

CENTER FOR SUSTAINABLE FORESTRY AT PACK FOREST CONFERENCE CENTER UNIVERSITY OF WASHINGTON

CONFERENCE OFFICE:

Terri McCauley, Conference Manager
9010 453rd Street East
Eatonville WA 98328

Direct Line: 253-692-4170
Email: tmccaul@uw.edu
Web Site Address: www.packforest.org

Fax number: (360) 832-3612

UW Box #: 352100

Pack Forest is located approximately one and one-half hours south of the UW campus. The School of Environmental and Forest Sciences operates the 4,300-acre “working forest” for purpose of research and field study. The housing and meeting space is used year-round for educational and business meetings for up to 130 overnight guests.

MEETING FACILITIES:

Macbride 101	18' X 33' (40 people just chairs, 20 tables and chairs in a “U”)
Macbride 102	26' X 34' (75 just chairs, 30 tables and chairs in “U” or class style)
Macbride 103	28' X 34' (Computer Lab, Classroom style with 20 computers)
Macbride 106	One choice: (up to ten people around a conference table)
Scott Hall	39.5' X 47.5' (150 chairs, 100 tables/chairs, 45 tables/chairs “U” shape or square) Bottled water available in Scott *see Additional Charge sheet.
Schoolhouse	Building has a woodstove, Ping-Pong table, 1960's vintage couches/rugs, fridge, stove and icemaker. (20 people)
Pack Hall	Log cabin social room. Historic logging photos, large stone fireplace, piano and hardwood floors make for a comfortable, casual atmosphere, (seating for 40 people, standing room for 60). Bottled water available in Pack Hall *see Additional Charge sheet.
Pavilion	The outdoor covered pavilion has concrete foundation, tables and chairs for 100, electric outlets, and nearby campfire.

Meeting rooms are set to your specifications. Meeting room fees include the following audio-visual at no additional charge, i.e. screen, easels without paper, PA system in Scott Hall. See Additional Charge sheet for other audio visual.

High speed internet available in MacBride, Pack Hall, & Scott Hall. See Additional Charge sheet for specific pricing details.

All meeting rooms are handicap accessible. There are sidewalks and ramps to each classroom building.

HOUSING:

There are ten cabins and ten dorm rooms. All beds are twin size. In each cabin or room, half the beds are ground floor, the other half are top bunks. Dorm 155 and Cabin 8 are wheelchair accessible.

Each cabin has eight beds. The shower/restrooms are across the sidewalk from the cabins. Total occupancy in Cabin 1-10 is 80 people.

There are five dorm rooms on the second floor of the dining hall. Four rooms have four beds and one room has six beds. Total occupancy in Dorm Rooms 251-255 is 22 people. Showers/restrooms are on the main floor.

There are five dorm rooms by the ball field. Each room has two twin beds located on the main floor level. Two of the beds are in a loft that requires climbing a ladder mounted to the wall. Restrooms/Shower are outside the room located east end of

the building. Occupancy in Dorm Rooms 151-155 is 20 people.

OVERNIGHT LODGING:

Housing rates are per-person. Rates include beds made and one towel set per guest/per night. Housing unit minimum occupancy is two per dorm room and four per cabin. Based upon availability, private dorms, cabins with 2 overnight guests, apartments or houses are at a higher rate. Use of a house requires a minimum occupancy of one guest per bedroom.

Shared Occupancy:

Private Business	\$49/1 st night	\$45 each additional night
Non-Profit, Government & Professional Associations	\$43/1 st night	\$39 each additional night
UW Faculty/Staff	\$40/1 st night	\$36 each additional night
UW Students	\$30/1 st night	\$26 each additional night

Houses (1 Guest Per Bedroom) and Apartments (Single Occupancy):

UW Rate	\$58.00/1 st night	\$58 each additional night
Non-Profit, Government	\$60.00/1 st night	\$60 each additional night
Private Business	\$68.00/1 st night	\$68 each additional night

Houses (Shared Bedrooms) and Private Dorms:

UW Rate	\$56/1 st night	\$56 each additional night
Non UW Rate	\$56/1 st night	\$56 each additional night

Sales tax applies. Exempt groups include federal government and organizations that provide written proof of tax exempt status.

MEETING ROOM FEES WITH OVERNIGHT LODGING:

Scott Hall requires a minimum of 35 overnight guests to qualify for use. A meeting room fee of \$100 per day applies to Scott Hall with 35 or more overnight guests. With less than 35 overnight guests, a day use fee of \$275.00 per day applies. Pack Hall can be reserved as a social room, however, a charge of \$45.00 per evening does apply. Exclusive use of Pack Hall is charged at a breakout room rate. Meeting rooms are charged at the breakout room rates with 21 or more overnight guests. See Day Use/Overnight Stay Meeting Room Fees listed separately.

DAY USE MEETING ROOM FEES: See Breakout/Day Use Meeting Room Fee Rates sheet.

BREAKOUT/DAY MEETING ROOM FEES

BREAKOUT/MEETING ROOM RATES WITH OVERNIGHT STAY:

Pack Hall	No special set, with 21 or more overnight guests.	\$100/day
Pack Hall	Include meeting room set up, with 21 or more overnight guest's	\$120/day
Scott Hall	With 35 or more overnight guests, meeting room set up included	\$100/day
Scott Hall	With less than 35 overnight guests	\$275/day
Macbride 101	Includes meeting room set up	\$75/day
Macbride 102	Includes meeting room set up	\$90/day
Macbride 103	Computer Lab—See Day Use Rates	\$180.00
Macbride 106	Includes meeting room set up	\$50/day

With less than 21 overnight guests, the day use meeting room fee applies. The Computer Lab is charged at the day use rate.

DAY USE MEETING ROOM RATES:

Pack Hall	No special set	\$245/day
Pack Hall	Includes meeting room set up	\$280/day
Scott Hall	Includes meeting room set up	\$300/day
Macbride 101	Includes meeting room set up	\$155/day
Macbride 102	Includes meeting room set up	\$170/day
Macbride 103	Computer Lab with 20 computers set classroom style	\$180/day
Macbride 106	Conference room	\$100/day
Macbride 109/110	Office space	\$25/day
Schoolhouse	No special set	\$70/day
Pavilion	Set with tables and chairs up to 90 guest's Additional fee of \$75 per day applies with 100+ guests	\$300/day

All meeting room fees include the following audio-visual at no additional charge, i.e. overhead, slide projector, screen, easels without paper, PA system in Scott Hall. Data Projectors, easel paper and wireless routers are at an additional charge.

Excessive clean-up/garbage/damage or staff time is invoiced at actual expense.

Pets are not allowed in University of Washington buildings which includes all meeting room space, Dining Hall and overnight lodging units. A minimum additional cleaning fee of \$100 is assessed if pets are brought into any of the buildings.

FOOD:

Pack Forest Conference Center provides meals, beverages, and snack breaks. Small groups can be accommodated. Minimum notice for arrangements is two weeks. Maximum seating in the dining hall is 100. No outside food. Meal/break service is contracted with Pack Forest Conference Center.

Food Coordinator: Georgiann Crouchet Phone 253-692-4171 or Email: gmc2@uw.edu

Standard Meal Rates:	BREAKFAST \$10.75	LUNCH \$14.00	DINNER \$18.00
UW Student Meal Rates:	BREAKFAST \$9.25	LUNCH \$11.75	DINNER \$14.00
UW Faculty/Staff Rates:	BREAKFAST \$10.50	LUNCH \$13.00	DINNER \$16.25
Non UW Student Rates:	BREAKFAST \$9.95	LUNCH \$12.50	DINNER \$14.95

NOTE: Non UW Student Rates apply when payment is issued from non-UW budgets.

Appetizers, coffee breaks, famous cinnamon rolls and cookies are a few of the selected items which are available.

Standard Meal Rates:

		Including Tax
BREAKFAST	\$10.75	\$11.60
LUNCH	\$14.00	\$15.11
DINNER	\$18.00	\$19.42
DAILY TOTAL	\$42.75	\$46.13
SACK LUNCH	\$13.00	\$14.03
BRUNCH	\$15.00	\$16.19
CONTINENTAL BREAKFAST	\$8.00	\$8.63
BARBEQUES		
HOTDOGS/HAMBURGER	\$18.00	\$19.42
CHICKEN	\$19.00	\$20.50
NEW YORK STEAK 8 OZ.	\$21.50	\$23.20
SALMON FILET 8 OZ.	\$21.50	\$23.20

RECREATION:

Pack Forest has hiking trails, large grassy playfields, volleyball, basketball, horseshoes, croquet, and Ping-Pong. Guests are welcome to bring games, videos, or theme party supplies. Recreation ideas should be reviewed with the Conference Office to 1) assess risk of the facility and 2) coordinate use of space with other guests and/or residents.

Pack Forest's Trails and Interpretive program offers free guided hikes or drive-through forest tours on a pre-arrangement basis. Contact Jeff Kelly, Forest Ecologist at 253-692-4162 or email jeffwk9@uw.edu. Whether you're a natural sciences student, a forester, or a city/office worker, take the opportunity to look at our old growth forest and maybe see some wildlife!

NW Trek Wildlife Park and Clear Lake for swimming are just minutes away. Pioneer Farm Museum and Ohop Indian Village is great for young students. A train ride on a fully restored 1920's passenger train, departing from Elbe, is possible Spring through Fall and is an excellent way to see some scenery. A drive to Mt. Rainier is a short 30 minute drive away.

ALCOHOL:

Alcohol is subject to conference office approval, UW Office of Special Programs, and Washington State Liquor and Cannabis Board's Banquet Permit process.

ELIGIBILITY FOR FACILITY USE:

Any prospective client outside the University of Washington is required to complete a Request for Use of University Facilities form. The conference must fit within the educational guidelines of the UW. The University Facilities Committee or a delegated authority must also approve the event/facility use. Participants attending the event need to be members of the group. UW's Risk Management department may require event insurance. Refer to WAC 478-136.

A reservation at Pack Forest Conference Center is considered tentative until the Use of University Facilities form is returned and approved and the Reservation contract is completed, signed and returned. Non-UW clients must provide a purchase order or the minimum deposit received in addition to the above requirements prior to event confirmation.

All UW classes are eligible provided 1) the event is educational and 2) faculty and/or advisors are present at the entire event. All UW departments are eligible provided the event is educational or UW business related. All UW employees may coordinate use of the facilities for UW affiliated professional associations. Any professional associations will follow the eligibility requirements listed above.

DEPOSITS, GUARANTEES, & CANCELLATION:

A deposit of 25% or minimum \$100.00 deposit, whichever is greater, is required to guarantee a hold on the facility. All clients sign a Reservation Contract. UW clients provide the budget name and number for the event. Non UW clients provide a purchase order for the entire estimated conference amount or pay the deposit by check within 10 days of the confirmation paperwork. Failure to return signed and completed Reservation Contract does not release client from cancellation date. A cancellation must be in writing. Normal cancellation period is a minimum of two – ten months in advance. In special circumstances, a cancellation deadline may be more than or less than 60 days. In these cases, the cancellation date is referenced in the Reservation Contract.

Upon reservation for an event, the event coordinator gives the Conference Office an estimate on housing and meeting room needs. It is possible that another group is accepted to also use the facility. Any time the School of Environmental and Forest Sciences needs to use the facility; it will be accommodated if at all possible.

Housing guarantees and meeting room set-up details are due seven business days prior to arrival. Late (or altered) guarantee information may result in additional fees. The invoice is based upon actual or guarantee; whichever is higher.

RULES:

Enjoy yourself. Dress casually and comfortably.

Quiet time is observed after 10:00 p.m. each evening. Loud parties will not be tolerated. No pets are allowed indoors or overnight. No smoking is allowed in the buildings. Our bed linens stay indoors so bring beach towels and/or old blankets for use on the lawn.

Provide family members/work with a cell number to contact. Our staff can deliver messages to attendees Monday – Friday 8–4:30 PM.

Consumption of alcohol requires permission/approval from the University of Washington and a State of Washington Liquor and Cannabis Board Banquet Permit, no exceptions.

Pets are not allowed. Please plan appropriately. Pets are not allowed in University of Washington buildings which includes all meeting room space, Dining Hall, social rooms and overnight lodging units. A minimum additional fee of \$75 is assessed per unit per incident. This policy does not apply to service animals.