**2024 / 25 Episcopal Retreat & Conference Center – Event space pricing**

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| **NEW Space Offering**  **Hospitality Library, Lounge, & Kitchen**  **$266.00**  One Day Conference / Retreat  (8:30 am – 5pm)  Ideal for small groups (up to 20) looking for a space with a relaxed atmosphere + simple technology   * Guests may use their own laptops / tablet or smartphones with free Wi-Fi (large screen AVTV not available in this space) * Groups may make their own “drop and go” catering arrangements.   Includes:   * Free Wi-Fi * Coffee Bar (coffee / tea / iced water) * Use of small chapel (when available) * Use of outdoor center courtyard tables + labyrinth (weather permitting)   Limitations:  *May not be available when we have guest staying overnight –inquire before booking*  *Retreats / Conferences booking overnight guest rooms, in conjunction with another event space, may use this space at no additional cost.*  *The Hospitality kitchen is a warming kitchen – not designed to cook full meals for a group* | | **The Uinta Room**  **(or)**  **The La Sal Rooms 1 (or) 2**  **$316.00**  One Day Conference / Retreat  (8:30 am – 5pm)  Ideal for small groups (up to 20) depending on configuration of the space   * Guests may use their own laptops / tablet or smartphones with free Wi-Fi (or) large screen AVTV * Groups may make their own “drop and go” catering arrangements.   Includes:   * Free Wi-Fi * Coffee Bar (coffee / tea / iced water) * Use of small chapel (when available) * Use of outdoor center courtyard tables + labyrinth (weather permitting)   *Spaces are ideal for breakout rooms when using*  *The Escalante Room* | |
| **Add:**  **Overnight lodging:** (per night)   * Suite (mini-apartment) – 1 available * Double / Single Room w/ private bath – 3 available * Double / Single Room w/ shared bath – 10 available | $165  $100  $95 | **Add:**  **Overnight lodging:** (per night)   * Suite (mini-apartment) – 1 available * Double / Single Room w/ private bath – 3 available * Double / Single Room w/ shared bath – 10 available | $165  $100  $95 |

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| **La Sal Rooms 1+2 Combined**  (Dividing wall open creating a larger space)  **$335.00**  One Day Conference / Retreat  (8:30 am – 5pm)  Ideal for larger groups (up to 50 or more) depending on configuration of the space   * Guests may use their own laptops / tablet or smartphones with free Wi-Fi (or) large screen AVTV. * Groups may make their own “drop and go” catering arrangements. * In-house catering may be available to groups 35 people or more – check with us regarding availability.   *Package price does not include the cost of catering*  Includes:   * Free Wi-Fi * Coffee Bar (coffee / tea / iced water) * Use of small chapel (when available) * Use of outdoor center courtyard tables + labyrinth (weather permitting) | | **The Escalante Great Room**  **(or)**  **The Wasatch Room**  **$380.00**  One Day Conference / Retreat  (8:30 am – 5pm)  Ideal for larger groups (up to 50 or more) depending on configuration of the space   * Guests may use their own laptops / tablet or smartphones with free Wi-Fi (or) large screen AVTV. * Groups may make their own “drop and go” catering arrangements. * In-house catering may be available to groups 35 people or more – check with us regarding availability.   *Package price does not include the cost of catering*  Includes:   * Free Wi-Fi * Coffee Bar (coffee / tea / iced water) * Use of small chapel (when available) * Use of outdoor center courtyard tables + labyrinth (weather permitting) | |
| **Add:**  **Overnight lodging:** (per night)   * Suite (mini-apartment) – 1 available * Double / Single Room w/ private bath – 3 available * Double / Single Room w/ shared bath – 10 available | $165  $100  $95 | **Add:**  **Overnight lodging:** (per night)   * Suite (mini-apartment) – 1 available * Double / Single Room w/ private bath – 3 available * Double / Single Room w/ shared bath – 10 available | $165  $100  $95 |

Large events that require additional staffing will incur an additional $25 per hour

Events that run over the agreed upon time frame will incur an additional $35 per hour staffing fee

**Add on fees:**

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| Wireless hand-held microphone | $25 ea. |
| Small microphone set for Zoom | $25 |
| Podium | $25 |
| White Board w/ markers | $25 |
| Flip chart + Easel | $25 ea. |
| Easel only | $15 ea. |
| Photo Copies B/W ea. side | .25 |
| Photo copies Color ea. side | .50 |
| Soda / Sparkling water (cans) | $1 ea. |
| Table Cloths | $5 ea. |
| Bar set up | $30 |
| Bartender | $35 per hour |
| Additional cleaning required | Variable $25 - $150 |

**Please direct booking inquiries and questions to –**

**Gary Lindemann**

Guest Services

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