



CONFERENCE PLANNING WORKBOOK OVERNIGHT

Pearlstone Conference & Retreat Center



Pearlstone Event
Coordinator: Cheryl Katz
410-429-4400 x205
ckatz@pearlstonecenter.org

Welcome and Thank You!

We are delighted that your group has chosen the Pearlstone Center for your event. In order for Pearlstone to meet your needs, you will need to provide us with certain information about your group. This booklet is intended to acquaint you with our facilities and to provide you with some of the options and alternatives available.

To facilitate your retreat planning process, this workbook contains general information about use of our campus, descriptions of our facilities and lodging, a list of FAQ's, and a checklist for successful retreat planning.

As you read through this workbook, and complete the checklist, if you have any questions or concerns, please contact our staff directly by phone or email.

We are happy to assist you with all of your planning needs!

Planning Timeline

Check off here as you complete each step!

<input type="checkbox"/> 14 Days from receipt of contract	Return signed contract & reservation deposit \$500
<input type="checkbox"/> 90 Days prior to event	Submit insurance certificate & lodging deposit \$100 per Lodge or FT center room \$200/cabin
<input type="checkbox"/> 30 Days prior to event	Submit preliminary checklist items, schedule, special dietary needs, & vegetarian meal requests & Guaranteed Minimum.
<input type="checkbox"/> 14 Days prior to event	Provide final retreat planning checklist items: firm attendance numbers,
<input type="checkbox"/> 7 Days prior to event	Submit completed rooming list and payment of Estimated Invoice
<input type="checkbox"/> 14 Days after event	Submit final balance

Use of the Planning Workbook

This workbook has been developed to assist you in your planning process. We have included information pertinent to planning all types of overnight events.

Included in this workbook is a Retreat Planning Checklist that will give us all of the information that we need to make your visit a smooth one. If this is your first event at Pearlstone, please arrange for a phone meeting with our event coordinator to fill in the checklist together!

When submitting the retreat planning checklist, please fill in the allotted space to update your contact info.



5425 Mt. Gilead Road
Reisterstown, MD 21136
410-429-4400
www.pearlstonecenter.org

General Information

ACCESSIBILITY– All of Pearlstone’s public and common areas are accessible for individuals with physical disabilities. Many of our outdoor areas, however, are not. Pearlstone has 6 accessible lodge rooms equipped with accessible bathrooms, strobe fire alarms, lower closet bars, and roll-in showers..

CAMPFIRES– The campfire area is available with prior arrangement and subject to county burn restrictions. S’mores ingredients can be provided as one of the scheduled snacks. Start times and fire length may be limited in order to accommodate more than one group.

We ask that you follow some guidelines to insure everyone’s safety:

1. Fire is limited to, and must be contained within the designated area.
2. Seating areas must remain in their places.
3. Burn only the provided firewood.
4. Never leave any fire unattended.
5. Put out fire completely when finished.
6. Make sure campfire area is cleaned up after use. If necessary return in daylight to clean.

CANCELLATIONS- If the Pearlstone Conference and Retreat Center is OPEN, accessible and prepared to serve guests, but guests are concerned and cancel because of weather reports or conditions or for other reasons, the Group is still bound to the cancellation policies specified below:

- If a group has provided a room guarantee (at 90 days), and subsequently cancels an event, it will forfeit its Lodging Deposit.
- If a group has provided a minimum numbers guarantee (at 30 days), and subsequently cancels an event, it will be responsible for the full estimated bill.
- Any payment due to cancellation shall constitute liquidated damages, and shall not constitute a penalty.

CANDLES– Shabbat, Havdallah, and holiday candles are provided by Pearlstone, and may be lit in the designated area in our dining room. Pearlstone does not allow the use of candles in any other indoor areas.

CHAPERONES– Pearlstone requires that all children under the age of 13 be supervised by an adult at all times while on our campus. Teens must have a 1:10 staff ratio, and a representative who is responsible for supervision.

CHECK IN—CHECK OUT– Check in for overnight rooms begins at 3pm. Check out is by 10am. If facilities are available, and with prior arrangements, early check in and late check out can be arranged.

FOOD SERVICES– All of your food services will be coordinated with you by our events planner. Pearlstone has delicious Kosher food menus designed with your group in mind. WITH ADVANCED NOTICE, Pearlstone will attempt to accommodate any special dietary restrictions of our guests, and we are proud that we are capable of preparing meals for vegetarian and allergen issues of any kind. Pearlstone is also happy to provide kid-friendly alternatives at every meal with advanced notice. **The success of your event and of our ability to accommodate your needs depends on timely responses to the retreat planning checklist, and any inquiries by our event planner!**

HOURS– The main building opens at 7:30am and closes at 11pm (10:30 on weeknights). Lounges and outside seating areas are available for after hours activities. Early openings and late closings are available with prior notice and for an extra fee.

LINENS– If linens are being provided by Pearlstone, each room will have sheets, pillow & case, blanket, and 1 towel set for each guest. Guests are encouraged to bring extra towels. Additional blankets, pillows and towels should be requested in advance. Linens are changed after 3 days.

MEETING ROOMS– Most groups are assigned 1 large and 2 small rooms to be used at their discretion. Pearlstone will assign rooms based on the size of the group and setup needs. Timely information is vital to meeting space assignment. Additional rooms can be reserved on an hourly basis for an extra fee. All of our rooms are air conditioned and heated for your comfort. A listing of meeting rooms, capacities, and furnishings, as well as diagrams of typical room arrangements can be found on page 8.



General Information

OFFICE SERVICES– The main office has a fax and copier that can be utilized by guests for a fee. Each group leader will be provided with their group’s assigned copier code upon arrival.

OTHER GROUPS– Unless a group has arranged for exclusive use in their contract, Pearlstone is likely to have multiple groups in residence. Please be considerate of other guests sharing the facility. Timely information regarding dining & meeting preferences will help us to accommodate each group’s needs. Equipment and ritual items are limited, and are assigned on a first request, first served basis.

OUTDOOR AREAS– The Pearlstone campus is studded with comfortable outdoor meeting areas, and is surrounded by miles of beautiful, well-marked, hiking and walking trails. Pearlstone also boasts a working, self-sustaining, pesticide-free farm and greenhouse which can be booked by groups for demonstrations and hands-on gardening sessions with prior arrangement.

PARKING– Parking for all group participants and staff is restricted to the parking lot. The circular drive is to be used ONLY as a loading and unloading zone. If there are no more designated parking spaces available in the lot, guests can begin to park on the grassy circle across from the tool sheds. Please do not park in the fire lane across from the main entrance, or blocking the loading dock.

PETS– No pets except guide dogs are allowed on the Pearlstone campus.

PLAYROOM– Pearlstone has a designated play area located on the lower level. This area is open to all of our guests at any time when the main building is open. There are toys, games, craft supplies, and comfortable seating for parents and children. **THIS IS NOT A DROP OFF AREA!** Children **MUST** be supervised at **ALL** times by an adult. We require that you clean up after yourselves each and every time you use the Family Room.

QUIET HOURS– Quiet hours are in effect from 11pm-7am daily. Groups participating in activities during quiet hours must be considerate of sleeping guests.

SEVERE WEATHER– In the event of severe weather, the activity center lower level can be used as a shelter. Pearlstone has backup generators for essential power needs, and our own plow for the parking areas and roadway leading to the campus. If you have questions about weather related closings, please see “cancellation policy.”

SHABBAT– Pearlstone is a Jewish institution which hosts groups from all religions, races, and persuasions. The Jewish Sabbath begins at sundown Friday and ends at sundown Saturday. Facilities at Pearlstone are open and operating during this time, but a few of our services are limited. Jewish guests at Pearlstone during the Sabbath appreciate the respect of other groups for this day of peace and tranquility. Please refrain from playing loud or electronic music. Pearlstone has various prayer books and ritual items such as havdallah sets, Shabbat candles, Kiddush cups, but we only have one Sefer Torah. If you have one you can bring, please let us know. The torah is assigned based on first come-first served basis

SMOKING– Smoking is not allowed inside any of the campus buildings. Ash receptacles are located outside of the main entrance. Please help us keep clean by disposing of butts.

TOILETRIES– Each room has a bar of soap. Pearlstone maintains a limited supply of other emergency toiletries. If a guest has forgotten something essential they can inquire in the office.

TRASH & RECYCLING– All paper products are recycled at Pearlstone. Recycling bins and trash receptacles are available throughout all of our buildings. We ask that our guests take part in keeping the facility tidy by disposing of trash such as cups, napkins etc. If your room cans are overflowing, please tie up the bag and place it into one of the larger public receptacles, or the dumpster located behind the loading dock.



FAQ's - Frequently Asked Questions

- Q** What will there be for us to do?
- A** Most retreats provide lots of programming for families, parents, and kids.
 - A** Pearlstone guests have access to the facilities at Camp Milldale next door including basketball, soccer, baseball, and field space when camp is not in session. Other facilities such as pool, pond, and ropes course must be reserved at least 2 weeks in advance.
 - A** Pearlstone has a group room in the activity center equipped with toys, games, & kids furniture.
 - A** TV's with DVD players are in the dormitory lounge and game room which also has foosball, etc.
 - A** There is an Exercise room in the dormitory accessible by a combination lock that will be given to the group leader at check-in.
 - A** We encourage our guests to take advantage of our hiking trails and organic farm.
- Q** What will my group eat?
- A** Pearlstone's chefs are happy to work with your group to make a menu that works for everyone. As long as they have advanced notice, they are happy to accommodate your allergic or vegetarian eaters.
 - A** You can bring your own baby formula, baby food, and/or snacks with you, but they cannot be brought into the main building. You must keep them in your sleeping area.
- Q** Is food available between scheduled meal and snack times?
- A** Fruit and Hot & Cold drinks are generally available in the lobby throughout the day.
- Q** What Does Pearlstone's Kosher status mean for my group?
- A** No dairy and meat products are served at the same meal, and no pork or shellfish products are served any time.
 - A** You cannot bring outside food or food containers (including coffee mugs & water bottles) into the main building.
 - A** Food, dishware, and utensils cannot leave the dining room.
- Q** Can I keep things refrigerated?
- A** Small refrigerators are located in the lounge rooms and can be requested in rooms in advance. There is a limited number, so we ask that they only be for necessities such as formula, breastmilk, and medications.
- Q** Does Pearlstone have cots and/or cribs for small children?
- A** Pearlstone has a limited number of Cots, Pack & Plays, and Highchairs which are available for free if requested in advance.
- Q** What if I need to leave during Shabbat?
- A** Pearlstone is a Kosher Jewish facility, but we do not lockdown our parking during Shabbat. You are free to come and go during the Sabbath, but we ask that you be discreet and considerate of other guests.
- Q** Will we have exclusive use of the facility?
- A** Pearlstone is available for exclusive booking, but requires a minimum billing.
 - A** Pearlstone makes every effort to maintain the community-building atmosphere of your retreat by arranging separate accommodations, separate or staggered meal times, and exclusive space usage for each group.
 - A** Pearlstone is very aware of the safety and security of our groups' children. We hope that you will spend your time here together, and that you will make the necessary arrangements for the proper supervision and engagement of your children.
- Q** Can I get an extra adjoining room for a family?
- A** Each of our lodge rooms adjoins with one other room. Extra adjoining rooms are available for a small fee. Please keep in mind that groups book a finite number of rooms as a block. If you request an extra room, that is one less group that can attend your retreat.
- Q** Is child supervision available if I need some personal time?
- A** Each group at Pearlstone makes its own arrangements for childcare. If you have concerns or requests, please contact the office.
- Q** Children under 14 must be supervised by an adult at all times, even in the group room and other "public" spaces. Is there a certified medical professional on-site?
- A** All of our staff are CPR and First Aid certified.
 - A** Pearlstone has an AED located in the kitchen office.
 - A** Group leaders are provided with a first aid kit by Pearlstone
 - A** Pearlstone has 911 service. In case of an emergency call 911 immediately.
- Q** What if I forget to pack something?
- A** Pearlstone provides linens, pillows, blankets, towels, and bar soap in all of our sleeping spaces. If you need basic toiletries, first aid supplies, or basic OTC medication, our staff will try to assist you.



Meeting Rooms

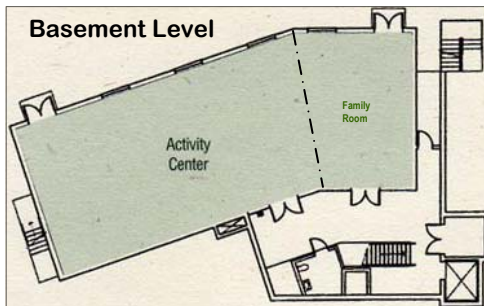
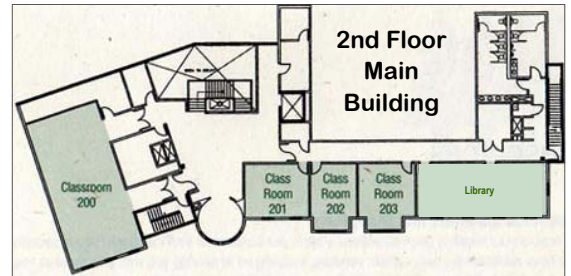
ROOM 100– The largest meeting room carpeted with large windows and doors to porch.

ROOM 200– Large upstairs room with 2 access doors.

CLASSROOMS– Can be used for small meetings or breakout sessions.

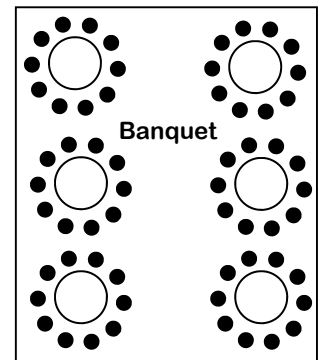
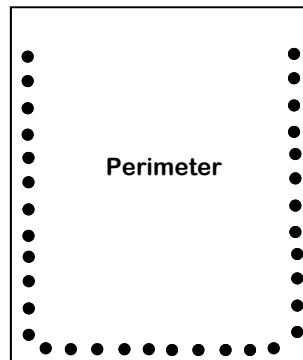
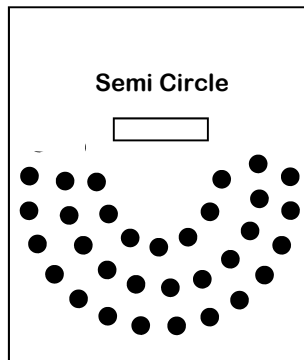
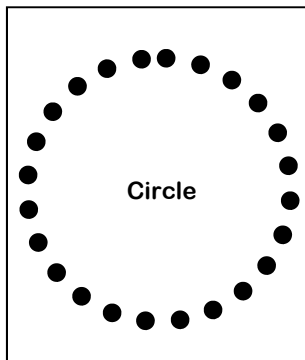
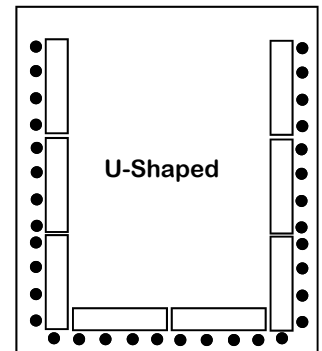
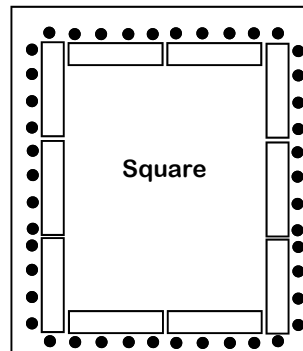
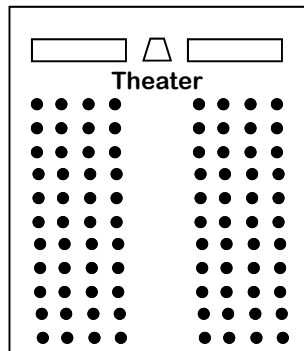
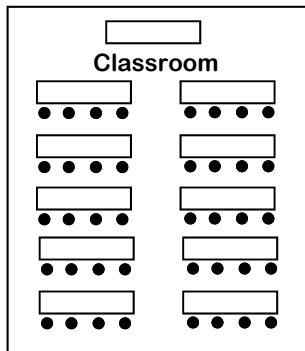
LIBRARY– Has 1 large conference table fixed and boardroom chairs.

ACTIVITY CENTER– Large area can be used for messy projects. Has a children’s playroom attached, large windows, and access to outdoors.



	Chairs only	Conference	Banquet	Board	Square	Classroom
Room 100	200	40	100	48	60-64	100
Classroom	36	16	16	12	12	16
Library	X	20-25	X	X	X	X
Activity	200					
Room 200	100	30	50	24	30-35	50

Meeting Room Setups



Equipment Available-

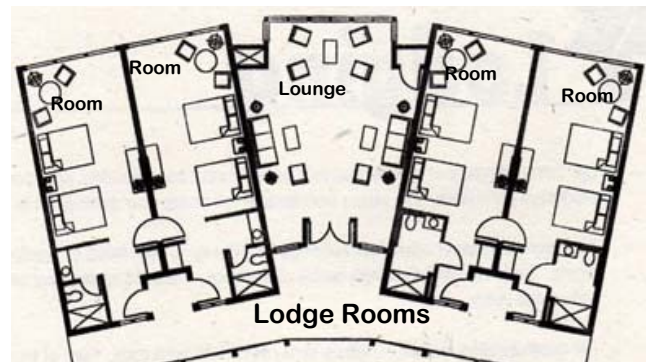
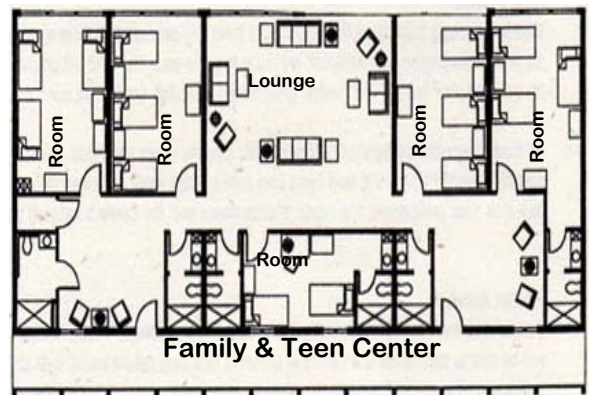
- TV/VCR/DVD (portable) \$
- LCD Projector \$
- Overhead Projector (2)
- Projection Screen (4)
- Flip Chart Easel with pad \$
- Microphones Lavalier Wireless Handheld
- CD Player / Boombox
- Music Keyboard
- Computer Station
- Wireless Internet
- Easel
- Speaker System

Sleeping Rooms-

LODGE ROOMS– Our 36 lodge rooms are hotel-style rooms that open to a covered walkway between buildings. Each room has 2 queen size beds, a private bathroom, a dresser, a closet, and a small table and chairs.

FAMILY & TEEN CENTER– The Family & Teen Center has 2 separate floors which can be booked individually. Each floor has a central lounge area surrounded by rooms. The top floor has 5 rooms with 26 beds. The bottom floor has 7 rooms with 36 beds. Each room has a mix of twin beds and bunk beds. Some rooms share a bathroom and others have a private bathroom.

CABINS– Pearlstone’s “Fidler’s Grove” has 4 log cabins. 3 small cabins have 1 room with 2 beds, 1 room with 2 bunk beds, a loft with 3 twin beds, a bathroom, a living room, and a large porch. 1 large cabin has additional beds and an additional bathroom in the loft, a larger living room, and a full kitchen.



General Rules-

**GROUP LEADERS ARE RESPONSIBLE FOR ENFORCING THESE RULES!
VIOLATORS MAY BE ASKED TO LEAVE AT THEIR OWN EXPENSE!**

1. The Retreat Center is a kosher facility. There will be no self-catering. Due to laws of Kashrut, all food and beverages consumed on the property, in meeting rooms, and other public areas must be ordered and/or purchased through the Retreat Center. **YOU MAY NOT BRING YOUR OWN FOOD, SNACKS, BEVERAGES OR CONTAINERS.**
2. Alcoholic beverages specifically authorized by the Retreat Center for social and religious events are the only permitted alcoholic beverages. Individual personal possession or use of alcoholic beverages or illegal drugs is strictly prohibited. If Pearlstone authorization is given, the group is responsible for supplying its own alcoholic beverages, but they need to be kosher-mevushal and approved by the Pearlstone Mashgiach.
3. No amplified music is permitted on the Sabbath.
4. Smoking or using other tobacco products is prohibited in all buildings, meeting rooms, and guestrooms. Smoking is permitted in designated outdoor areas only.
5. Fireworks Scooters and skates are prohibited at the Retreat Center.
6. No pets/animals are allowed except for trained guide dogs.
7. Shirts and shoes are required inside all public areas at all times.
8. The lighting of candles for Jewish religious purposes is an integral feature of Retreat Center programming and a specially designated area has been created for this ritual. All other lighting of candles /incense is prohibited.
9. Guests must respect personal and public property. Repair costs for damages incurred to property will be billed to the group responsible for such damages.
10. A zoning law requires that there be no outdoor "organized" program or activities after 11:00 pm on weekdays or after midnight Friday and Saturday. Guests are asked to refrain from making noise in common areas and sleeping rooms between the hours of 11:00pm and 7:00am.
11. Vending or selling merchandise is prohibited in public areas and to persons outside your own group membership.
OUR PRIMARY CONSIDERATION IS TO PROVIDE A SAFE, SECURE ENVIRONMENT FOR ALL OF OUR GUESTS!

**We hope that you and your guests have a
wonderful experience here at the**



Emergency Procedures-

The Pearlstone Center is a rustic rental facility with limited staffing. Overnight security is not included in the "Retreat Package" rates. We rarely have any overnight problems, but for peace of mind, we have designated Group Leader rooms equipped with:

Telephone -The main overnight message will direct emergency calls for your overnight group to your group leader's room. Instructions for retrieving messages will be provided at check in.

EMERGENCY - CALL 911 first if needed, then the Manager on Duty. There is a Manager on Duty every day until Dinner.

If you are unable to find the Manager on Duty, or if it is after hours call:

General Manager cell 410-336-8500

IN CASE OF FIRE: Evacuate all guests to center island, facing conference hall entrance

PEARLSTONE CONFERENCE AND RETREAT CENTER

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410-429-4400

Pearlstone Mission and Principles

The Pearlstone Conference and Retreat Center is owned by AJC of Baltimore, Inc., a not-for-profit organization that develops and distributes resources in support of the Jewish Community of Greater Baltimore. The Retreat center itself is a non-profit entity governed and operated by a board of directors as an affiliated agency of the ASSOCIATED: Jewish community Federation of Baltimore and by agreement with Baltimore County.

The mission of the Retreat Center is to promote Jewish continuity by the provision of a self-sustaining, high quality hospitality environment with a Jewish ambience that will meet the lodging and dining requirements of non-profit groups from all streams of Judaism as they engage in educational and spiritual programming. The retreat center will endeavor to accommodate all levels of Jewish observance. The lessee (congregation, school, etc.) will establish the standard of worship and

observance during its tenancy consistent with the avirah (atmosphere) established within its home institution.

Weekends and Jewish holiday use at the Retreat Center may be exclusively reserved for Jewish organizations. When space is available, the facility will welcome utilization by corporate, and non-Jewish, non-profit groups. However, the Retreat Center reserves the right to deny rental of this facility for purposes, programs, and groups that conflict with our mission or that violate the conduct policies set forth in this document.



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