

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

**CONFERENCE OFFICE:**

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Pack Forest is located approximately one and one-half hours south of the UW campus. The School of Forest Resources 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	The social room. Historic logging photos, a large stone fireplace, piano and hardwood floors make for a comfortable, casual atmosphere. When more than one conference group uses Pack Forest, this room is shared. (seating for 40 people, standing room for 60).
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. overhead, slide projector, screen, easels without paper, PA system in Scott Hall. Data Projectors, wireless routers, easel paper are at an additional charge. Please contact the conference office 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 ballfield. Each room has four beds. Two of the beds are in a loft that requires climbing a ladder mounted to the wall. Restrooms are outside the room but at the building—showers are one building away. Occupancy in Dorm Rooms 151-155 is 20 people.

## **OVERNIGHT LODGING:**

Housing rates are per-person. Bed linens, towels, and washcloths are included in the price. 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 the rate of \$53.00 per person per night. Use of a house requires a minimum occupancy of one guest per bedroom.

Private Business	\$48/1 overnight	\$44 each additional night through 6 nights
Non-Profit, Government & Professional Associations	\$42/1 overnight	\$38 each additional night through 6 nights

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

UW Faculty/Staff	\$39/1 overnight	\$35 each additional night through 6 nights
UW Students	\$28/1 overnight	\$24 each additional night through 6 nights

## **MEETING ROOM FEES WITH OVERNIGHT LODGING:**

Scott Hall requires a minimum of 35 overnight guests to qualify for use. A meeting room fee of \$75 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 will apply. Pack Hall is provided as a social room, however, a charge of \$30.00 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:**

<b>Pack Hall</b>	<b>No special set, with 21 or more overnight guests.</b>	<b>\$90/day</b>
<b>Pack Hall</b>	<b>Includes meeting room set up, with 21 or more overnight guest's</b>	<b>\$110/day</b>
<b>Scott Hall</b>	<b>With 35 or more overnight guests, meeting room set up included</b>	<b>\$75/day</b>
<b>Scott Hall</b>	<b>With less than 35 overnight guests</b>	<b>\$275/day</b>
<b>Macbride 101</b>	<b>Includes meeting room set up</b>	<b>\$65/day</b>
<b>Macbride 102</b>	<b>Includes meeting room set up</b>	<b>\$75/day</b>
<b>Macbride 103</b>	<b>Computer Lab—See Day Use Rates</b>	<b>\$220.00</b>
<b>Macbride 106</b>	<b>Includes meeting room set up</b>	<b>\$50/day</b>

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

## **DAY USE MEETING ROOM RATES:**

<b>Pack Hall</b>	<b>No special set</b>	<b>\$235/day</b>
<b>Pack Hall</b>	<b>Includes meeting room set up</b>	<b>\$285/day</b>
<b>Scott Hall</b>	<b>Includes meeting room set up</b>	<b>\$285/day</b>
<b>Macbride 101</b>	<b>Includes meeting room set up</b>	<b>\$145/day</b>
<b>Macbride 102</b>	<b>Includes meeting room set up</b>	<b>\$160/day</b>
<b>Macbride 103</b>	<b>Computer Lab with 20 computers set classroom style</b>	<b>\$220/day</b>
<b>Macbride 106</b>	<b>Conference room</b>	<b>\$95/day</b>
<b>Macbride 109/110</b>	<b>Office space</b>	<b>\$15/day</b>
<b>Schoolhouse</b>	<b>No special set</b>	<b>\$55/day</b>
<b>Pavilion</b>	<b>Set with tables and chairs up to 90 guest's</b> <b>Additional fee of \$50 per day will apply with 100+ guests</b>	<b>\$250/day</b>

**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, social rooms and overnight lodging units. A minimum additional fee of \$75 is assessed per unit per incident.**

## 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 (206) 685-4485 ext 229 or Email: [gmc2@uw.edu](mailto:gmc2@uw.edu)

Standard Meal Rates:	BREAKFAST \$9.75	LUNCH \$12.00	DINNER \$16.50
UW Student Meal Rates:	BREAKFAST \$8.25	LUNCH \$ 9.75	DINNER \$12.00
UW Faculty/Staff Rates:	BREAKFAST \$9.50	LUNCH \$11.00	DINNER \$14.00

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

**Daily rates for non-UW groups ( groups of any size composed of a majority of guest who are not students, faculty or staff):**

		Including Tax
BREAKFAST	\$9.75	\$10.51
LUNCH	\$12.00	\$12.94
DINNER	<u>\$16.50</u>	<u>\$17.79</u>
DAILY TOTAL	\$38.25	\$41.24

SACK LUNCH	\$12.00	\$12.94
SACK DINNER	\$16.50	\$17.79
BRUNCH	\$12.00	\$12.94
CONTINENTAL BREAKFAST	\$7.00	\$7.55

## BARBEQUES

HOTDOGS/HAMBURGER	\$16.50	\$17.79
CHICKEN QUARTERS	\$16.50	\$17.79
NEW YORK STEAK 8 OZ.	\$19.00	\$20.48
SALMON FILET 8 OZ.	\$19.00	\$20.48

<b>BREAK OPTIONS</b>	<b>UNIT</b>	<b>PRICE</b>
COFFEE	PUMP POT	\$8.50
TEA	PUMP POT	\$8.50
DECAFF	PUMP POT	\$8.50
JUICE	GALLON	\$17.00
INDIVIDUAL JUICE	EACH	\$1.75
SOFT DRINKS	EACH	\$1.50
BOTTLED WATER	EACH	\$1.50
CINNAMON ROLLS	EACH	\$1.50
MUFFINS	EACH	\$1.25
COFFEE CAKE	EACH	\$1.25
SCONES	EACH	\$1.50
BROWNIES	EACH	\$1.25
COOKIES	EACH	\$1.25
RASPBERRY BARS	EACH	\$1.25
WHOLE FRUIT	EACH	\$1.50
FRUIT TRAY	PER SERVING	\$2.25
POTATO CHIPS w/Dip	PER SERVING	\$1.25

## **APPETIZERS**

DELI MEAT TRAY	PER SERVING	\$2.50
MEATBALLS	PER SERVING	\$2.50
CHICKEN DRUMMIES	PER SERVING	\$2.75
PIN WHEELS	PER SERVING	\$2.25
STUFFED		
MUSHROOMS	PER SERVING	\$2.75
SPANAKOPITA	PER SERVING	\$2.25
MINI QUICHE	PER SERVING	\$2.25
POT STICKERS	PER SERVING	\$2.25
EGG ROLLS	PER SERVING	\$2.25
PRAWNS ON ICE	PER SERVING	\$4.50
FINGER		
SANDWICHES	PER SERVING	\$2.50
CHEESE/CRACKER TRAY	PER SERVING	\$2.50
VEGGIE TRAY	PER SERVING	\$2.25
FRUIT TRAY	PER SERVING	\$2.50
LAYERED MEXI DIP	PER SERVING	\$2.50
JALEPENO POPPERS	PER SERVING	\$2.25
ICE CREAM SOCIAL	EACH	\$2.50

## **RECREATION:**

Pack Forest has hiking trails, large grassy playfields, volleyball, basketball, horseshoes, croquet, and Ping-Pong. People 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. Call Duane Emmons at Pack Forest, his phone number is (206) 685-4485, ext. 212. 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 Student Affairs approval, and Washington State Liquor Control 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 Client Agreement is completed 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 ten percent or minimum \$100.00 deposit, whichever is greater, is required to guarantee a hold on the facility. All clients sign a Client Agreement. 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 Client Agreement does not release client from cancellation date referred to in the reservation letter. A cancellation must be in writing. Normal cancellation period is two months in advance. In special circumstances, a cancellation deadline may be more than or less than 60 days. In these cases, the cancellation date will be noted on the client's reservation letter and the Client Agreement.

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 will be accepted to use the facility. Any time the College of Forest Resources needs to use the facility; it will be accommodated if at all possible.

Housing guarantees and meeting room set-up details are due three business days prior to arrival. Late (or altered) guarantee information may result in additional fees.

## **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.

**Routing messages go to the voicemail extension for your group. Emergency, staff delivered messages should be limited to true emergencies.**

**Consumption of alcohol requires permission/approval from the University of Washington and a State of Washington Liquor Control 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.**