



ZEPHYR POINT LAKE TAHOE

Presbyterian Conference Center

GUEST GROUP RATES

Effective 11/12/2023

Zephyr Point welcomes a multitude of diverse conferences and retreats sponsored by churches, families, and other organizations. For these events the booking group is responsible for the conference content and activities of the group. A variety of accommodations, conference space and dining options are available.

GENERAL BOOKING INFORMATION

- Minimum two-night booking required. Minimum three nights required on holiday weekends.
- Check-in time is 3:00pm. Lodging check-out is 11:00am. Meeting space check-out is 12:00pm.
- All arrangements relating to a group event are to be included on a single contract and facilitated by one main contact.
- Lodging facilities are booked for the full duration of the event; there are no discounts for part-time attendees.
- Final numbers and reservation details are due no later than 10 days prior to arrival.
- A non-refundable and non-transferable 20% lodging deposit is required.
- A second payment of 50% of the remaining balance is due 30 days prior to arrival.
- The final balance is due prior to or upon arrival.
- Youth events must maintain a ratio of 1 adult leader per 8 youth participants and a minimum of 1 chaperone per cabin.
- Maximum occupancy of facility equivalent to bed count: 1 person per twin, 2 persons per double/queen (ages 4+).
- The contract holder must be at least 21 years of age.
- Groups are expected to provide their own liability insurance.
- All PC(USA) groups, synods, presbyteries, active and retired pastors are eligible for a 15% discount on lodging upon request. Proof of PC(USA) affiliation must be submitted with booking request.
- Published rates are not guaranteed until confirmed with a contract.

TALLAC CENTER AND TAHOE CENTER

Hotel-style guest rooms with private bathrooms, bedding, pillows, and towels provided (beds pre-made). Items not included: hair dryer, microwave, refrigerator, phone, or television. Tallac Center has 59 guest rooms with a total of 126 beds and a maximum occupancy of 252 people. Tahoe Center has 43 guest rooms with a total of 91 beds and a maximum occupancy of 166 people. Most rooms have two queen beds, but exact configurations vary. Limited ADA rooms available.

Standard Rate	\$150/room per night
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HUBBARD LODGE

Self-contained dormitory with three floors, separate meeting, and dining areas with wood-burning fireplaces, equipped commercial kitchen, and communal bathrooms. Bedspreads, blankets, and pillows are provided; sheets and towels may be rented. Paper towels, dish towels and dish soap are provided, as well as a propane grill. Total of 20 rooms with 30 twin beds, 10 sets of bunk beds (50 beds total) and a maximum occupancy of 55 people. Hubbard Lodge is booked in its entirety and will be billed for a minimum of 30 people per night. No charge for children ages 0-3.

Standard Rate	\$45/person per night
Minimum Nightly Charge	\$1,350.00
Sheets (optional)	\$5.00 per set (fitted sheet, flat sheet, pillowcase)
Towels (optional)	\$5.00 per set (bath towel, hand towel, wash cloth, bar of soap)

LAKEVIEW LODGE

Self-contained dormitory with two floors, combined meeting, and dining area with wood-burning fireplace, equipped commercial kitchen, and communal bathrooms. Bedspreads, blankets, and pillows are provided; sheets and towels may be rented. Paper towels, dish towels and dish soap are provided, as well as a propane grill. Total of 15 rooms with 30 twin beds (8 of the rooms have bunk beds) and a maximum occupancy of 30 people. Lakeview Lodge is booked in its entirety and will be billed for a minimum of 20 people per night. No charge for children ages 0-3.

Standard Rate	\$45/person per night
Minimum Nightly Charge	\$900.00
Sheets (optional)	\$5.00 per set (fitted sheet, flat sheet, pillowcase)
Towels (optional)	\$5.00 per set (bath towel, hand towel, wash cloth, bar of soap)

CABINS

Zephyr Point offers 40+ rustic mountain cabins, each unique in size, price, and accessibility. Each cabin has an equipped kitchen, living room and many have a fireplace or a wood stove. Visit zephyrpoint.org for details including pricing for each cabin.

MEETING SPACES

One complimentary meeting space is provided when a minimum of 10 lodging units (Tallac and Tahoe Center guest rooms or cabins) are booked. Requests for additional meeting spaces or for groups lodged in other facilities may be considered according to availability. Meeting spaces used by groups lodging on site will be booked for the duration of the event with standard 3:00pm check-in and 12:00pm check-out. Set-up and tear-down service may be arranged for a fee equivalent to the meeting space nightly rate (diagram must be provided).

	Meeting Space	Capacity Theatre-style set-up	Rate Per night or per day
Tallac Center	Inspiration Point*	175	\$275
	Echo Peak*	200	\$275
	Fallen Leaf**	80	\$200
	Talking Mountain (no sink)	70	\$175
	Vaughn Board Room (no kitchenette)	12	No charge
	Charis Chapel (no kitchenette)	15	No charge
Tahoe Center	Morning Star**	60	\$175
	Eagles Wings	47	\$150
	Living Waters	45	\$150
Dobbins Hall	Dobbins Hall*	272	\$275
	Green Room (equipped kitchen)	40	\$125
	Hunter Memorial Library (equipped kitchen)	25	\$100
	Donaldson Memorial Amphitheatre (On-site groups may reserve in two-hour increments)	200	No charge

Meeting spaces are equipped with tables, chairs, piano, podium, projection screen, TV monitor with HDMI connection, DVD player, whiteboard-easel with dry erase markers, refrigerator, sink, microwave, coffee maker and filters, and nearby restroom. Dish soap, sponges, and paper towels are provided. Meeting spaces are also stocked for self-service coffee with regular and decaf coffee grounds, sugar, sweetener, nondairy creamer, cups, and stir straws. LCD Projectors are available upon request (require VGA, MDP or HDMI connection). Extension cords, surge protectors, printers, laptops, and adapters are not provided.

- **Dobbins Hall** is furnished with an in-house sound system with a complete Mackie FX 22 channel sound, (3) handheld mics, (1) lapel mic, aux input, (8) stage XLR inputs, (2) stage monitors, powered speakers, projector with HDMI input, projection screen, (2) 75" TV monitors, and stage lights.
- **Inspiration Point** and **Echo Peak** are furnished with an in-house sound system with (1) handheld mic, (1) lapel mic, and aux input.
- **Fallen Leaf** and **Morning Star** are furnished with a portable sound system with corded microphone and auxiliary cable.

AMENITIES

Free Wi-Fi is available in all indoor facilities. Air conditioning is not provided in any facility on property. Other items available upon request, at no charge:

Pak n Play Crib
High Chair
Irons / Ironing Boards
Table Risers
Mobility Aids (Wheelchair, walker, cane, shower chair, lifted toilet seat)
Firewood

FOOD SERVICE

The dining halls in Tallac and Tahoe Centers provide delicious, cafeteria-style meals for guest groups on property. A meal plan is required with reservations of 10 or more lodging units (Tallac and Tahoe Center guest rooms or cabins). Two-night stays require a minimum of 4 meals; three-night stays, 7 meals; four-night stays, 9 meals; five-night stays, 12 meals; six-night stays, 14 meals; seven-night stays, 17 meals; eight- or more night stays, 19 meals. Meals are optional for groups scheduled in cabins or dormitories. A minimum of 20 people is required to schedule a meal. Individuals or groups of less than 20 people may request to join scheduled meals. Changes to the meal schedule can be made up to 30 days prior to arrival. External catering service is not allowed. Rates are per person per meal. No charge for children ages 0-3.

Time	Meal	Adults (age 13+)	Children (ages 4-12)
8:00 am	Breakfast	\$15.00	\$11.25
12:00 pm	Lunch	\$18.00	\$13.50
6:00 pm	Dinner	\$22.00	\$16.50
	Total Daily Cost	\$55.00	\$41.25
	Sack Lunch (optional)	\$16.00 (all ages)	
	<i>Sack lunches are to be picked up in the dining hall at 9:00am unless otherwise arranged. Includes a deli sandwich (meat, cheese, lettuce, tomato, condiment packets), chips, cookie, whole fruit, beverage, and towelette. Minimum 20 people. Requests for more than 50 sack lunches are subject to approval.</i>		
	Water Service (optional)	No charge	
	<i>Water Cambro(s) with ice water and cups provided upon request. Did you know, Tahoe has the world's best tap water! Consider bringing your own reusable water bottles and filling from the tap instead.</i>		

The Hedco dining room in Tallac Center serves up to 184 people; the dining room in Tahoe Center serves up to 160 people.

Zephyr Point does not offer custom menus. A limited quantity of dietary requests can be accommodated including vegetarian, vegan, non-gluten, and non-dairy diets. Such requests must be communicated through the guest group leader at least 10 days prior to arrival. Other allergies, intolerances, and preferences cannot be accommodated. Zephyr Point's kitchen facilities are not allergen free; even with extensive employee training there remains risk of contamination. It is also possible that commercial food manufacturers may change formulation of foods at any time, without notice. Guests should direct questions to Zephyr Point Food Service employees regarding specific ingredients that may be of concern in any of our menu options.

BREAK SERVICE

Additional food service options for snacks and beverages are available by advance arrangement, at least 10 days prior to arrival. Contact our Food Services team at foodservices@zephyrpoint.org or 775-588-6759 ext. 202.