

# *Creating Special Memories*



## *Asilomar*

*“Refuge by the Sea”*



*Asilomar State Beach and Conference Grounds is a 107-acre protected retreat that offers accommodations and event space surrounded by the beauty of our California Coast and designed to be free from distractions so you and your guests can reflect and focus on your special day.*

*On the following pages you will find information to help you plan your very exciting day:*

*Wedding Inquiry*

*Wedding Policies and Procedures*

### *Sleeping Rooms*

Sleeping arrangements are perfectly suited for families and groups of all sizes and ages. A total of 313 guest rooms, disbursed throughout the grounds, can easily accommodate families of all sizes. Many buildings feature a common living room that can be used for family socializing.

### *Event Space*

Harmonizing with its surroundings, Asilomar Conference Grounds has played host to thousands of guests since its first campsite meeting in 1913. Accommodating groups of five to 200 our grounds features 5 special meeting rooms for your special event; from the large capacity of Merrill Hall to the intimate Surf & Sand.

### *Ceremony Guidelines*

- Chairs set on beach or in meadow at \$4.00 per chair for the entire guest count.
- Ceremony site is available one hour prior to start time for one hour. Additional time may be requested, based on availability and subject to additional charges.
- The Meadow and Asilomar State Beach are sensitive ecological areas and we request the consideration of your guests with the protection of the environment.
- Please confirm sunset time and high tide for your beach ceremony. The Meadow and Asilomar State Beach will not be modified for your event – no moving of seaweed, shells, combing of sand, etc.
- \$250.00 permit fee for the beach: \$350 fee for the Meadow or \$125.00 Gazebo at Rocky Point.

<b>Event Room</b>	<b>Theater Seating</b>	<b>Rounds Tables with a Dance Area</b>	<b>Square Feet</b>	<b>Rental Rate*</b>
Merrill Hall	600	81-200	4,680	\$1,010.00
Fred Farr Forum	150	61-80	2,352	\$808.00
Kiln	100	31-60	1,728	\$439.00
Surf & Sand	45	10-30	856	\$212.00
Chapel	200	Ceremony Only with fixed theater seating	2,460	\$808.00

*\*Please add a \$10.00 Facility fee per person*

### ***Reception Room Rental and Set Up***

- Room rental includes all tables, standard chairs, standard White linens, all necessary china, silver and stemware, set up and tear-down of function space and standard clean up of all materials provided by Asilomar.
- The reception room is booked for four hours for the actual reception. You are able to start your set up of favors and centerpieces one hour before your ceremony. Additional time for set up is subject to availability and overtime fees.
- To preserve the historic integrity of our buildings, Asilomar does not allow anything to be taped, tacked, tied or glued to the walls, windows or any permanent fixtures of the inside or outside of the room (this includes the pillars in Merrill Hall). Asilomar does not allow balloons inside or outside as they are considered hazardous to our buildings and local wildlife.
- Asilomar does not allow any use of candles (unless battery operated).
- If extensive clean up of decorations is a required, additional labor charge will be applied.
- Please contact your Asilomar Event Coordinator for suggestions on décor or other rental items.

### ***Catering***

- Asilomar maintains an in-house catering policy; food and beverage may not be brought on grounds with the exception of a commercially baked wedding cake.
- Menu and wine availability and prices are subject to change without notice.
- Standard wedding meals are self serve buffet style, a vegetarian entrée may be requested
- Special requests such as plated meals or vegetarian dishes must be discussed with your Event Coordinator the Executive Chef welcomes the opportunity to create menus tailored to your preferences. A Menu Tasting can be arranged at an additional cost.
- All catering orders are due 30-days prior to event. No reductions or cancellations may be made after 14-days prior to your event.

### ***Beer and Wine***

- No distilled spirits (hard liquor) of any kind are allowed in the State Park and, therefore, on the conference grounds.
- It is the policy of Asilomar Conference Grounds that all beer and wine be purchased through Asilomar

- *Beer and Wine Continued*
- Beer and wine must be consumed within the function room and cannot be carried around grounds.
- Asilomar Conference Grounds is proud to offer a wide variety of beer and wine.
- An Asilomar bartender is required at any event where beer and wine will be served at a fee of \$30.00 per hour per bartender with a two-hour minimum.
- Asilomar requires one bartender for every 100 guests.
- Food must also be ordered at any event to go along with wine / beer consumption.
- Beer and wine can only be served with advance scheduling and cannot be served on Asilomar State Beach.

### *Rental Items*

- If you rent items directly without Asilomar coordinator assistance, we will not be responsible for the storage, set up or teardown of your rental items.
- Asilomar is not responsible for any lost or stolen items.

### *Music Policy*

- Asilomar allows both live and recorded music; however, all music must end by 10:00pm under local ordinances. All music / entertainment must be approved by Asilomar prior to the event, in writing. If the sound from musical groups, entertainment or public address systems creates a disturbance, Asilomar reserves the right to control the volume.

### *Guest Parking*

- The California State Park Rangers enforce speeding and parking laws and violators will be cited. Please advise your guests to allow enough time to park in designated areas only. Due to our natural park setting, please advise your guests to wear comfortable footwear.

### *Vendor Guidelines*

- It is the responsibility of the Bride and Groom to distribute Asilomar policies and procedures forms as provided by Asilomar, secure vendor signatures and return the signed form to your wedding coordinator prior to the wedding date. Appropriate fees will be charged to the Wedding Master Bill to cover additional labor for vendor setup, equipment use and oversight. Fees to be determined and advised after submission and approval of vendor application.

### *Payment Policy*

- Payment for the wedding is due in full 14 days prior to the wedding date. Any additional costs incurred the day of the wedding are due upon conclusion of the event.
- Any dispute of the charges must be received in writing within 2 weeks of the event in order to be investigated properly.
- Deposits / Payments can be made by Visa, MasterCard, American Express, Check or Cash.

### *Tax & Fees*

- Taxable items will be subject to the current local rate of 9.25% sales tax.
- A 15% administrative fee will be added to your total food and beverage order.



## 2011 Wedding Inquiry

Date:		
Bride:		
Bride's Cell:		
Bride's Email:		
Bride's Address:		
Bride's City:		
State / Zip:		
Preferred Communication:		
Groom:		
Groom's Cell:		
Groom's Email:		
1 <sup>st</sup> Choice (MM/DD/YY):		
2 <sup>nd</sup> Choice (MM/DD/YY):		
3 <sup>rd</sup> Choice (MM/DD/YY) :		
Location of Ceremony:	Time:	
Location of Reception:	Time:	
Number of guests:	Budget per person:	
Rehearsal dinner?	Number of guests:	
Guest room accommodations needed:	Yes	No
If yes, how many guest rooms?		
Number of nights?		
Where did you hear about Asilomar?		

***Please submit by FAX to (831) 642-4261  
Thank you for considering Asilomar for your very special day.***