

Conference & Retreat Center

Event Organization

Your group's Coordinator serves as the liaison between participants and NatureBridge. Please make sure that you share any questions, special requests, or needs with your Coordinator. Your Coordinator will also share information specific to the NatureBridge site with you.

Meals

- Meals are served buffet-style in the dining hall.
- Meals are only open for a set period of time.
- The dining hall is closed between meals.
- Additional in-room food and beverage can be reserved by the Coordinator at least 21 days in advance.
- Guests are welcome to store food in meeting rooms.
- Please no food in the dorms.

Dietary Restrictions

With at least 21 days advance notice, we happily accommodate the following food restrictions. Please refer to our Dietary Accommodation Sheet for more information.

- Vegetarian
- Dairy-free
- No red meat/pork
- Vegan
- Gluten-free



A SHARED SPACE

The NatureBridge Conference and Retreat Center is a shared space, where groups just like yours come together to plan, design, build, learn, meet, and collaborate.

We invite all guests to be conscientious members of the community while on site.

Guests will be asked to help bus their own tables, turn off lights, be mindful of behavior and language, respect the Park's 10 p.m. quiet hours, and help us create a welcoming environment for all guests.

Alcohol

- Your group's Coordinator can pre-arrange with NatureBridge to have beer and wine. Otherwise, it isn't allowed on site.
- Beer and wine can be consumed and stored in meetings rooms only.
- Sorry, no hard liquor permitted.

On Site Staff Support

- NatureBridge Conference hosts are available on site, typically from 7 a.m.-8 p.m. everyday.
- Hosts can also be contacted overnight should you need anything.
- Expect a 10 minute, whole group welcome and orientation upon arrival.

Directions

- Visit our website for detailed directions.
- GPS and cell phones do not work along the drive into the Park.

**YOUR MEETING
MAKES A
DIFFERENCE**

Dorms

- NatureBridge dorms are typically shared by several different groups.
- Dorms are quiet zones and are not available as breakout space.



- Lights out is 11:30 p.m.
- Linens are not provided.
- Each dorm has coin-operated washers and dryers available.
- Dorms are closed mid-day for cleaning.
- See your group's Coordinator for your specific dorm reservations.
- Dorm check-in time is 5pm.
- Dorm check-out times are:
 - 10 a.m. Heron, Pelican, Owl's Roost
 - 12:30 p.m. Raven
- Sorry, no re-entry after these times.

Internet and AV Equipment

- Free wireless is available for our guests in all of our buildings.
- Due to our remote beach location, we cannot fully guarantee the availability of internet access in the event of bad weather or unforeseen technical issues. If an issue arises, we will work to fix it as soon as possible.
- Meeting rooms include a projector screen and a whiteboard.
- AV equipment can be reserved in advance by your Group Coordinator. Additional fees apply.

On Site safety

- In an emergency, please call 911.
- Site-specific safety information will be shared with the group upon arrival.
- Participants are responsible for their own risk management at all times.
- Open flames, such as candles and incense, are not permitted.
- Due to our location inside of a national park, guests are required to follow all National Park Service regulations at all times.
- Doors on campus remain closed and locked at all times.
- Please no smoking on campus.
- Only trained service dogs allowed on site.
- See our Guidelines for Student Groups, if bringing participants under 18.

Leave No Trace

- No collecting or burning of objects found in the Park.
- Please consider reuseable or compostable items for your event.
- Posted signs are not allowed in the Park.
- Please don't feed the wildlife.
- Always stay on marked trails.

Campfires

- Your group's Coordinator may reserve a campfire for your event.
- Campfires must be attended by someone from your group for the entirety of your reserved times.
- If desired, groups should plan to provide their own s'mores supplies, including sticks.
- Additional guidelines will apply.

PACKING LIST

Be prepared for cool weather and a rustic location:

- Bring layers - the weather can change quickly on the coast
- Reusable water bottle
- Sunscreen
- Warm hat
- Shade hat
- Sunglasses
- Hiking/walking shoes
- Flashlight or headlamp
- Driving directions

If spending the night:

- Bed linens: twin-size sheets, blanket and/or sleeping bag
- Pillow
- Towels
- Toiletries
- Hair dryer (not provided on site)
- Flip flops for showers
- Earplugs, eye mask for shared dorms

**PREPARE TO
UNPLUG!
CELL PHONE SERVICE
IS LIMITED IN THE
PARK.**

GET IN TOUCH

24-hour NatureBridge Urgent Call Center 415-462-3201

NatureBridge Office (8:30am-5pm, Mon-Fri) 415-332-5771

Event spaces (no message service available):

Sunset 415-289-0961

Raven 415-289-0632

Coast 415-289-0436

Kestrel 415-289-0351

Cypress 415-289-0760

Owl's Roost 415-331-7014