



Angela Center
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INFORMATION SHEET

Angela Center is a non-profit learning and retreat center sponsored by the Ursuline Sisters, a Roman Catholic community of religious women. As a community resource for adults involved in the spiritual journey, we promote conscious commitment to ourselves, our human family, and our planet. Angela Center is available to church, educational and professional helping groups. Angela Center is not available to commercial, profit-making or sales promotion groups, nor for social or recreational programs.

The Facilities: Angela Center, Ursula Hall, or Brescia Hall may be booked for weekday or weekend dates and are open for either residential or non-residential (day use) programs.

Residential Programs (groups using overnight accommodations) are scheduled on the basis of the type of accommodation desired, the number of persons attending and needed meeting rooms. Groups desiring weekend dates must schedule both Friday and Saturday nights. Occasionally, one-night openings are available.

Angela Center Bed Rooms: Each of the 24 rooms has twin beds and a sink. The rooms may be used as singles or doubles. The minimum for booking is 24 or the financial equivalent. **Ursula Hall:** Most of the 37 rooms have a single twin bed and a sink. The minimum for booking is 24 or the financial equivalent. **Brescia Hall:** Each of the 18 rooms accommodate up to three persons, in twin or rollaway beds. Brescia Hall is available by special arrangement only in conjunction with either Angela Center or Ursula Hall. The minimum number for booking is 10 or the financial equivalent.

Meeting Spaces: Angela Center: Lounge comfortably seats up to 80, the Studio accommodates up to 50, the Garden Room accommodates up to 20; the Chapel accommodates 70. **Ursula Hall:** Mary Kevin Room comfortably seats up to 40 people; the Cecilia Room and the Mary Peter Room each accommodates 20; the Chapel can accommodate 250. Both Chapels are open to all guests but must be reserved in advance for group use.

Day Use Programs: may be scheduled for weekdays, the entire day, or part of the day or evening. Occasional Saturday or Sunday openings are available.

Planning a Program: Your Organization should choose a Conference Organizer to make reservations, to be responsible to Angela Center for confirmation, all arrangements, including final counts and billing. If you are planning a program for the first time, you may wish to consult our staff in the initial stages.

Surrounding: Quiet time may be spent exploring the gardens or the terrain in nearby meadows and hills. Dress is casual. The climate is mild and sunny; mornings and evening are cool. **NO PETS** are allowed.

Children: Angela Center does not provide facilities for or assume liability for children.

Meals which are served buffet-style in the dining room(s) must be arranged in advance. Food is served for one-half hour at 8:00 a.m., noon, and 5:30 p.m. At additional charge, pro-rated at the rate of \$125.00 per hour, other meal times are possible. Once arranged, meal times cannot be changed by more than 15 minutes, and then only with special notice to the kitchen. ***The group will be assessed a charge of \$25 for each 15 minutes that it is late for meals.*** Meals are normally taken in the dining room, but weather permitting, may be eaten outside. Plates, cups and utensils should be returned to the food busing area within an hour after the beginning of the scheduled meal. Meals are not to be eaten in meeting rooms or sleeping areas. Angela Center will normally accommodate 60 persons per seating; Ursula Hall Dining Room 48. Larger groups must make special arrangement for a second seating. The Group Organizer is responsible to provide Angela Center a guaranteed number for each meal. This number is due one week in advance and is the minimum number used for billing.

Food Service: Our meals are designed to provide healthy, nutritious cuisine. The cooks do their best to provide a variety of foods that fit non-vegetarian as well as vegetarian preferences. Unless the group specifically arranges for totally vegetarian meals, fish, poultry, meat, or cheese entrees are normally served. *Vegan meals can be provided, but neither special needs and/or individual diets can be accommodated. Those with special diet needs should be prepared to bring a few pre-cooked items to supplement the diet.* ***Our kitchen facilities are not available for food storage or individual meal preparation.*** Should members of the group require individual diet preparation, there are many restaurants in the area which may be able to accommodate those needs. Please contact Angela Center staff for further details.

Set up/Tear Down/Furniture Moving: a charge of \$165.00 applies for Angela Center staff set-up, or tear down or furniture moving.

To Confirm a Reservation, the group Conference Organizer must send a completed Facilities Use Contract with deposit. The deposit is 50% of the estimated total cost and is due at the time of reservation. One week in advance of the scheduled event, the Conference Organizer must submit the final guaranteed meal count and other information as requested by Angela Center. ***The deposit, less a \$50.00 handling fee, may be refunded up to four months in advance of the scheduled date. The deposit is non-refundable after that time. Cancellation within one month of the scheduled date will result in a billing for an additional 25% of the total estimated cost.***

Final Billing: is based on the guaranteed meal count, additional guests, the number of room reservations, and/or additional services. Unless arranged in advance, no adjustment is made on the guaranteed meal count, nor for late arrivals or early departures. The bill is sent directly to the Conference Organizer. Angela Center does not bill individuals or accept credit cards.

While You Are Here: There is wireless computer service available in several areas of the main Angela Center building and Ursula Hall. **Angela Center** assumes no responsibility for items left behind. No storage space is provided for either the Organization's or personal belongings.

Transportation: The San Francisco and Oakland Airports are serviced by the *Airport Express* to Sonoma County Airport, 3 miles away. *Horizon Air* has limited service into the Santa Rosa Airport. Golden Gate Transit provides service between San Francisco and Santa Rosa. Taxi Service is available from the terminals. *Transportation is the responsibility of the Conference Organizer, not Angela Center.*

Signature _____ Date _____