

## Wild Horse Conference Room Accommodations

Thank you for your interest in the Colockum Conference Room  
at the Wild Horse Renewable Energy Center.

### Conference Room

- 75 inch TV connected to a computer for presentations, videos, and internet access. A wireless mouse and keyboard are provided.
  - Laptops may also be connected to the back of the screen, but to avoid issues with compatibility, please bring your materials on a **flash drive** if possible.
  - For best results, use
- A larger 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 “Public” WiFi does not require a password. The computer in the conference room has a separate internet connection and should not be affected.
- 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 provide local D&M Coffee, a selection of teas, creamer, coffee cups, and sugar, but you can feel free to bring your own as well. The coffee maker is a little finicky, so let us know if you need more coffee brewed.
- 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 will 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 to separate the kitchen from the conference room that can be utilized.

### **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. Round tables are also available, but we must have advanced notice for setup. Additional chairs are available upon request.

### **Food Services**

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

<b>Catering Options</b>	
<b>Local Restaurants</b>	<b>Phone Number</b>
Ellensburg Pasta Company	509 933-3330
Canyon River Bakers	509 925-2867 Home: 509-933-4351
Cascade Mountain Grilling	509 925-2951
Dakota Café	509 925-4783
Rodeo City BBQ	509 962-2727
The Soup Bowl	509 933-3354
The Yellow Church Cafe	509 933-2233
Kabob House Mediterranean Grill	509-201-1440
Taco del Mar	509-962-3009
Fire & Smoke - Authentic Southern Barbeque	509-925-7400 or 509-859-6888 cell

### **Clean up**

- Recycling bins are in the hallway for paper, aluminum cans, and plastics.
- 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 replace full trash bags and find a temporary home for it.
- Any dishes that are used can be rinsed and placed in the dishwasher.
- There are rags in the bottom left drawer next under the bar and cleaner underneath the sink if anything needs to be wiped down. Please don't use hand towels for cleanup.
- Our staff will be assisting you throughout the day. Please feel free to ask for assistance if you run out of coffee, supplies, etc. and for help during cleanup.