**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)
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| **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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