



OVERVIEW

Set on 18-wooded acres just minutes from downtown Seattle, Talaris Conference Center (Talaris) features more than 4,000 square-feet of meeting space, making this wooded oasis is an ideal destination for intimate training workshops, meetings, retreats and other events for up to 150 people. The venue offers 33 guestrooms, three large conference rooms, two intimate meeting spaces, multiple breakout areas and the Pacific Dining Room. Talaris Conference Center's park-like setting is perfect for outdoor team-building events during corporate meetings and retreats. Excellent full-service catering and ample complimentary parking are available onsite. As the state's first conference center, Talaris has a place in Washington state history, first opening in 1967 as the Battelle Memorial Institute. Talaris Conference Center is owned by 4000 LLC and managed by Seattle-based Columbia Hospitality.

LOCATION

Talaris Conference Center is four miles from downtown Seattle in the city's Laurelhurst neighborhood, near the University of Washington and Seattle Children's Hospital. The venue is just four blocks from University Village and within walking distance to Husky Stadium, neighborhood restaurants, cafes and jogging trails.

KEY PERSONNEL

- Barbara Rush, General Manager
- Ruthie Larson, Operations Manager

ACCOMMODATIONS

Talaris Conference Center has 33 guestrooms that accommodate up to 42 guests. Several of the guestrooms include adjoining suites with decks and fireplaces for informal gatherings. Guestrooms feature:

- Double queen or queen-size beds
- Complimentary high speed Internet access
- Flat screen television
- Desks with telephones
- Keurig™ coffeemaker
- Refrigerator
- Complimentary continental breakfast basket
- Health Club access at The Seattle Gym (additional cost)

DINING

Talaris Conference Center offers full-service onsite catering. From a casual barbecue on the pond-side patio to a gourmet dinner in the panoramic Pacific Dining Room, the Executive Chef and his team are committed to creating incredible dining experiences. The signature style of cuisine delights with comfort food prepared in classic Northwest fashion with Mediterranean accents with the finest ingredients. Overnight guests that are not part of an event can enjoy many nearby restaurants.

- Social Hour receptions can be enjoyed in the casual atmosphere in the foyers or on the property's decks, weather permitting. The one-hour finale receptions offer a variety of choices including Wine Down, Fiesta Mexicana, All Fired Up, Sports Night and Choose Your Scoop.

TECHNOLOGY

Talaris Conference Center provides guests with the highest technology standards and features easy-to-use audiovisual technology, including complimentary wireless high-speed Internet service. Also offered:

- Corded and wireless microphones
- Videoconferencing
- VCR or DVD player
- LCD projector
- Overhead projector and 35 mm projector with screens
- Laser pointers

GREEN INITIATIVES

Talaris Conference Center strives to maintain green daily operations and sustainable protocols in contribution to the environmental health of the Pacific Northwest region. The beauty and location of the grounds make eco-friendly practices a top priority. Green initiatives include:

- Recycling all paper, cardboard and glass products
- Cleaning with sustainable green certified products
- Installing green certified hand soap in our public restrooms
- Replacing light bulbs to energy saving florescent bulbs
- Donating used cooking oil for use as bio-diesel
- Offering the option for guests to decline daily cleaning service of guestroom linen
- Partnering with Food Lifeline by donating excess food products
- Clean the World

CAPACITIES

Talaris Conference Center features fully appointed meeting rooms with many windows and garden views with access to outdoor decks and courtyards. These include: three main conference rooms: Cedar Room (1,134 square-feet), Maple Room (890 square-feet), Lodge Conference Room (632 square-feet), and two intimate meeting spaces for smaller gatherings, the Pacific Dining Room (1,431 square-feet), and multiple breakout areas. In addition, Talaris has three adjoining suites (Cascade Suites) that can connect to create an informal meeting space with two living rooms, and three attached sleeping rooms.

- Versatile setup and audiovisual options
- Tackable wall surfaces and whiteboards

MEETING AND EVENT PACKAGES

The Complete Meeting Package (CMP) is based on a per guest, per day charge and includes the following:

- Meeting space dedicated to the event and an expert onsite event planning manager to assist in the initial planning stage
- Conference supplies including pens and notepads
- Onsite administrative support including copying, faxing, etc. (additional charges will apply for copies and fax), continental breakfast, buffet luncheon and morning and afternoon snacks
- Complimentary parking on the Talaris grounds for all attendees and presenters
- Social Hour is available after meeting sessions

PROPERTY CONTACT

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