



Presbyterian Conference Center

2025 GUEST GROUP RATES

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.
- 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 14 days prior to arrival.
- **A non-refundable and non-transferable 20% lodging deposit is required.**
- A 30-day installment 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, and presbyteries 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.

Standard Rate	\$155/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	\$46/person per night
Minimum Nightly Charge	\$1,380.00
Sheets (optional)	\$5.00 per set (fitted sheet, flat sheet, pillowcase)
Towels (optional)	\$5.00 per set (bath towel, hand towel, wash cloth)

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 (3 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	\$46/person per night
Minimum Nightly Charge	\$920.00
Sheets (optional)	\$5.00 per set (fitted sheet, flat sheet, pillowcase)
Towels (optional)	\$5.00 per set (bath towel, hand towel, wash cloth)

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 spaces are available for **Day Use** (non-overnight) events during business hours only, 8:00am – 5:00pm. In addition to meeting space and food service costs, a **\$10/person day use fee** is assessed. Seasonal booking restrictions apply. Zephyr Point does not host wedding ceremonies or receptions.

	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 and DVD player (except IP, DH, EP), 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 powder creamer, cups, lids, sleeves, 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 Mackie Onyx 16 channel sound board, (3) handheld mics, (1) lapel mic, aux input, Bluetooth connectivity, (8) stage XLR inputs, (2) stage monitors, powered speakers, projector with HDMI input, two projection screens, (2) 75" TV monitors, and stage lights.
- **Inspiration Point** and **Echo Peak** are furnished with an in-house sound system with (2) handheld mics and (1) lapel mic, plus a Smart TV with Bose Bluetooth-enabled sound bar.
- **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

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.

SNACK SERVICE

Additional food service options are available by advance arrangement. These must be arranged within 30 days but no less than 10 days prior to arrival. All items require a minimum of 20 people and rates are charged per person, unless otherwise specified. Deliveries are scheduled at 10:00am, 3:00pm or 7:00pm to your group's designated meeting space, unless otherwise specified. Snack items are delivered with eco-friendly plates and napkins.

Item	Cost	Description
Sack Lunch	\$14.00	Sack lunches are to be self-assembled and picked up in the dining hall at 9:00am. Includes a pre-prepared deli sandwich (meat, cheese, lettuce, tomato), condiment packets, chips, cookie, whole fruit, beverage, and towelette. Groups of up to 75 people can request for sack lunches to be pre-assembled and delivered to a meeting space for a \$2.00 surcharge.
Water Service	\$3.00/day	Water Cambro(s) with ice water and cups provided upon request. Did you know, Tahoe has the world's best tap water! We encourage guests to bring reusable water bottles and fill from the tap instead. There are also self-service ice machines available for guests in Tahoe and Tallac Center.

SNACK SERVICE, CONT.

Item	Cost	Description
Meat and Cheese Platter	\$4.50	Assorted cured meats and cheese favorites, assorted crackers, seasonal fruit to garnish
Vegetable Platter	\$3.50	Assorted fresh-cut seasonal vegetables, hummus, ranch, blue cheese
Fresh Fruit Platter	\$3.50	Seasonal fresh fruit
Bakery Items	\$2.00	Assortment of chef's choice (e.g. brownies, chocolate chip cookies, muffins, scones)
Ice Cream Novelties	\$2.00	Ice cream novelties
Jumbo Pretzels	\$3.50	House-baked jumbo pretzel, assorted mustards
Chips	\$1.25	Assorted single-serving chips (Lays, Doritos, SunChips, pretzels, etc.)
S'mores Kit	\$2.25	Roasting skewers, graham crackers, Hershey's chocolate bars, marshmallows
Half Sheet Cake	\$75.00 each	Your choice of chocolate cake with white frosting, or white cake with lemon filling and white frosting (serves 50 people)