



## Information for Conference Organizers

### Welcome to NatureBridge in Olympic National Park

Located a few hours west of Seattle on the beautiful Olympic Peninsula, NatureBridge is a nonprofit organization dedicated to connecting youth to the natural world. Our primary focus is hands-on environmental science programs, which we offer to more than 600 schools and 30,000 students each year across our various locations. Revenue generated from conferences and retreats helps provide scholarships for school groups that would not otherwise be able to participate in a NatureBridge experience. When you choose our location for your event, you are supporting our mission and our dedication to providing programs to youth from all communities. Thank you!

### Pre-arrival payment and planning

#### Contract and Payments

As the conference or event organizer, you contract with NatureBridge for meals, lodging and event space. A signed contract is due within seven business days of the date on which it was mailed to your group, or as otherwise specified on the invoice.

We require a 25% non-refundable deposit to confirm the reservation. The remaining payment is due 30 days prior to your conference or event. Please refer to the contract for more detailed requirements and legal obligations. Contracts and payments should be remitted to our national office in California:

NatureBridge  
attn: Kathy McGonigle  
1033 Fort Cronkhite  
Sausalito, CA 94965  
Email: [kmcgonigle@naturebridge.org](mailto:kmcgonigle@naturebridge.org)

#### Insurance

We require all conference & event groups to provide proof of Additionally Insured Liability Insurance. It must be in the minimum amount of \$1 million, and obtained through your current auto, renters, or homeowner's insurance company (or there are Insurance Service Companies available on the web). There may be additional requirements for youth groups.

#### **Please refer to your contract for additional specific details and requirements.**

You **MUST HAVE** this insurance before hosting your event on our campus! Proof of insurance should be sent to the same National Office address listed under the Contracts and Payments section above by 30 days prior to your arrival date.



## **Logistics Planning**

Once you have submitted your signed contract and deposit, we will send an email introducing you to your new primary contact, the NatureBridge Operations Manager. Typically, our Operations Manager will contact you about a month before the event to finalize your event plan. However, once introduced, you are welcome to contact the Operations Manager with questions at any time.

Please note that we purchase our food as needed. As an environmental education center, we teach the importance of leaving low or zero food waste. Therefore, forecasting an accurate participant headcount as early in the reservation process as possible is important and appreciated.

## **Arrival Event Details**

### **Guest Check In**

NatureBridge provides a host who will be onsite during the entire event. This person will be your primary contact during the event and is a liaison to kitchen and facility staff. The host will greet you and orient you to the campus. However, it is the responsibility of the conference or event organizer to greet and check in guests and (for overnight groups) assign rooms. We will let you know which specific cabins are available for your guests, and provide you with a campus map and a cabin assignment sheet to help think through these arrangements.

### **Meeting Space**

We will assign appropriate meeting space to accommodate your group size. Please note that there may be other programs or events happening on campus. We ask that groups are respectful of the shared environment. During the planning process with our Operations Manager, you can communicate your meeting room set up needs. Our staff can set up the room in your desired format prior to your arrival day. Please be prepared to bring your own stands, easels, tape or stick pins.

### **Meals**

We provide lunch for single day programs, two meals for one night of stay (dinner and breakfast) and three meals per each overnight stay for multi-night programs, plus snacks. Our dinner and breakfast meals are served buffet-style inside the Rosemary Inn's Dining Room. Most lunches are sack lunches, which include sandwich fixings, sides, and dessert. Our Operations Manager will be available to discuss any dietary restrictions during the planning process. Please let your guests know that they will be responsible for bussing their own dishes after each meal.



## **Alcohol**

No alcohol is permitted when student groups are on campus. Please check with the Operations Manager to determine whether student groups will be on campus during your conference or event. Our neighbor, Lake Crescent Lodge, is open from late April through November, and has a full bar available to the public.

## **Lodging**

Between our standard dormitory style cabins and our historic cabins, we have enough lodging on campus for approximately 230 people (if all beds are used). Standard cabins have three bunk beds per room. Typically, we assign cabins based on triple occupancy of rooms (one person per bunk bed).

A linens package is available for an extra fee. The package includes one of the following for each member of your group: flat sheet, fitted sheet, pillowcase, pillow, comforter/sleeping bag and a bath towel. These will be supplied to each room, although individual participants are responsible for making their own beds.

You are responsible for assigning guests to specific rooms. Please be sure to let them know that they are responsible for keeping their rooms neat and clean during their stay. We will clean shared spaces daily, but do not typically clean bunk rooms or bathrooms inside the cabins until guests depart and we are preparing for the next visitors.

We do not provide individual room keys for guests. If guests are concerned about their personal effects or valuables, they should plan to lock them in their car. We are not responsible for the safety of their valuables.

## **Camping - Tents and RV's**

Olympic National Park allows camping in designated areas only. Our campus is not a designated camping area, so you cannot park tents or RV's on campus or in the parking area. The closest campgrounds are [Fairholme Campground](#) (approximately six – eight miles west of campus on Hwy 101) and [Log Cabin Resort](#) campground (approximately eight miles from campus on East Beach Road.)

## **Pets**

Our campus does not allow pets in any of the buildings. Dogs can be on leash on our campus and on certain designated trails, but none of the major trails.