

## Santa Fe Facilities

### CONFERENCES, MEETINGS, RETREATS AND WORKSHOPS

Planning your group event —

Santa Fe is a fun city with a long history. Rich in cultural events, museums (including the Georgia O'Keeffe) galleries, restaurants, skiing, hiking and shopping, Santa Fe is the perfect setting for family reunions, retreats, workshops and conferences.

Ghost Ranch in Santa Fe provides a quiet oasis, with friendly staff, in the midst of the city. Meeting rooms are equipped with tv/vcr/dvd players, flip charts and white boards. Computers are available for our guests and all rooms have wireless access.

To reserve space for either meetings (day use) or conferences with overnight accommodations contact:

Gail Anderson, Groups and Meetings Coordinator at Ghost Ranch in Santa Fe

505.982.8539, ext. 212 or e-mail [gaila@ghostranch.org](mailto:gaila@ghostranch.org)

401 Old Taos Highway; Santa Fe, NM 87501

### EVENTS REQUIRING A COMBINATION OF OVERNIGHT ACCOMMODATIONS AND MEETING SPACE: 2010 Rates for Conferences, Meetings, Retreats, Workshops

The per person, per night rate of \$120 includes double occupancy rooms for participants, breakfast and lunch in the dining room, a conference room to meet the needs and fit the size of your group, basic AV supplies and equipment, as well as coffee, tea, and iced water in the lobby.

Additional charges include break out rooms, commuters, single occupancy upgrade, lap top and LCD projector, dinners, refreshments in your conference room, banquets, receptions and other personalized services to make your event a success.

Ghost Ranch in Santa Fe does not charge taxes and expects no gratuities.

Contact Gail Anderson for the reasonable rates of these additional services, 505 982 8539 ext 212.

## Lodging

Ghost Ranch in Santa Fe can accommodate 80 overnight guests, double occupancy. Our sleeping rooms are simply furnished with two beds, and do not contain televisions or telephones. Rooms have a double and twin bed, toilet, sink, and shower. Single occupancy rooms are offered on a space available basis only, at an additional cost of \$40 more than the double occupancy rate. Ghost Ranch in Santa Fe is wheelchair accessible. Ghost Ranch in Santa Fe is a smoke free facility.

## Meals

With reservations, breakfast, lunch and dinner are served in the dining room. Full kitchen and catering services are available. Breakfast and lunch are included in the conference package. Our kitchen staff prepares wholesome, homemade meals, featuring regional specialties and seasonal local produce. Meals are served buffet style and guests bus their own dishes at the end of each meal. Additional snacks, receptions and banquets are available. No outside catering is allowed in the center. For those with special dietary needs a refrigerator and a microwave are available to guests and are located in the main lobby.

## Conference Space

Our facility has five conference rooms of various sizes, two of which can comfortably seat up to 70 people with theater seating. Fax service, wireless internet access, and audio visual equipment are available-see conference & meeting information sheet for details.

## Location

Ghost Ranch in Santa Fe is located just 3 blocks from the historic Santa Fe Plaza. Many museums, galleries and historic sights are within walking distance. Ample free parking is available on-site.

## City Transportation

Just two blocks away is the central bus hub, making other museums, Canyon Road (the art district), local malls and movie theaters easily accessible.

## Conference Package Fees

To help facilitate your conference budgeting process, we have packaged the use of our facility into a per person, per night fee. This fee includes all of the basic elements which you, as the conference coordinator, will need to provide. These include: overnight accommodations (double occupancy) NOTE: Unlike a hotel, double and single refer to room occupancy, not size of bed.

### We Can Help Customize Your Event

The ideal way to visit a city for the first time is to see the city with the help of a friend. There is much to see and do in the Santa Fe area. Many of the state's museums are within walking distance of Ghost Ranch in Santa Fe, as are many modern and folk art galleries. While you may want your group members to have a little free time to explore Santa Fe on their own, you may also want to include a speaker or a field trip to enhance your program, or you may want to build your conference around a southwest theme. For a modest planning fee, Ghost Ranch in Santa Fe's program team can help you schedule an historian, a storyteller, a faculty member whose specialty is Native American Culture, a New Mexico food specialist, or a musician. Our staff has worked hard to build partnerships with local people and institutions. Our relationships with these resources can help you build a successful and affordable event.

### DAY USE MEETING SPACE (no overnight accommodations needed:)

When you don't need overnight accommodations, but just want a meeting space, Ghost Ranch in Santa Fe may be the place for you. We have five conference rooms with a wide range of personalities and sizes. The Lucero Room has overstuffed, comfortable sofas and chairs in a relaxed atmosphere while across the hall in the Romero Room there is a beautiful cherry wood conference table suitable for more formal trainings or meetings. The Rendon room is a centrally located, bright, well-lit room with big windows overlooking an interior garden. The largest conference rooms, the Atencio and Perea rooms, seat up to 70 people theater-style.

Meeting space rates include use of the meeting room, a basic break of coffee, hot tea, iced water and the use of on-hand audio/visual equipment. No taxes or gratuities are necessary. If you wish to include food with your coffee break or have your group eat lunch at the center, rates are listed below.

To reserve space call 505.982.8539 ext. 12 and ask for Gail Anderson, Groups and Meetings Coordinator for Ghost Ranch in Santa Fe, 401 Old Taos Highway, Santa Fe, NM 87501.

### MEETING ROOMS:

Romero and Lucero Rooms (up to 10) half day/\$50; full day/\$100

Rendon Room (15 to 25) half day/\$75; full day/\$150

Atencio or Perea Room (25 to 70) half day/\$150; full day/\$250

## FOOD SERVICES:

Our friendly Comidas (kitchen) staff prepares wholesome, homemade meals, featuring regional specialties and seasonal local produce. Breakfast, \$6.50, is served from 7:30 to 8:15 a.m., lunch, \$8.00, is served from 12 noon to 12:45 p.m., and dinner, \$10, is served from 6:00 to 6:45 p.m. every day that we have guests with reservations. We charge no taxes and expect no gratuities. Meals are served buffet style and guests bus their own dishes at the end of the meal.