	280
ESPNU		TNT	245
EVINE		Trinity Broadcasting Network (TBN)	
EWTN		truTV	246
Food Network		TV Land	304
FOX News Channel		Univision East	402
FOX Sports 1		USA Network	242
Free Speech TV		Velocity	281
FX		VH1	
Galavisión		Vme	
GEB America		WE tu	
GEM Shopping Network		WeatherNation	361
GOD TV		The Word Network	373
Hallmark Channel		World Harvest Television (WHT)	367
Hallmark Movies & Mysteries	565		

#### **MEETING SPACE**

#### Vandivort Ballroom

Located on the 4th floor, our historic Vandivort Ballroom is 2,800 square feet and has hosted business and social events in downtown Springfield for more than a century. With stunning views of downtown and historic Walnut Street, the ballroom will impress up to 160 seated guests in a variety of layouts.

#### **Cornerstone Room**

Host a productive small meeting or sales presentation in our 850 square-foot Cornerstone Room, located on the Living Room Level of Historic Vandivort. Providing all the necessities, this space offers flexible seating options, cutting-edge multimedia technology, and large picturesque windows that let in plenty of natural sunlight.

#### **V2 Conference Room**

The V2 Conference room is the perfect space for a working lunch or meeting with clients. It offers a wetbar, 86" 4K television, and wired or wireless connectivity for up to 12 guests.

#### WEDDINGS

At Hotel Vandivort we specialize in making each wedding unique to the couple. We are happy to work directly with you and your vendors to design your perfect day. After all, you should love everything about the day dedicated to celebrating your union.

With inclusive, customizable packages, creative banquet menus and a dedicated banquet manager and staff, we handle everything down to the chairs, tables, beverage and dinner service.

For more information contact our Events Manager: sales@hotelvandivort.com

#### **CULINARY EXPERIENCE**

Devoted to providing friendly and top-quality service to all of our guests, our culinary pros offer up fresh, innovative and convenient catering from The Order. Guests have the option to choose from our pre-existing menu or collaborate with our team to customize your culinary experience.

Whether productivity or pleasure is your goal, our full in-house catering, event planning services and audio/audio/visual equipment are sure to make your event a success.

For more information contact our Sales Manager: sales@hotelvandivort.com

# CREER (IN YOUR ROOM)



# LOCATED IN THE LIVING ROOM OF HISTORIC HOTEL VANDIVORT. THE ORDER OFFERS UP A FRESH MODERN TAKE ON MISSOURI CUISINE.

DIAL: 417-851-5299

FOOD/BAR MONDAY - FRIDAY DINNER: 5PM - 10PM

**SATURDAY** 

BRUNCH: 9AM - 2PM DINNER: 5PM - 10PM

**SUNDAY** 

BRUNCH: 9AM - 2PM DINNER: 5PM - 9PM

## VANTAGE

#### **ROOFTOP LOUNGE & CONSERVATORY**



Vantage Rooftop Lounge and Conservatory, located on the rooftop of V2, Hotel Vandivort's 48 guest room expansion, will offer a unique experience with unparalleled Queen City views. Vantage brings a big-city rooftop experience to downtown - it's both a chance to escape the everyday and be inspired by how beautiful our city has become. Vantage features craft cocktails and shareable plates with an emphasis on fresh seafood and local flavors.

Vantage features 2,250 square feet of four-season interior space decorated in a European Art Deco style with abundant greenery and a grand skylight that makes up much of the ceiling. The 3,250 square feet of exterior rooftop space offers sweeping views of downtown from a mix of tables and soft seating, including private cabanas available to be reserved. This rooftop space, the first in Downtown Springfield, is meant to be enjoyed by travelers and locals alike.

#### **Vantage Hours**

Tuesday - Wednesday | 4pm - 12am Thursday - Saturday | 4pm - 1am Closed Sunday - Monday

#### Vantage Cabanas/Igloos (Seasonal)

Rooftop Cabanas overlooking the Queen City Skyline may be reserved by hotel guests & locals alike.