



## 2011 MEETING PLANNER GUIDE



### Welcome to Asilomar

*Nestled along the rocky shoreline of California's famed Monterey Peninsula, Asilomar is a tranquil ocean front retreat cradled by old growth forests and white sand beaches on 107 acres at Asilomar State Beach and Conference Grounds.*

*Designed by acclaimed architect Julia Morgan and embracing the Arts & Crafts architectural style, Asilomar Conference Grounds harmonizes perfectly with its natural surrounding, and is home to numerous species of indigenous wildlife.*

*Ecologically diverse and rich with history, scenic beauty and serenity, Asilomar is the ideal location for group meetings, corporate retreats, weddings, family reunions and vacation getaways.*



*Asilomar is located in quaint Pacific Grove along the shores of the breathtaking Monterey Peninsula, just minutes from Monterey, Carmel and Pebble Beach. The grounds are also close to world-class golf courses, Monterey's historic Cannery Row, Old Fisherman's Wharf, the Monterey Bay Aquarium and numerous shops, galleries and restaurants, giving your attendees endless options for entertainment.*



**Guest Accommodations:** 313 guestrooms. To preserve the refuge atmosphere at Asilomar, our guest rooms are free from the distraction of TVs and telephones. Each room has a private bath and all sleeping and meeting rooms are non-smoking.

**Group Rates:** Include sleeping accommodations for 10 or more rooms, **three meals a day** and one complimentary meeting space for groups of 25 or more rooms per night. Additional meeting space may be acquired for an additional charge.

**Off-Ground Attendees:** The facility fee for off-ground participants is **\$10.00** per person, per day. Meal tickets for off-grounds attendees may be purchased in advance or at the Front Desk on a space available basis.

**Asilomar Housing Bureau:** For your convenience, we can take care of housing registration! For a small per person fee of **\$20.00** we will take care of your registration needs.

**Dining & Catering:** Asilomar staff can arrange outdoor barbecues, premium meals, cocktail parties, theme parties, dances, ranger-led walks, campfire talks, sporting tournaments and other social events. All conference guests are on the American plan, with breakfast, lunch and dinner included in the room rate. The three course, fixed-menu, home-style meals are served family-style in the 750-seat Crocker Dining Complex. Breakfast: 7:30 a.m.-9 a.m.; Lunch: Noon-1p.m.; Dinner: 6 p.m.-7p.m. **Ask your Event Coordinator about upgrading to Premium meals.**





Asilomar Conference Grounds: 800 Asilomar Avenue  
Pacific Grove, CA 93950

Phone: (831) 372-8016  
Fax: (831) 372-7227

Mairead Hennessy, Resident District Manager  
Mike Boyer, Director of Sales & Marketing  
Suzan Carabarin, Director of Conference Services  
Vivian Garcia, Reservations Manager

Website [www.VisitAsilomar.com](http://www.VisitAsilomar.com)

Group Sales Office Direct: (831) 642-4222  
Fax: (831) 642-4261 or (831) 642-4262  
Hours: 8:00 am – 5:00 pm Monday – Saturday / Closed Sunday

Senior Sales Manager	Jackie Shaffer	(831) 642-4220	<a href="mailto:shaffer-jackie@aramark.com">shaffer-jackie@aramark.com</a>
Senior Sales Manager	Sammy Ramos	(831) 642-4225	<a href="mailto:ramos-sammy@aramark.com">ramos-sammy@aramark.com</a>
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Sales Coordinator	Tina Platt	(831) 642-4217	<a href="mailto:platt-tina@aramark.com">platt-tina@aramark.com</a>
Catering Assistant	Sally Moore	(831) 642-4216	<a href="mailto:moore-sally@aramark.com">moore-sally@aramark.com</a>
Sales Assistant	Marilyn Corpus	(831) 642-4221	<a href="mailto:corpus-marilyn@aramark.com">corpus-marilyn@aramark.com</a>

For catering and meeting room information:

	Judi Lehman	(831) 642-4231	<a href="mailto:lehman-judi@aramark.com">lehman-judi@aramark.com</a>
	Tillman Lambert	(831) 642-4224	<a href="mailto:lambert-tillman@aramark.com">lambert-tillman@aramark.com</a>
	Raquel Pacleb	(831) 642-4270	<a href="mailto:pacleb-raquel@aramark.com">pacleb-raquel@aramark.com</a>
	Raymond Jocson	(831) 642-4230	<a href="mailto:jocson-raymond@aramark.com">jocson-raymond@aramark.com</a>

For sleeping room information: Deborah Lilly (831) 642-4223 [lilly-deborah@aramark.com](mailto:lilly-deborah@aramark.com)

In-house registration information:

	Betty Forbes	(831) 642-4219	<a href="mailto:forbes-betty@aramark.com">forbes-betty@aramark.com</a>
	Pat Kauffman	(831) 642-4218	<a href="mailto:kauffman-patricia@aramark.com">kauffman-patricia@aramark.com</a>
	Karen Grimshaw	(831) 642-4272	<a href="mailto:grimshaw-karen@aramark.com">grimshaw-karen@aramark.com</a>

## TO MAKE THE MOST OF YOUR STAY AT Asilomar Conference Grounds

To preserve the refuge atmosphere of Asilomar, our lodging rooms are free from the distraction of televisions and telephones. Each building has an in-house phone that can be used to request services from housekeeping, security or the front desk.

We value your continued loyalty at Asilomar. Equally valued are the famous Historic Julia Morgan Living Rooms in Lodge, Scripps, Stuck-Up Inn, and Pirates' Den which we must share and keep open for all to enjoy. These Historic Architectural Treasures will continue to be comfortable areas to meet and gather for any Asilomar guests. We thank you for your understanding and support of the partnership of California State Park and Asilomar to protect and preserve these valuable historic resources now and in the future. In order to further protect the historic integrity of these buildings Asilomar guests should not move any existing furnishing nor have any food or beverages in the public living rooms.

All guests of Asilomar are asked to observe our quiet time from 10:00 pm through 7:00 am. Many of our buildings have common living rooms for guests to enjoy and we ask that you be considerate of your neighbors and keep noise to a minimum in the living rooms and in the lodging rooms.

By dialing "0" from any house phone, you can request our jitney service. One of our security officers will pick you up and drive you to any location on grounds.

The weather at Asilomar can vary from rain to warm sunshine or cool misty fog. We suggest that you pack layered clothing. You might want to also bring a flashlight for some serene evening walks around the grounds.

You will encounter many species of wildlife at Asilomar. To keep them healthy, please do not touch or feed the animals. If you are quiet, you will spot squirrels, deer, raccoons, red foxes and many species of birds.

Please stay on the paved pathways that meander through the grounds or the boardwalks that take you on a delightful journey through the dunes. By keeping people off of the vegetation, we are able to preserve the natural landscape for all to enjoy for many years to come. You might see some paths that look like walking trails, but if they are not paved, then they are simply animal trails created by many hooves walking the same route through the grounds.

There are many activities for young and old to enjoy at Asilomar. We have a heated outdoor swimming pool, sand volleyball court, and pool tables available for our guests. We also have self-guided tour booklets available at the front desk or you can call the California State Park Rangers Office at (831) 646-6443 to arrange a guided tour of our historical buildings, the dunes or the tide pools. Outside of Asilomar local attractions abound including the Monterey Bay Aquarium, Cannery Row, shopping, golfing, kayaking, biking and many parks and museums. Our helpful front desk staff can assist you in finding just what you need.

At Asilomar, we pride ourselves on offering exceptional guest service. If you wish to show your appreciation to our staff, individual tips and donations to our Employee Fund are graciously accepted. Donations to the Employee Fund can be made at the front desk.

Thank you for choosing to stay at Asilomar Conference Grounds.  
We are confident that you will thoroughly enjoy your stay at the "Refuge by the Sea."

# **OPPORTUNITIES ABOUND AT ASILOMAR**

**Asilomar is a Great Place to Plan...**

## **A SPECIAL ACTIVITY**

State Park Ranger Talks

To make your arrangements please call (831) 646-6443

Golf Packages

Monterey County Wine Tasting

Heritage Tourism

Horseback Riding

Stress Reducing Yoga Classes

Comedy Team Building

“Asilomar by the Sea” Relaxation Massages

Asilomar Group Photos - please call Randy Tunnell (831) 649-3101

## 2011 Meeting Room Specifications

Meeting Room	Theater Seating	Classrm Tables	Hollow Sq/ U Shape	Board of Directors	Rounds w/ 8 chairs	6 ft Work Stations	Poster Boards	Darken Room	Piano	Screen	ADA Access	Square Feet	Daily Rental
Merrill	500	250	72	See H/S	25/200	66	50	Yes	Yes	Yes	Yes	4680	\$1,010.00 *
Merrill with Hearthside	550	270	18	See H/S	NA	72	56	Yes	No	No	Yes	5520	\$1,010.00*
Chapel	196	N/A	N/A	N/A	N/A	N/A	14	Yes	Yes	Yes	Yes	2460	\$808.00 *
Fred Farr Forum	138	72	40	See H/S	10/80	36	24	Yes	Yes	Yes	Yes	2352	\$808.00 *
Kiln	100	48	34	See H/S	7/56	32	16	Yes	Yes	Yes	Yes	1728	\$439.00 *
Nautilus	100	48	32	See H/S	6/48	30	16	Yes	Yes	Yes	Yes	1512	\$439.00 *
Nautilus East	36	20	14	16	3/24	14	6	Yes	No	Yes	Yes	756	\$220.00*
Nautilus West	48	20	14	16	3/24	14	8	Yes	Yes	No	Yes	756	\$220.00*
Triton	40	20	18	14	3/24	18	8	Yes	No	Yes	Yes	832	\$212.00 *
Scripps	58	33	20	20	5/40	24	10	N/A	Yes	Yes	Yes	876	\$212.00 *
Heather	110	60	40	See H/S	8/64	34	16	Yes	Yes	Yes	No	1642	\$439.00 *
Acacia	40	20	18	20	3/24	14	8	Yes	No	Yes	No	666	\$212.00 *
Toyon	40	20	18	20	3/24	14	8	Yes	No	Yes	No	666	\$212.00 *
Curlew	34	20	14	20	3/24	12	8	Yes	No	Yes	Yes	600	\$212.00 *
Dolphin	34	20	14	20	3/24	12	8	Yes	Yes	Yes	Yes	600	\$212.00 *
Marlin	34	20	14	20	3/24	12	8	Yes	Yes	Yes	Yes	600	\$212.00 *
Sanderling	34	20	14	20	3/24	12	8	Yes	Yes	Yes	Yes	600	\$212.00 *
Evergreen	44	20	18	20	4/32	16	8	Yes	Yes	Yes	Yes	837	\$212.00 *
Oak Shelter	44	20	18	20	4/32	16	8	Yes	Yes	Yes	Yes	837	\$212.00 *
Surf & Sand	40	20	18	16	4/32	14	N/A	N/A	Yes	Yes	Yes	856	\$212.00 *
Manzanita 1 & 2 LR	N/A	N/A	N/A	6	N/A	N/A	N/A	N/A	No	No	Yes	N/A	\$81.00 *
Oak Knoll 1 & 2 LR	N/A	N/A	N/A	6	N/A	N/A	N/A	N/A	No	No	Yes	N/A	\$81.00 *
Willow Inn 1 & 2 LR	N/A	N/A	N/A	6	N/A	N/A	N/A	N/A	No	No	Yes	N/A	\$81.00 *
South Longview Living Rm	N/A	N/A	N/A	6	N/A	N/A	N/A	N/A	No	Yes	Yes	N/A	\$101.00 *
North Longview Living Rm	N/A	N/A	N/A	6	N/A	N/A	N/A	N/A	No	Yes	Yes	N/A	\$101.00 *
Afterglow Living Rm	N/A	N/A	N/A	6	N/A	N/A	N/A	N/A	No	No	Yes	N/A	\$101.00 *
Embers Living Rm	N/A	N/A	N/A	6	N/A	N/A	N/A	N/A	No	No	Yes	N/A	\$101.00 *
Hearth Living Rm	N/A	N/A	N/A	6	N/A	N/A	N/A	N/A	Yes	No	Yes	N/A	\$101.00 *

*\* Early/Late use of meeting rooms is subject to availability and additional charges may apply.*

## **ADDITIONS YOU MAY NEED WHILE AT ASILOMAR**

For additional information, please visit our website at [www.VisitAsilomar.com](http://www.VisitAsilomar.com)

### **Meeting Room Enhancements arranged through the Conference Services Department**

- 8 ft wide x 7 ft Tall Double Sided Poster Boards
- 2 ft x 5 ft Easel Stands
- Easel Pads with 2 Markers
- Floor Lamps, Outside Phone Lines, Furniture Moving, Special Deliveries, Extension Cords, Meeting Room RESETS, Signs, Banners and Posting along with additional set up details must be arranged in advance and subject to availability and additional charges.

### **Audio Visual Needs**

- Asilomar now offers two preferred provider for all of your audiovisual needs. For current pricing and to place an order please contact either:
- Glastonbury, Inc. / Direct: (831) 583-0880 / Website: [www.glastonburyinc.com](http://www.glastonburyinc.com) / Fax: (831) 583-0115
- McCune / Direct: (831) 372-6038 / Website: [www.mccune.com](http://www.mccune.com) / Fax: (831) 372-0513

### **Internet Access in Meeting Rooms**

- Asilomar currently has WIRELESS INTERNET available in most meeting rooms for a fee.
- Pricing is based on number of days that the group would need the WIRELESS INTERNET for use. (Please contact the Conference Services Department to make arrangements)

### **Asilomar Business Center**

- Located next to the front desk.
- Hours of operation: 6:30 am to 12:00 am daily.
- A list of charges is posted in the business center and will be collected on the honor system.
- Features include:
  1. Four dedicated local access lines.
  2. One personal computer for word processing needs.
  3. Speakerphone for conference calls.
  4. Photocopies and faxes are handled at the front desk.

### **Asilomar Bike Rentals**

- Located at the Asilomar Park Store.
- Hours of operation: 9:00 am to 6:00 pm daily.
- All bike rentals include a bike lock and a map of the bike trail.
- All renters must know how to ride a bike and are required to go through a short safety orientation.
- All renters will need to complete a rental agreement and a liability release.
- All bike rentals will be suspended on rainy days.
- Bikes are rented by the full or half day - rates and arrangements are available at the Park Store

## Asilomar Conference Grounds

### Internet access for meeting rooms

#### FAQs

#### **What is the maximum number of meeting rooms available for internet access?**

- Up to 4 meeting rooms, simultaneously, can have internet access using a dedicated phone connection.

#### **What equipment does Asilomar provide?**

- Asilomar Conference Grounds provides WIRELESS Internet



#### **What equipment do I need to arrange a working connection?**

- The client will require a computer with an Ethernet cable and or an 802.11b or 802.11g wireless card.
- A HUB and additional Ethernet cables will also be needed if you require more than 4 hardwired connections.



#### **Can the Wireless connection be used as a standard phone line?**

- No
- Asilomar can install additional phone lines or upgrade house phones to allow outside access upon request. (\$50 installation + phone rental & charges for calls)

#### **What is the cost for WIRELESS access in a meeting room?**

- |                          |            |                           |            |
|--------------------------|------------|---------------------------|------------|
| ➤ One day                | - \$150.00 | ➤ Four days, three nights | -\$450.00  |
| ➤ Two days, one night    | - \$250.00 | ➤ Five days, four nights  | - \$550.00 |
| ➤ Three days, two nights | - \$350.00 | ➤ Six days, five nights   | -\$650.00  |

# ASILOMAR CONFERENCE GROUNDS

## Food and Beverage Policies

### Catering

- **Asilomar maintains an in-house catering policy; food and beverage may not be brought on grounds.**
- All catering orders including Premium Meals are due 30-days prior to event. No reductions or cancellations may be made after 14 days prior to your event.

### Dining Room

Meal Hours:      **Breakfast** 7:30 am – 9:00 am      **Lunch** 12:00 pm – 1:00 pm      **Dinner** 6:00 pm – 7:00 pm

- Group seating in the dining room is pre-arranged by the Dining Room Manager. The number of places set for your group is based on the meal count you provide to your event coordinator. A dining room attendant will direct you to your table when you enter the dining hall.
- Use of the dining room outside of regular operating hours is subject to availability with advance notice and additional charges.
- **Box lunch requests as a substitute for any standard meal in Crocker Dining Hall must be turned in to an event coordinator no later than 14 DAYS PRIOR TO CHECK IN.** Each box lunch will include daily Chef's Choice regular or veggie sandwich, small bag of chips, piece of whole fruit, individual packaged dessert and small bottle of water. There are charges for delivery of box lunches to any meeting room. Box lunch orders received with less than 14 days notice will be charged a surcharge per lunch. Box lunch orders will not be accepted with less than 24 hours notice.

### Premium Meals and Private Dining

- Premium meals may be arranged subject to minimum orders and a per person surcharge.
- Private dining may be available for groups of 25 or more for an additional charge.
- Plated Service to your table can for be arranged (minimum 25) at an additional per person fee.
- **Specific dining rooms cannot be guaranteed.**

### Vegetarian Meals, Special and Medical Diets

- All meals served in the dining room offer a vegetarian/vegan option.
- Kosher meals are available with 14 days advance notice. Additional charges may apply for kosher meals purchased from our certified kosher supplier. Ask your coordinator for more details.
- Guests with special medical diets should request special Medically Restricted diet form to submit 14 days in advance.

### Non-Conference and Special Events

- Asilomar offers a full range of catering services for weddings, day meetings, company picnics and holiday parties. Please contact the Group Sales Office at (831) 642-4222 for details.

# ASILOMAR CONFERENCE GROUNDS

## Food and Beverage Policies

### Meals for Off-Grounds Guests

- Meals in the Asilomar dining room may be purchased by guests staying off grounds (subject to availability). Asilomar charges to each master account a **facility use fee of \$10.00 per person per day**, in addition to the cost of the meal.
- Off Grounds Guest Meals for more than 10 persons are to be arranged 30 days prior by the Authorized Representative of the group. The meals and the facility fee are charged to the conference and are guaranteed at 14 business days prior to the conference. Only the authorized representative may approve charges for meals to the group's master account.

**The 2011 charges for off-grounds meals including tax are as follows:**

	Per Meal
Breakfast	\$ 11.74
Lunch	\$ 14.15
Dinner	\$ 22.89
<b>Total</b>	<b>\$ 48.78</b>

### Food and Beverage Delivered to Meeting Rooms

- We have a wide array of delectable snacks and hors d'oeuvres that can be delivered to your meeting room. Premium Buffets can also be ordered to be delivered to meeting rooms for the surcharge and additional staffing as listed in the Catering Menu.
- PLEASE NOTE: All catering items delivered to meeting rooms between 6:00 am and 12:00 pm will be removed and disposed of at 12:00 pm. All catering items delivered to meeting rooms between 12:00 pm and 6:00 pm will be removed and disposed of at 6:00 pm. All catering items delivered to meeting rooms between 6:00 pm and 10:00 pm will be removed and disposed of at 10:00 pm.
- All food items and prepared beverages (coffee, tea, lemonade, etc.) will be charged based on the amount ordered, not on the amount consumed.

### 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 must be consumed within the function room (area) and cannot be carried around grounds.
- Asilomar Conference Grounds is proud to offer a wide variety of beer and wine.
- Special arrangements can be made for items not listed (please consult your event coordinator).
- 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 where wine and beer are consumed.
- Beer and wine can only be served during the hours of 12:00 pm to 10:00 pm and can only be served on Asilomar Conference Grounds.
- Parties over 300 people also require a security officer at a cost of \$35.00 per hour with a two-hour minimum.
- Wine and Beer events scheduled without 7 days notice will be charged double time to cover schedule changes for Asilomar staffing. Events with Wine and Beer going past the 10:00 pm Quiet Time require special approval and will be charged double time per bartender, late room use and require security charges.

### **Function Room Rental and Set Up**

- Room rental includes theater or classroom setup, standard linens, all necessary china, silver and stemware for catering, set up and tear-down of function space and standard clean up of all materials provided by Asilomar. Additional time for set up and teardown 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 is a required, additional labor charge will be applied.
- All events must end at 10:00 pm.

### **Tax & Fees**

- Taxable items will be subject to the current local rate of 8.25% sales tax.
- Menu and wine availability and prices are subject to change without notice.

### **Payment Policy**

- Payment for your conference and events are due in full 14 days prior to the conference arrival. Any additional costs incurred during your Asilomar stay will be posted and processed to the credit card on file for the account.
- Any dispute of the charges must be received in writing no later than 2 weeks of departure.
- Deposits / Payments can be made by Visa, MasterCard, American Express, Check or Cash.

### **Vendor Guidelines**

- It is the responsibility of the Event Planner to distribute Asilomar policies and procedures (P&P) forms as provided by Asilomar, to each vendor for signatures and return an original signed P&P vendor form to the Asilomar coordinator 30 days prior to the special event date.

### **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 10:00 pm, 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.