

# Meeting Planner's Guide



A Unit of California State Parks



# Sales and Conference Services Teams

For sales and marketing					
<b>Group Sales Office</b> 831.642.4222 8:00am–5:00pm Monday–Friday	Director of Sales and Marketing	Vivian Garcia	831.642.4213	<a href="mailto:garcia-vivian@visitasilomar.com">garcia-vivian@visitasilomar.com</a>	
	Associate Director of Sales and Marketing	Natascha Vanderlaan	831.642.4231	<a href="mailto:vonthiele-natascha@visitasilomar.com">vonthiele-natascha@visitasilomar.com</a>	
	Executive Meeting Manager	Natalie Zamora	831.642.4217	<a href="mailto:zamora-natalie@visitasilomar.com">zamora-natalie@visitasilomar.com</a>	
	Wedding Sales Manager	Kristen Farmer	831.642.4226	<a href="mailto:farmer-kristen@visitasilomar.com">farmer-kristen@visitasilomar.com</a>	
	Marketing and Programs Manager	Crystal Andon	831.642.4220	<a href="mailto:andon-crystal@visitasilomar.com">andon-crystal@visitasilomar.com</a>	
	Sales Coordinator	Martin Ramirez	831.642.4221	<a href="mailto:ramirez-martin@visitasilomar.com">ramirez-martin@visitasilomar.com</a>	
<b>Conference Services Department</b> 8:00am–5:00pm Monday–Friday	Conference Services Manager	Raymond Jocson	831.642.4230	<a href="mailto:jocson-raymond@visitasilomar.com">jocson-raymond@visitasilomar.com</a>	
	Conference Services Manager	Raquel Schow	831.642.4215	<a href="mailto:schow-raquel@visitasilomar.com">schow-raquel@visitasilomar.com</a>	
	Event Coordinator	Narianne Santos	831.642.4216	<a href="mailto:santos-narianne@visitasilomar.com">santos-narianne@visitasilomar.com</a>	
	Event Coordinator	Clemente Villarreal	831.642.4295	<a href="mailto:villarreal-clemente@visitasilomar.com">villarreal-clemente@visitasilomar.com</a>	
For In-house registration information					
<b>Group Reservations Department</b> 8:00am–5:00pm Monday–Friday	Group Lodging Manager	Rosalie Castro	831.642.4268	<a href="mailto:castro-rosalie@visitasilomar.com">castro-rosalie@visitasilomar.com</a>	
	Housing Bureau Agent	Mia Ortiz	831.642.4218	<a href="mailto:ortiz-mia@visitasilomar.com">ortiz-mia@visitasilomar.com</a>	



800 Asilomar Avenue  
 Pacific Grove, California 93950  
 831.372.8016  
 Fax 831.642.4262  
[www.VisitAsilomar.com](http://www.VisitAsilomar.com)

# Visitor's Information



Park Store

## What's the weather like at Asilomar?

Spring and fall are clear and sunny, and the summer months bring morning fog that encases the landscape, burning off to clear skies in the afternoons. Winter ushers in a welcome average rainfall of 17 inches per year.

Evenings are cooler, and sweatshirts or a lightweight top layer are recommended for outdoor activities as it can cool off quickly once the sun goes down.

## What should I wear? What type of clothing should I bring?

Casual! Layers! Casual attire is always appropriate. At Asilomar, "formal" simply means that you wear socks and your best pair of khakis. If you plan to be outside in the morning or evening (take a walk on the beach, for example), you'll want to bring a jacket or warm sweater. Be prepared for temperature fluctuations. Bring a bathing suit if you want to use Asilomar's outdoor heated swimming pool.

Walking shoes if you want to explore some of Asilomar's gorgeous 107 acres; and a flashlight can be helpful if you think you'll be walking around at night.

## Housekeeping

Rollaway beds, cribs, irons, ironing boards, hair dryers, and extra blankets or pillows can be delivered to guestrooms by Asilomar's housekeeping staff.

Three ice machines are located on the Asilomar grounds (see Asilomar Grounds Map). Ice buckets are located in the guestrooms.

Call the Front Desk for lost items. Articles left in rooms will be held for 90 days.

## Mail Service

Post your letters at the Asilomar Front Desk in the Hearst Social Hall. Outgoing mail is picked up at 8:30 am (Monday - Saturday). Incoming mail is held at the Front Desk for pick up. Please have your mail addressed to you as follows:

Your Name c/o List Your Group Name  
Asilomar Conference Grounds  
800 Asilomar Avenue  
Pacific Grove, CA 93950

## Park Store

Located in the Phoebe A. Hearst Social Hall across from the Front Desk.

A few of the items that can be purchased at the park store include: beverages, snacks, sundries, gifts and clothing. Bike rentals are also available.



# Visitor's Information



## Phoebe's Café

Asilomar has created an additional venue within the Hearst Social Hall which has quickly become a favorite place to gather and relax for guests and local residents alike. Phoebe's Café has enhanced the Asilomar experience in a style that remains true to the historic nature of the entire grounds.

Sit back in the comfortable, antique setting of the Café and the Social Hall to enjoy coffee and tea creations, fresh baked goods including Chef Danny's Asilomar Cookie, lite bites, lunch specialties and for the first time in 100 years, beer and wine. Whether it's a snack on the adjoining outdoor deck or a glass of wine and cheese platter by the roaring fire in the main hall, great moments begin in Phoebe's Café.

## Shipping and Receiving

Asilomar does not have available storage space to store boxes or materials. Please contact our preferred vendor for shipping of boxes, packages, exhibits and/or materials (also posters and exhibit booths):

TriCord Tradeshow Services

<http://tricord.net/>

Office: (831) 883-8600

Email: [Megan@tricord.net](mailto:Megan@tricord.net)

Note: Asilomar will not receive nor hold shipments from internet vendors like Amazon for guests attending a conference. If you plan on purchasing from these vendors, please coordinate with Tricord to arrange for temporary storage and pickup at certain fees. Asilomar is not responsible for any loss of incoming shipment.

## Parking

Please park in designated areas. Please be aware of one-way roads, the speed limit of 10 mph, and loading zones. Roads must be kept clear at all times for emergency and service vehicles. Violators are subject to citation under the California Vehicle Code and under California State Park Rules and Regulations. We request that you strictly observe the 10-minute parking zone next to the Hearst Social Hall.

## Emergencies

In case of emergency, please dial "0" from any house phone and encourage all attendees to do the same. This process ensures that Asilomar staff knows where the emergency is located and are then able to direct emergency vehicles to that location.

## Surrounding Environment

Asilomar's 107 acres are dedicated to a natural ecological environment. Please walk on paved areas only. The dunes are a particularly fragile environment, and we request that you use the boardwalk that leads you to a vista point and to the beach. Also, please be aware that Poison Oak is abundant on the Asilomar grounds.

# Ways to Enjoy Asilomar



## **Asilomar Walking Tours**

Three self-guided walking tours on various aspects of the park are Julia Morgan Architecture, Asilomar Birds & their Habitats, Asilomar Ramble, Dunes & Coast Trail Hike. These tours will help bring a new perspective and renewed appreciation to the park's natural and cultural history.

At this time California State Parks staff offer a choice of one of the following complimentary tours per conference group booking meetings at Asilomar. Tour needs to be scheduled in advance, preferably no later than one month prior. Priority for complimentary tours is held for conference groups staying at Asilomar; off-site groups are able to book a tour at Asilomar with CSP staff for a reasonable fee.

For advanced registration please contact, Asilomar State Park Interpreter; Jenifer Lienau Thompson; Phone: 831.646.6440  
Email: [j.lienau.thompson@parks.ca.gov](mailto:j.lienau.thompson@parks.ca.gov)

## **Beach Volleyball**

Asilomar has a volleyball court just waiting for you on the beach. Bring your own volleyball or stop in the Front Desk to borrow one of ours.

## **Biking**

Trail riding or beach riding - why not do both? If you don't have your own bike, we have bikes available for rent at the Park Store.

## **Bird Watching**

Asilomar is a great place for grabbing your binoculars and heading out to one of our trail for some great bird watching. Check with our Front Desk to learn about some of the best places to catch a glimpse of our local species. A list of birds you can find in the park is available.

## **Hiking and Walking Trails**

We have park trails to offer hiking and walking enthusiasts. With 107 acres of land at Asilomar, there's plenty of terrain to explore.

## **Billiards**

We have two antique pool tables located in the Hearst Social Hall. Use of these pool tables is complimentary. First come first serve basis.

## **Sunbathing**

Asilomar State Beach, a precious mile of sandy beach and rocky coves along the Pacific coast, provides the perfect balance of public access, preservation and glorious sunshine. Bring your beach towels and/or chairs for a relaxing time at the beach.

## **Swimming**

Park guest can unwind in Asilomar's outdoor heated swimming pool, open from dawn to dusk each day, year-round. Towels are available for use at the pool only. Please note: There is no life guard on duty at the pool.

## **Surfing**

Grab your board and hit the beach. Asilomar is one of Monterey Peninsula's best places for catching some waves.



# Focus on Team Building



## **Adventures by the Sea**

Holly McKendrick or Kyle Wareham  
831-648-7236 (Office)  
831-372-1807 (Rental Shop)  
[sales@adventuresbythesea.com](mailto:sales@adventuresbythesea.com)  
[www.adventuresbythesea.com](http://www.adventuresbythesea.com)

Scavenger Hunt, Beach Olympics with Kayak Races, Challenge by the Sea, "Minute to Win it" Challenge, or Recreational Adventures like kayaks, bikes or Big Sur Hikes.

## **Save Our Shores**

Bri Mishin  
831-462-5660 x 7  
[bri@saveourshores.org](mailto:bri@saveourshores.org)  
[www.saveourshores.org](http://www.saveourshores.org)

Give back to the community and the environment by scheduling a private beach cleanup team-building event. All cleanup supplies and materials are provided.

## **Point Lobos Foundation**

Point Lobos State Natural Reserve  
(about 5 miles south of Asilomar Conference Grounds on Hwy 1)  
Melissa Gobell, Docent Coordinator, California State Parks  
831-625-1470  
[melissa.gobell@parks.ca.gov](mailto:melissa.gobell@parks.ca.gov)  
[www.pointlobos.org](http://www.pointlobos.org)

No work, just tour. We offer docent-guided explorations for private groups. Each docent can accommodate 8-10 guests, and there is a fee of \$150/docent required. These explorations can focus on geology, cultural history, marine mammals, tide pooling, birding, etc.

## **Pacific Grove Museum of Natural History**

65 Forest Avenue, Pacific Grove, just minutes from Asilomar Conference Grounds.  
Phone: (831) 648 - 5716 Ext. 20  
[outreach@pgmuseum.com](mailto:outreach@pgmuseum.com)  
[www.pgmuseum.org](http://www.pgmuseum.org)

Let a Museum docent take your group on a guided tour of our exhibits. Learn about monarch butterflies, local birds, native plants, taxidermy and more!

## **Elkhorn Slough Foundation**

Katie Pofahl  
(831) 728-5939  
[Katie@elkhornslough.org](mailto:Katie@elkhornslough.org)  
[www.elkhornslough.org](http://www.elkhornslough.org)

Hands-on land stewardship work in beautiful sites around Elkhorn Slough. Projects will change depending on the season.

## **Exodus Escape Room**

Barrie and Christina Riddoch  
(831) 324-0513  
[monterey@exodusescaperoom.com](mailto:monterey@exodusescaperoom.com)  
<https://exodusescaperoom.com/monterey>

A sixty minute, adrenaline fueled adventure, powered by ingenuity and out-of-the-box thinking. Themes include: Sherlock's Study, Masquerade, Bank Heist and Jewel Heist.

## **Progress Not Perfection Paint Parties**

125 Central Ave.  
Pacific Grove, CA 93950  
831-596-9194  
[jess@pnppaintparty.com](mailto:jess@pnppaintparty.com)  
[www.pnppaintparty.com](http://www.pnppaintparty.com)

Painting event with all supplies provided. Reserve our studio, or we'll bring the party to you!

## Explore Beyond the Shore on our State Parks Staff-Guided Tours



Our complimentary ranger-guided tours invite you to discover the natural and cultural history of Asilomar. Come wander among the historic buildings nestled in the Monterey pine and coast live oak forest. Stroll along our accessible boardwalk through the tranquil Dune Natural Preserve. Or explore the rocky coastline teeming with life. We welcome both groups and individuals on these one-hour tours. Please call the California State Park's office at 831.646.6440 to schedule a tour!

### Beachwalk

Join us for a walk along Asilomar's rocky shores and sandy beaches. State Park staff will share some innovative and fascinating ways life has adapted to survive in this unique environment. The Asilomar shoreline is within the Asilomar Marine Reserve. All plants and wildlife is protected by law.

### Architecture/History

Discover what life was like here in the early days of Asilomar. Stroll through the historic buildings and grounds as State Park staff share stories of the grounds.



A Unit of California State Parks

### Dune Experience

Come experience the Dunes Natural Preserve and see the native wildlife thrive. State Park staff will share natural and cultural stories of the dune ecosystem.

### Asilomar Origins

Join State Park staff on a mix and mingle of each of the above programs. Staff will share tidbits of the history, architecture, forest ecology and dune ecosystem as we explore the state park.

## Asilomar Recycling Programs



### Recycle!

There are recycle bins all over the property including in your room.

In addition, Asilomar can recycle plastics #'s 1, 2, and 5 which means yogurt containers, plastic bottles, AND lids. Asilomar participates in a co-mingled recycling program which means that anything recyclable can go into a BLUE recycling container including paper, cardboard, glass, and aluminum.

### Reuse!

In our effort to eliminate single use plastics (SUPs), we now offer reusable and recyclable canned water in the Park Store. You can re-fill your water bottle at any of the bottle filling stations or filtered water dispensers located throughout the property. But if

you do purchase a bottle of water, we encourage you to reuse that by filling it up at any water fountain. All of the public water fountains and faucets in the meeting rooms have water filters.

### Compost!

Asilomar has a composting program where all pre-consumer and post-consumer food waste is composted. You can participate by putting your food waste into the compost section of the 3-way container outside Phoebe's Café. This includes any to go containers or service ware that you may end up using from Phoebe's Café and the dining hall.



# Making Your Way

No matter where you're coming from, it's easy to get to Asilomar from area highways, as well as numerous airports. The Monterey Peninsula Airport (MRY) is just 8 miles from Asilomar, while Mineta San Jose International (SJC) is 80 miles to the North and San Francisco International Airport (SFO) is 110 miles to the North. The airports in San Jose and San Francisco are also served by the Monterey Airbus, an airport shuttle service that can bring travelers right to our door.

## Driving Directions

### From San Francisco / San Jose

Asilomar is approximately 120 miles south of downtown San Francisco (about 105 miles from San Francisco International Airport) and about 75 miles south of San Jose. Take 101 south to 156 West. Take 156 West to Highway 1 South, through Monterey to the Pebble Beach / Pacific Grove exit, turn right on Holman Highway / 68 West. Stay on Highway 68 West/Holman Highway for 3.5 miles until it becomes a city street called Forest Avenue. Continue on Forest Avenue for about 1 mile and make a left turn onto Sinex Avenue. In just under 1 mile, Sinex Avenue ends right at the front gates to Asilomar.

### From Los Angeles

Asilomar is approximately 325 miles from downtown Los Angeles (about 310 miles from LAX). Take 101 North through Salinas to 156 West. Take 156 West to Highway 1 South, through Monterey to the Pebble Beach / Pacific Grove exit, and Highway 68 West. For about 3-1/2 miles you will then be on a portion of Highway 68 West that is also called the Holman Highway. Stay on Highway 68 West/Holman Highway until it becomes a city street called Forest Avenue. Continue on Forest Avenue for about 1 mile and make a left turn onto Sinex Avenue. In just under 1 mile, Sinex Avenue ends right at the front gates to Asilomar.

### From Salinas

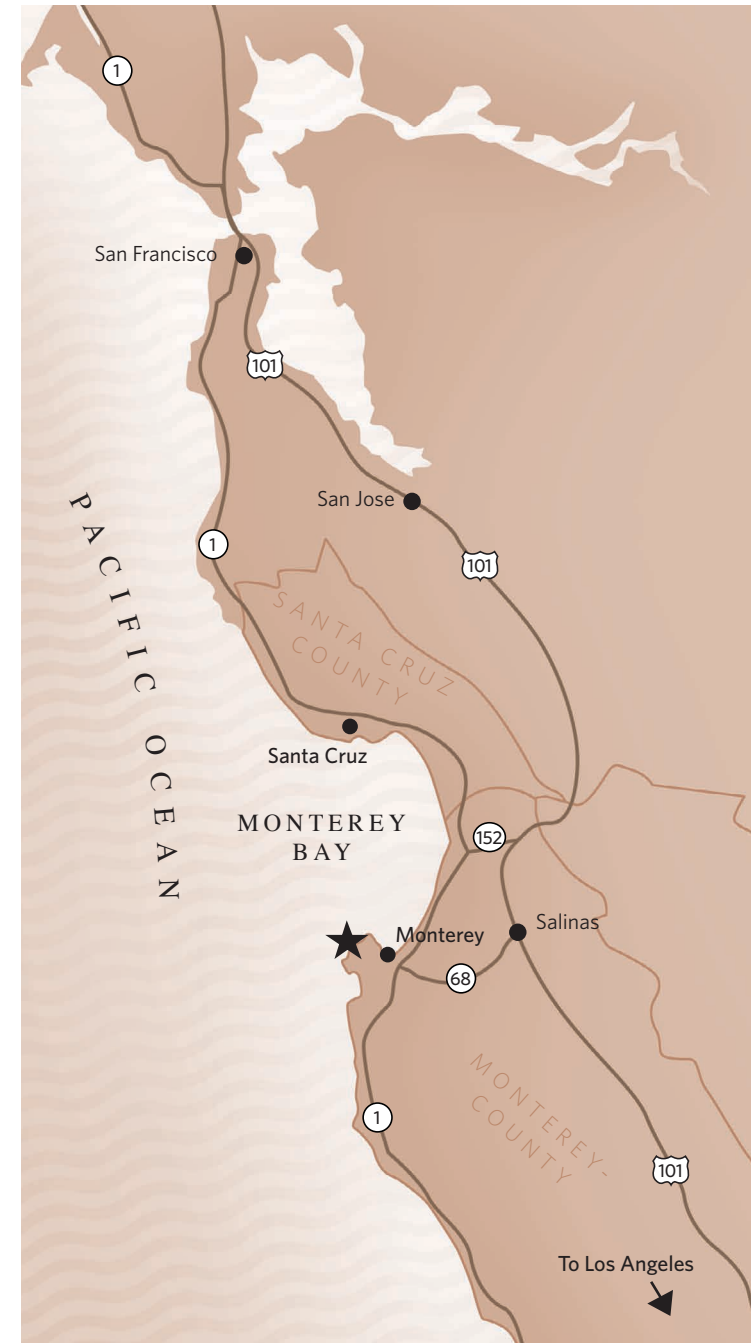
Take Highway 68 West to Highway 1 South to Highway 68 West to Pacific Grove. Just past the Monterey Peninsula Airport, Highway 68 West overlaps Highway 1 for about 5 or 6 miles. Stay on Highway 68 West/Highway 1 and take the Pacific Grove exit. For about 3-1/2 miles you will then be on a portion of Highway 68 West that is also called the Holman Highway. Stay on Highway 68 West/Holman Highway until it becomes a city street called Forest Avenue. Continue on Forest Avenue for about 1 mile and make a left turn onto Sinex Avenue. In just under 1 mile, Sinex Avenue ends right at the front gates to Asilomar.

## Airport Transportation

Local taxi companies service the Monterey Peninsula Airport as does the **Monterey-Salinas Transit bus system**. Airport shuttle service to and from San Jose and San Francisco airports can also be arranged in advance through **Groome Transportation**.

## Monterey-Salinas Transit

The Monterey-Salinas Transit bus system stops at the Monterey airport. The buses are clean and wheelchair accessible. The fare to Asilomar is \$1.75 one way, and the total trip is about 30 minutes. Take any number Monterey-bound bus. Ask for a transfer when you board. Transfers are free. Tell the driver to announce the Monterey Transit Center, which is where you will disembark and transfer to the #1 Asilomar bus. There is rarely more than a 5-minute wait at the transfer point. The #1 bus will let you off at the front gate to the Asilomar Conference Grounds. MST buses also have room for two bicycles per bus. For more information, visit the Monterey-Salinas Transit website.





# Making Your Way

## Groome Transportation

Groome Transportation offers scheduled shuttle service to and from San Jose and San Francisco airports. Shuttle services includes stops throughout the Monterey Bay area including Carmel, Pebble Beach, Marina, Seaside, Pacific Grove and Asilomar. Schedule your shuttle or private transportation by calling 831-373-7777 or visiting the Groome Transportation website -

[groometransportation.com/monterey](http://groometransportation.com/monterey)

## Monterey Airport

Monterey Airport's commercial airlines provide regional service to the cities below on a mixture of aircraft. The major carriers and their regional partners provide you with direct flights as well as easy connections. For more information visit their website -

[www.montereyairport.com](http://www.montereyairport.com)

## Dallas/Fort Worth International Airport (DFW)

Currently served by American Airlines.

## Denver International Airport (DEN)

Currently served by United Airlines.

## Phoenix Sky Harbor International Airport (PHX)

Currently served by American Airlines.

## San Diego International Airport (SAN)

Currently served by Alaska Airlines.

## Seattle-Tacoma International Airport (SEA)

Currently served by Alaska Airlines.

## Los Angeles International Airport (LAX)

Currently served by United Airlines.

## San Francisco International Airport (SFO)

Currently served by United Airlines.

## Las Vegas McCarran International Airport (LAS)

Currently served by Allegiant Air.



# Meeting Room Specifications

Meeting Room	Theater Seating	Classroom	U Shape	Conference Style	PODS with 8 Chairs	6 foot Work Station	Darken Room	ADA Access	Square Footage
Merrill	569	250	72	72	8	66	Yes	Yes	4938
Merrill with Hearthside	650	270	18	-	-	72	Yes	Yes	5703
Chapel	260	-	-	-	-	-	Yes	Yes	3692
Fred Farr Forum	176	88	40	40	-	36	Yes	Yes	2461
Kiln	126	63	34	34	9/72	32	Yes	Yes	1823
Nautilus	100	48	32	32	9/72	30	Yes	Yes	1517
Nautilus East	36	20	14	16	9/72	14	Yes	Yes	758
Nautilus West	48	20	14	16	-	14	Yes	Yes	758
Triton	40	20	18	14	-	18	Yes	Yes	741
Scripps	60	33	20	20	4/32	24	No	Yes	1141
Heather	110	60	40	40	6/48	34	Yes	Yes	1740
Acacia	40	20	18	20	9/72	14	Yes	Yes	676
Toyon	40	20	18	20	4/32	14	Yes	Yes	676
Curlew	34	20	14	20	4/32	12	No	Yes	640
Dolphin	34	20	14	20	4/32	12	No	Yes	640
Marlin	34	20	14	20	4/32	12	No	Yes	640
Sanderling	34	20	14	20	4/32	12	No	Yes	631
Evergreen	44	20	18	20	4/32	16	Yes	Yes	817
Oak Shelter	44	20	18	20	5/40	16	Yes	Yes	817
Surf and Sand	40	20	18	16	5/40	14	-	Yes	850
Manzanita 1 and 2 Living Room	-	-	-	6	4/32	-	-	No	256 and 256
Oak Knoll 1 and 2 LR	-	-	-	6	-	-	-	No	256 and 256
Willow Inn 1 and 2 Living Room	-	-	-	6	-	-	-	No	256 and 256
Afterglow Living Room	-	12	-	10	-	-	-	Yes	569
Embers Living Room	-	12	-	10	2/16	-	-	Yes	569
Hearth Living Room	-	-	-	-	2/16	-	-	Yes	569
Crocker Dining Hall	-	-	-	-	3 7 2	-	-	Yes	-
Seascape	-	-	-	-	166	-	-	Yes	-
Woodlands	-	-	-	-	176	-	-	Yes	-
Woodlands North or South	-	-	-	-	88	-	-	Yes	-