

# Final Details

Once your contract is signed and the dates confirmed, Lisa Briones is your contact person to arrange final details.

She will need the following information at least two weeks in advance:

- Total number attending
- Number of Private Rooms
- Number of Shared Rooms
- Conference Room setup
- Equipment needed
- Chapel use requests
- Special dietary needs
- Special bedroom requests
- Requests for snacks

Our Retreat Center is not set up to provide accommodation for children or pets. Let your group members know well in advance.

Please arrange your schedule around our meal times. Meals are served buffet style.

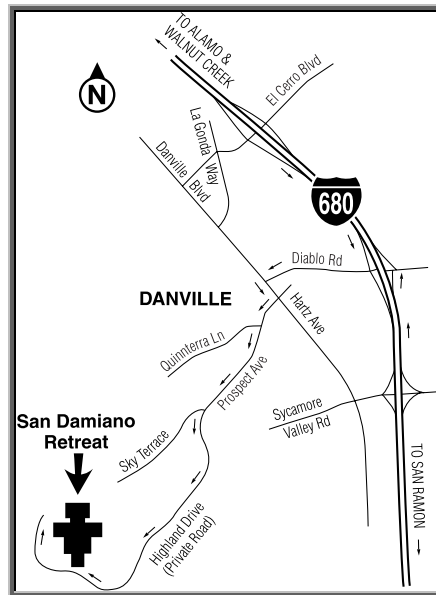
<b>Breakfast</b>	<b>8:00 am</b>
<b>Lunch</b>	<b>12:00 noon</b>
<b>Dinner</b>	<b>6:00 pm</b>
<b>(Friday Dinner is at 7:00 pm)</b>	

## To finalize details contact:

**Lisa Briones**  
Hospitality Coordinator  
**Barbara Bucher**  
Assistant Hospitality Coordinator  
925-837-9141

# How to Get Here

- Interstate 680 to Danville
- Exit Diablo Road; go West.
- Turn left at Hartz Ave.
- Go one short block.
- Turn right on Prospect
- Staying left at fork continue up
- Road is now Highland Drive
- Continue up the hill 1 1/4 miles
- The road ends at San Damiano
- 710 Highland Drive



## Ground Transportation from:

**San Francisco International Airport**  
See: <http://wcvv.flysfo.com>  
**Oakland International Airport**  
See: <http://www.flyoakland.com>



# San Damiano Retreat Center

## Retreat and Conference Planning Guide

P.O. Box 767  
710 Highland Dr  
Danville, Ca 94526  
Phone: 925-837-9141  
[www.sandamiano.org](http://www.sandamiano.org)

## Reserving Space

San Damiano welcomes both new groups and old friends. Our mission is to provide a peaceful environment of natural beauty for retreats and workshops.

We recommend that you call as soon as you begin to plan an event, as we are often booked a year or more in advance. Weekends book quickly, and your needs may be more easily met if you can schedule your event on a weekday-- Monday through Friday.

To check availability, please provide:

- Name of your group
- Contact person & phone number
- Number of people attending
- Dates requested
- Meeting room/bedroom needs

Once dates have been chosen, a contract outlining the agreed upon details is sent to the contact person to review, sign and return with a 30% deposit. The Deposit is non-refundable. If canceled within 90 days of the contracted date. The Minimum Guaranteed Charges are due within 10 days of the cancellation date. We also require a Certificate of Insurance naming San Damiano Retreat as the Certificate Holder and Named Insured for the period you are here.

### For Reservations Contact:

**Lisa Briones** - [lisab@sandamiano.org](mailto:lisab@sandamiano.org)

**Barbara Bucher** -

[barbarabucher@sandamiano.org](mailto:barbarabucher@sandamiano.org)

## General Information

**Parking:** Available in two lower lots. Handicap parking near main building.

**Conference Rooms:** Groups advise setup preference in advance. Do not rearrange furniture without checking with us.

**Handicap Access:** Most areas are wheelchair accessible, with the exception of the Francis Room & upstairs bedrooms.

**Messages:** Can be left at the front desk

**Telephones:** There are no phones in the bedrooms.

**Soft Drinks:** A vending machine is located in breezeway near Anthony and Clare.

**Coffee and Tea:** Always available outside the Fireside Lounge

**Smoking:** There is one designated smoking area in the courtyard. No smoking is allowed indoors or outside the assigned area.

**Children:** We are not set up to provide accommodations for children.

**Ecology:** Please assist us in our commitment to protect the environment by turning off lights and fans when not in use. Recycling bins are available for cans, plastic and glass bottles.

## Overnight Guests

**Rooms:** We have 78 bedrooms all with private baths. The majority of bedrooms have two twin beds. A limited number of double and queen size beds are also available. There are no room keys; rooms can be locked from inside at night. Clocks are not provided. Please let us know at time of booking if you need first floor or Handicap room.

**Departure:** Bedrooms may need to be vacated by 10:00 am on the day of departure. Our Conference Coordinator will advise you. Please strip beds, put sheets and towels inside pillowcase; and place outside your bedroom door. Fresh linens are provided in each room and we ask that you remake the bed. Thank you for this act of kindness.

**Quiet:** This is a center of peace and prayer. To respect the needs of other guests we ask for quiet after 10:00 pm. Radios and CD players should be used with earphones only; Use of cell phones **NOT** permitted inside the facility or inner courtyard. Make and receive phone calls by the statue of St. Francis at our entrance.

**Walking Trails:** Trails are marked and maps available. We ask guests to stay on the marked trails to avoid injury. Poison Oak is native to this area and provides another reason to stay on the trails.