



# Meeting & Events

Planner Guide

**Sycamore Mineral Springs Resort**

1215 AVILA BEACH DRIVE

SAN LUIS OBISPO, CA 93405

(805) 595 – 7302

[WWW.SYCAMORESPPRINGS.COM](http://WWW.SYCAMORESPPRINGS.COM)

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## Welcome to Sycamore Mineral Springs Resort & Spa

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An alternative to traditional spa-resort experiences with a uniquely profound and peaceful environment to encourage an enhanced sense of well-being, healthy living, and centered inner-self.

Our sanctuary provides a variety of rejuvenating amenities and services that allow you to leave stresses and distractions behind while opening the mind and body to pure engagement with our healing atmosphere.

The entire resort is inspired by the on-site mineral spring water. These waters provide an authentic mineral spring experience with the power to transform your body and awaken your soul.

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### Hotel Information

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#### TOTAL HOTEL ROOMS 72

King Rooms 9 Sycamore King Rooms 7 Standard Double 5 Standard Queen 5

Standard King Accessible Room 1 Queen Suites, One Bedroom 15 Mythical Queen Suite, One Bedroom 5

West Meadows King Suites, One Bedroom 18 Two Story King Suites 2 805 King Suite 1

Specialty Suites 3 Three-Bedroom Guesthouse 1

#### History of the Springs:

Sycamore Mineral Springs Resort has a legendary history reaching back to the Spanish- and Mexican era, early American California, and the wild days of the Old West.

In 1886 two weathered prospectors started drilling for “liquid gold.” To their surprise they didn’t find oil, but white-hot Sulphur mineral water. Because of the water’s curative effects, the proprietors established a popular spa and mineral springs resort on the present location.

In the early part of the 20th century, the Pacific Coast Railway—which stopped right across the street—brought travelers from Los Angeles and San Francisco on its stunning coastal route to this increasingly popular outpost on the Central Coast. A few years later in the 1930s, the word was out and many Hollywood celebrities started sojourning at the resort on their trips to Hearst Castle.

About this same time, the new owners renamed the property Sycamore Mineral Springs Resort. They decided it should be a therapeutic center staffed by doctors and nurses. People journeyed far-and-wide for the mineral water treatments to “cure” their aches, pains, arthritis, and other sundry ailments.

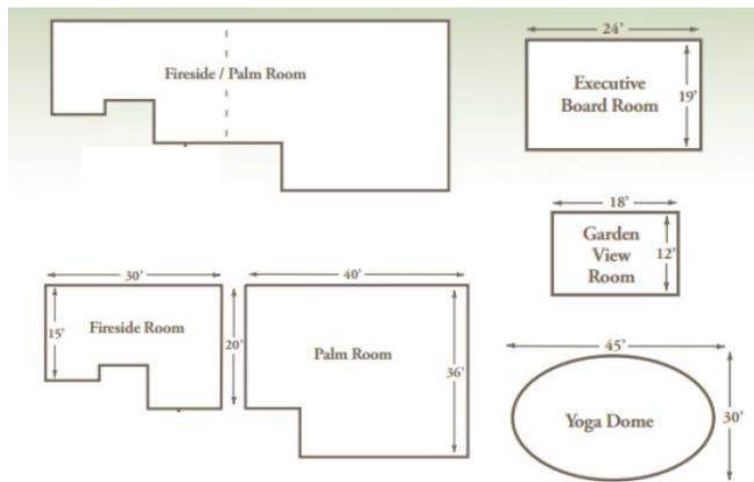
Some 40 years later in the mid-1970s there was considerable shift in focus, and Sycamore Mineral Springs once again became a destination resort. King Ventures, the current owner, purchased the property in 2003 with the commitment to establishing its legacy as an authentic California mineral springs resort. Our storied history, of course, is just one aspect of our property.

## Meetings & Events at Sycamore Mineral Springs Resort

Aside from the relaxed atmosphere and tranquil setting at Sycamore Mineral Springs Resort, we are fully equipped to accommodate groups up to 80, offering flexible meeting and event space, scenic outdoor areas, comfortable guest rooms and suites, and professional catering and conference services staff.

When the meetings adjourn and all work is done, your group will enjoy the rejuvenating and restful benefits of the resort. A leisurely soak in a hot mineral bath, accompanied by a glass of wine, a relaxing massage in our award-winning Spa or an energetic hike to the peak of Sycamore Crest trail to take in the majestic views of the Pacific Ocean, all here to ensure that tomorrow's meetings will be productive.

### Meeting & Banquet Facilities



	Palm & Fireside Great Room	Palm Room	Fireside Room	Executive Boardroom	Garden View Room	Yoga Dome
<b>Banquet</b>	80	40	30	-	-	-
<b>Classroom</b>	60	40	18	15	-	-
<b>U-Shape</b>	-	24	15	12	-	24
<b>Conference</b>	-	30	15	15	10	36
<b>Theatre</b>	80	80	25	25	-	50
<b>Reception</b>	80	60	30	-	10	-
<b>SQ. FT.</b>	1800	1300	500	450	215	1000

**Amenities:** Sycamore Mineral Springs Resort is pleased to assist you in delivering welcome amenities and / or gift baskets to guests of the hotel. Advance notice of 48 hours is requested to coordinate with your Sales & Events Manager. There will be no charge for items handed to guests at the check-in desk. If you wish items to be hand delivered to rooms, a \$5 charge per room will apply. VIP amenities can be arranged through your Sales & Events Manager.

**Americans With Disability Act:** The Hotel agrees to use its good faith efforts to ensure the hotel complies with the requirements for the Americans with Disabilities Act and its regulations and guidelines. Hotel further agrees to indemnify and hold harmless from and against any and all claims and expenses, including attorney fees, and litigation expenses that may be incurred by or asserted against or its officers, trustees, and employees on the basis of the hotels non-compliance with any of the provisions of the ADA.

**Amplified Sound:** To ensure the location being held for each of your group functions is a suitable space for your group and in an effort to provide an optimum experience for every guest at Sycamore Mineral Springs Resort and Spa, please be advised, noise restrictions may apply to any/all of your contracted group meeting functions. If you intend to include amplified sound or if you anticipate any of your group functions to include any lively activity or excessive noise that might exceed reasonable sound limits, prior written consent is required from Sycamore Mineral Springs Resort. Lively group activity or excessive noise includes, but is not limited to: music, singing, loud group discussions or other noise disruptions that may infringe on other guests on property.

**Baggage Service:** Guests arriving are greeted at the lobby by a Bell person. The luggage is delivered to the guest room or may be stored in the Bell Desk storage area upon request. A mandatory Bell person gratuity applies. There is a \$5 per person charge for round-trip luggage handling, subject to change. Your Sales & Events Manager will assist in coordinating check in and baggage.

**Check-In/Check Out:** Our guest check-in time is 4:00 PM. If rooms are requested prior to check-in time, early arrivals will be accommodated as rooms become available. Checkout time is 11:00 AM. Our Bell Desk staff can store luggage for those who have checked out but are not yet departing the hotel. For your convenience, you may check out using out text messaging system.

**Cut-off Dates:** All reservations must be received by the cut-off date as indicated in your agreement. Room blocks will be released on the cut-off date. Any reservation received after this date will be confirmed on a space and rate availability basis.

**Damages:** The Hotel reserves the right to inspect and control all functions. The host of the event is held responsible for the actions of the members of the group. The host and/or group will be charged for any damages, repairs, or replacement costs of lost or damaged Hotel property. If deemed necessary, the Hotel may employ security personnel at the group's expense.

The host and/or group is responsible for any damages to any Hotel property, or damage to property belonging to other guests or Hotel associates, by any member of the group or guest of the group. This applies to the group's guests, employees, independent contractors or other agents under the group's control or hired by the group.

The Hotel shall not be held responsible for damages or loss of any articles left in the Hotel prior to or following the contracted date.

**Decorations:** All contracted meeting functions include a choice of white, black, or ivory table linens. Alternate colors and styles are available at an additional charge. Should you intend to display any materials or decorations outside your assigned meeting room, please consult your Event Services Manager for prior approval and please advise your Event Services Manager if you intend to affix banners or decorations to walls, floors, or ceilings. We will be happy to assist you with any special decorating needs you may have; additional fees may apply. Materials hung in function rooms without prior approval are subject to removal by hotel staff and is subject to any damage or repair fees. Regretfully, in most cases fog machines, glitter, flower petals, streamers and confetti are prohibited.

*Clean up Fees: If fog machines, glitter, flower petals, streamers and confetti are utilized in the function space, a \$1,000 cleaning fee will apply.*

**Early Departure Fee:** An early departure fee will be applied to each reservation for guests who depart the hotel prior to their scheduled departure date. This fee will be the amount equal to the applicable room rate and tax for all dates remaining on the reservation.

**Food and Beverage Requirements:** We are pleased to offer a complete selection of food and beverage items to complement your functions. The Hotel requires that all food and beverage must be supplied and prepared by the Hotel during any group functions. Therefore, any food or beverage that is not provided by the Hotel is not permitted in any of the public areas or function rooms at any time. In accordance with the California State Legislative Commission's regulation, as a licensee, The Hotel is responsible for the administration of the sales and service of all alcoholic beverages.

**Guarantee:** We require final guarantee of the number of guests for all catered functions to be submitted ten (10) days prior to the function. This number will be considered the final guarantee. If attendance falls below the guaranteed number, the guest is still responsible for full payment. The Hotel is prepared to serve 5% over this guarantee. If attendance exceeds the guarantee number, separate menus and charges may apply. If no guarantee is received, the Hotel will use the contracted "agreed" number as the final guarantee.

**Indemnification, Hold Harmless and Acts of God:** The Hotel shall indemnify, defend and hold harmless the group and its officers, directors, partners, members and employees against any and all demands, claims, and damages to persons or property, losses and liabilities, including reasonable attorney's fees arising out of or caused by the hotel's negligence in connection with the provision of the hotel resort, except to the extent and percentage attributable to the groups negligence or non-compliance.

The Group shall indemnify, defend and hold harmless The Hotel and its officers, directors, partners, members and company employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees arising out of or caused by the company's negligence in connection with the use of the hotel facilities, except to the extent and percentage attributable to the hotel's negligence or non-compliance.

The performance of this agreement by either party is subject to acts of God, war, government regulation, resort or other emergencies making it illegal or impossible to provide the resort or the group to hold the program.

**Liability:** The Hotel reserves the right to inspect and control all private functions. The Hotel cannot assume responsibility for personal property and equipment brought on the premises. Do not leave valuables in meetings rooms.

**Meeting Rooms:** Function space will be assigned based on the size and needs of the group. The Hotel reserves the right to reassign specific function space provided the revised space adequately accommodates your function requirements. In the event that additional space is requested after confirmation of your program, the Hotel will accommodate the request on a space available basis. Space held and not used will be charged at full rental. *If substantial reduction in the room block occurs, or if any of the outlined food and beverage functions are canceled, the Hotel reserves the right to re-negotiate the contract and reduce the allotted function space.*

**Menu Prices:** Menu prices will not be confirmed more than ninety (90) days prior to the function date due to the daily fluctuation of market prices. The Hotel reserves the right to make reasonable substitutions on the menu to meet increased market prices or commodity shortages.

**Packaging and Receiving:** Should you require the shipment of materials, they must be addressed to the attention of the manager handling your function, and marked with the name and date of your event. Due to limited storage, we request that shipments not arrive any earlier than three (3) days prior to the event or group's arrival.

SYCAMORE MINERAL SPRINGS RESORT  
**1215 Avila Beach Drive**  
**San Luis Obispo, California, 93405**

ATTN: Group Sales/Nicole Dichirico  
C/O: HOLD FOR ARRIVAL: **Guest Name**  
ARRIVAL DATE: Guest Arrival Date

The hotel reserves the right to refuse to accept packages that appear damaged, and in the event, assumes no liability for the condition of the contents of such packages. The hotel will not accept responsibility for meeting materials delivered prior to seven days before event.

**Parking:** Self-parking is complimentary for all guests and can be limited. We recommend car-pooling. The hotel has limited parking, with only 110 total spaces for all hotel guests.

**Published Materials:** All published materials must be submitted to for approval prior to final printing or posting. This material includes, but is not limited to: advertisements, collateral material and published instructions or information, online, in print, on radio or on television.

**Hotel Room Reservations:**

Methods of Reservations:

- Rooming list, indicating full names and addresses of guests, arrival and departure dates, and pairing for shared rooms
- Individual call-in number to our Sales & Events Department at 805-540-3638. In order to receive your preferred group rate, delegates must identify their affiliation with your group and confirm the reservation prior to the agreed cut-off date.

Please note that a valid credit card is required to check in at Sycamore Mineral Springs Resort and will be used for authorization for incidental charges.

**Reservation Guarantee:** Reservations may be guaranteed to the master account, to individual credit cards, or by sending one night's deposit. All individual room reservations need to be guaranteed at the time of booking to confirm reservation.

**Room Block:** Your contract will indicate any attrition damages that may be incurred should you not fulfill your room block. Attrition charges will be billed to your master account.

**Tax & Service Charge:** Food and beverage prices plus applicable service charge of 22% are subject to state and local taxes, currently at 7.25%.