

Wild Horse Conference Room Amenities

Thank you for your interest in the Colockum Conference Room at the Wild Horse Renewable Energy Center. Please review this information in regards to conference room features and use.

Conference Room Features

- 75 inch TV screen connected to a computer for presentations, videos, and internet access. A wireless mouse and keyboard are provided.
 - Please bring your materials on a **flash drive**. Laptops may also be connected to the back of the screen, but can occasionally have compatibility issues with our system.
- A projector screen is also available, but groups must bring their own projector.
- Easels: Please request via email and we will set them out.
- Terra Cotta: Please do not stick anything to the front wall. It will peel off the finish.
- WiFi: Up to 20 people may use the WiFi at one time. If you need WiFi for your computer during your visit, please remind other attendees to turn the WiFi off on their phones to free up space. The PSE Guest password will be posted on the white board. After entering the password, open internet browser/Google and click Accept.
- The computer tower and stereo system are located in the closet. The black stereo set controls sound in the conference room. Please ask for assistance for set-up.
- Conference Phone: 509-964-7834. To call out, press 9, then dial the number.
- The center is open to the public throughout the day, and while you will be in a separate room, you may hear groups as they are coming and going in the exhibit area. Staff may occasionally enter the storage area and communications room throughout the day as well.

Kitchen

- Feel free to utilize everything in the kitchen for food prep and service.
- Full kitchen: Refrigerator, oven, range, microwave, ice maker, coffee maker, dishwasher, electric teapot, pots and pans, serving trays, utensils, salt and pepper shakers, and more.
- Plates, cups, and silverware may be used, but are limited to groups under 25 people. We encourage you to use our dishes or bring your own, to minimize waste.
- We provide local D&M Coffee, a selection of teas, creamer, coffee cups, and sugar, but free to bring your own as well. The coffee maker is finicky, so let us know if you need more coffee.
- A 5 ft. serving bar looks out into the conference area, and we can also set up additional tables for food service.
- Assorted coffee mugs are available in the cupboard next to the refrigerator.
- We can provide pitchers of ice water.

- Please keep in mind that staff will also be using the kitchen to make coffee and tea, restock supplies, and get their lunches. There is a pull down divider above the serving bar that can be utilized to separate the kitchen from the conference room.

Room Setup

The room seats 48 in a standard classroom setup with tables facing the front. They can be rearranged into a horseshoe or rectangle. Please let us know if you would like layout diagrams.

Round tables are also available, but we must have advanced notice for setup.

Food Services

Some local restaurants will deliver or cater on site, or may have options for pick up:

Catering Options		
Local Restaurants	Phone	Info
Ellensburg Pasta Company	509 933-3330	Boxed lunches or catered entrees.
Cascade Mountain Grilling	509 925-2951	Catered entrees.
Dakota Café	509 925-4783	Boxed lunches or catered entrees.
Rodeo City BBQ	509 962-2727	
The Yellow Church Cafe	509 933-2233	
Kabob House Mediterranean	509-201-1440	
Fidelina's	509-962-2347	Pick up only. Burrito or taco bar.
Taco del Mar	509-962-3009	
Tacos Chalito	509-962-5643	
Lunchbox Cafe	509-933-3332	Pick up only. Boxed lunches.

Clean up

- Our staff will be assisting you throughout the day. Please ask for assistance if you run out of coffee or other supplies, and for help during cleanup.
- Recycling Bin: Clean glass, paper, aluminum cans, and plastics. No Food or Liquids.
- Because of the remote location, if you have additional garbage that will not fit in the trash cans, please take it with you. If that isn't possible, let staff know and we will find a temporary home for it.
- Any used dishes can be rinsed and placed in the dishwasher.
- There are rags in the bottom left drawer under the bar and cleaner underneath the sink. Please don't use hand towels for cleanup.