

Group Coordinator and/or On-Site Person Responsibilities

Information needed before your event

1. Contact Mercy Center in writing (via email) about any last-minute change(s) two (2) weeks prior to your event. We cannot guarantee changes needed outside of that time frame.
2. Please provide the **names of all participants three (3) weeks prior to your event.**
3. We must have your **final meal count two (2) weeks prior the event.** Any special requests must be received at least one month before your meeting date.
4. Please review the [Guest Protocol - Mercy Center Burlingame \(mercy-center.org\)](http://mercy-center.org)
5. Please provide a copy of each participant's Covid vaccine card, you may email the copies to groupreservations@sistersofmercy.org 2 weeks prior to arrival date.
6. **Designate an onsite contact person** in your group who will be in charge of any emergency involving your group members. This onsite person must bring emergency contact information for each member of the group, and provide our staff with his/hers cell number prior to the event.

Group arrival, meeting days, and payment

7. Meet with Mercy Center contact/assigned person to go over the Terms of Agreement, responsibilities, payments etc before retreat start.
8. Designate someone in your group to be present when the participants begin arriving to help welcome your participants.
9. The balance of your bill is due upon arrival. Make your check payable to "Mercy Center."
10. In the event of an emergency, i.e. fire, earthquake, etc., your onsite contact person is responsible for ensuring all participants within their group are out of the building and accounted for.
11. **Orientation:** Mercy Center welcomes the group by providing them with a brief orientation about the property and safety procedures. This is done at the start of your meeting preferably before dinner between 4 – 5:30. If your group is scheduled to arrive earlier than the designated time, we will give the orientation before your meeting starts.

Group Coordinator [Print Name]

Date

The success of your event is determined by helping us with all of your group details. Please read and sign and return to us. We look forward to making your meeting here a wonderful experience for you and your group!

Mercy Center Burlingame

Mercy Center, Group Events Coordinator

Phone: 650.340.7474

groupreservations@sistersofmercy.org

MERCY CENTER CONFERENCE SERVICES FORM

GROUP NAME: Click or tap here to enter text.

EVENT DATE/S: Click or tap to enter a date. **To** Click or tap to enter a date.

Thank you for returning the Terms of Agreement and Deposit. To ensure a successful conference event, please fill out the information below, and email the completed form to Mercy Center no later than 30 days prior to your event.

Dates	# of rooms	Overnight	Commuter	Notes
Example: 7/9	20	20	10	

Equipment: (Due 30 days prior to arrival date.)

Does your group need to use any of the following equipment? Yes No If yes, please select all applicable items.

- A/V System Includes dropdown screen, LCD projector, wireless mics, sound system, laptop interface. (Sequoia Room Only)
- Podium (no charge)
- Wireless Microphone (Sequoia and Oak Rooms only)
- Portable LCD Projector Only

- TV/Monitor with DVD/Blu-Ray Player
- Freestanding Screen
- Easel stand only, w/o paper
- Flipchart pads

Equipment: Price per day

Audio/Visual Rentals

Equipment Description

Charge

Audio/Video System

Wall-size dropdown screen, LCD projector, sound system with wireless microphones, laptop interface. (Sequoia room only) \$200 per day

LCD Projector Only \$150 per day

Freestanding Projection Screen \$30 one time

TV/Monitor (HDMI compatible) w/DVD player/Blu-Ray player \$100 per day

Flip Chart Pads \$20 one time

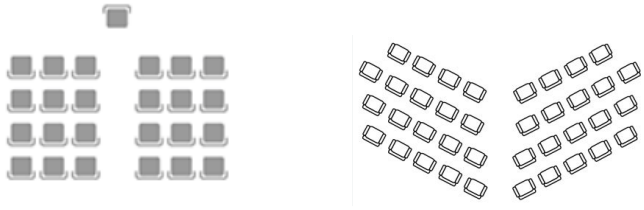
White Board \$20 one time

Easel Stand Free (No Charge)

***Prices are subject to change without notice**

Conference Room Setups: Select your conference room setup. Please indicate if set up is for your main conference room or break out room. * Labor fees may apply based on room setups and group size.

1) Auditorium Audience Style* <input type="checkbox"/> Main <input type="checkbox"/> Breakout Rm	
<input type="checkbox"/> Straight Rows	<input type="checkbox"/> Chevron
<input type="checkbox"/> Curved	<input type="checkbox"/> Wing Effect



2) Classroom Style* <input type="checkbox"/> Main <input type="checkbox"/> Breakout Rm	
<input type="checkbox"/> Straight Rows	<input type="checkbox"/> Chevron
<input type="checkbox"/> Curved	<input type="checkbox"/> Wing Effect



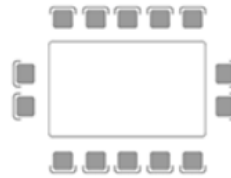
3) Conference * <input type="checkbox"/> Main <input type="checkbox"/> Breakout Rm		
<i>Table Size</i>	<i>Hollow</i>	<i>U-Shaped</i>
Seminar (18in X 5ft)	<input type="checkbox"/>	<input type="checkbox"/>
8 ft standard	<input type="checkbox"/>	<input type="checkbox"/>
10 ft standard	<input type="checkbox"/>	<input type="checkbox"/>
Combo 8 ft & 10 ft	<input type="checkbox"/>	<input type="checkbox"/>



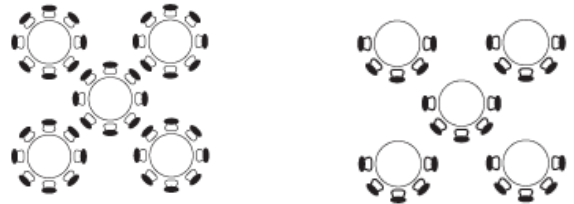
4) Chairs* <input type="checkbox"/> Main <input type="checkbox"/> Breakout Rm		
<i>Style</i>	<i>Single Row</i>	<i>Double Row</i>
Circle of Chairs	<input type="checkbox"/>	<input type="checkbox"/>
Semi-Circle of Chairs	<input type="checkbox"/>	<input type="checkbox"/>
U Shape	<input type="checkbox"/>	<input type="checkbox"/>



5) Boardroom Style <input type="checkbox"/> Main <input type="checkbox"/> Breakout Rm



6) Rounds Style* <input type="checkbox"/> Main <input type="checkbox"/> Breakout Rm
Chairs around the table <input type="checkbox"/>
Chairs facing front partial <input type="checkbox"/>



7) Special Request

Click or tap here to enter text.

<i>Room</i>	<i>Dimensions</i>	<i>Setup/Capacity</i>
Ground Floor		
Pine Room	42 x 28 (1176 sq. ft.)	Auditorium 40 Circle 30 Classroom 30 Conference 24 Oval (double "U" seating) 60 Round Table (7), 6 Chairs 42
Aspen Room	42 x 28 (1176 sq. ft.)	Auditorium 40 Circle 26 Classroom 24 Conference 20 Oval (double "U" seating) 30 Round Table (6), 6 Chairs 36
Birch Room	37 x 28 (1036 sq. ft.)	Auditorium 25 Circle 25 Classroom 22 Conference 16 Round Table (3), 6 Chairs 18
First Floor		
Sequoia Room	63 x 41 (2520 sq. ft.)	Auditorium (facing stage) 250 Auditorium (facing window) 150 Large Circle (Double Circle = 100) 70 Classroom (facing backwall) 60 Classroom (facing window) 60 Conference 50 Oval (double "U" seating) 68 Round Table 22
Cypress Room	48 x 28 (1344 sq. ft.)	Auditorium 50 Circle 28 Classroom 30 Conference 30 Oval (double "U" seating) 35 Round Table (7), 6 Chairs 42
Manzanita Room	29 x 22 (609 sq. ft.)	Circle (lounge style w/couches) 12
Second Floor		
Oak Room	49 x 40 (1960 sq. ft.)	Auditorium 80-100 Circle (Double Circle = 70) 20-40 Classroom 60 Conference 40 Round Table (12), 6 Chairs 72
Elm Room	35 x 29 (1015 sq. ft.)	Auditorium 30 Circle 26 Classroom 24 Conference 20 Oval (double "U" seating) Round Table (8) 48 36

Meals Information:

Our Food Services department is committed to serving delicious, healthy food and strives to offer daily choices for people with a variety of dietary needs. We **cannot** support very specific individual dietary needs, so if you have individuals in your group who have a food allergy or intolerance, please inform them that they are welcome to supplement their meals by bringing some of their own food items. We have a refrigerator and microwave on each bedroom floor available for guest use.

Meal Count: Please enter the total count per day

Overnight:

Dates	Breakfast 7:30 – 8:30	Lunch 12 – 1	Dinner 5:30-6:30

Commuters: Includes lunch only. Extra charge for breakfast and dinner

Dates	Breakfast 7:30 – 8:30	Lunch 12 – 1	Dinner 5:30-6:30

Total Number of Vegetarians _____ Total Number of Vegan _____

Guidelines for our property use:

- Please provide a copy of a Certificate of Liability Insurance (event insurance) at least 30 days prior to your arrival.
- Only certified service animals are permitted on Mercy Center's campus.
- Mercy Center's insurance policy **does not allow infants and children** to be present in common areas, meeting rooms, and dining rooms during conferences and programs. **Participants must be at least 18 years of age.**
- **Alcohol is permitted on a limited basis**—beer and wine only—in your group's conference room for guests over 21. Guests must arrange to bring their own beverages to serve and clear away. Alcoholic drinks are not permitted in common areas
- **We are a smoke-free campus.** No candles or incense in rooms or common areas.

Special Information about your group = please indicate "yes or no"

- Mobility support _____
- Silence needed _____
- Early Arrivals _____ (Arriving a day before the event)
- Late Departures _____ (Departing a day after the event)

Please contact Reservations Coordinator to discuss these needs.

Conference Participant List

Please complete and email this form to us 30 days prior to your arrival date. **Emergency contact names and phone numbers must be provided for every participant.** If a participant is a COMMUTER guest, please indicate this designation next to his/her name. If a participant plans to arrive early at Mercy Center, or depart late, place an "X" in the Early Arrival or Late Depart boxes.

On Site Contact Name: Click or tap here to enter text. _____ **Phone #:** Click or tap here to enter text. _____

Total Overnight: Click or tap here to enter text. _____

Total Commuter: Click or tap here to enter text. _____

	Name of Participant	Commuter Y/N	Early Arrival?	Late Depart?	Emergency Contact Name	Emergency Phone #
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	Name of Participant	Commuter Y/N	Early Arrival?	Late Depart?	Emergency Contact Name	Emergency Phone #
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	Name of Participant	Commuter Y/N	Early Arrival?	Late Depart?	Emergency Contact Name	Emergency Phone #
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