

Wild Horse Conference Room Amenities

Thank you for your interest in the Colockum Conference Room at the Wild Horse Renewable Energy Center. Please review this information in regards to conference room features and use.

Conference Room Features

- Free for community use. We do ask that you explore the exhibit area, or schedule a presentation or tour, to ensure that a use of the conference space is also educational.
- 85 inch TV screen connected to a computer for presentations, videos, and Wifi access. A wireless mouse and keyboard are provided.
- A microphone is available on the podium, and there is an additional hand held mic that can be passed around to participants if needed.
- Laptops can be connected to the ports on either side of the screen.
- PressIT 360 camera/speaker. This conferencing camera can be plugged into a laptop for hybrid meetings. This is best used for small groups in a smaller seating configuration, as the camera and mic will not be able to pick up speakers in the corners of the room.
- Easels: Please request via email and we will set them out.
- Terra Cotta Wall: Please do not stick anything to the front wall. It will peel off the finish.
- WiFi: The PSE Café Guest WiFi password will be posted on the white board. After entering the password, open internet browser/Google and click Accept. This is a corporate guest network. Certain file sharing sites may be blocked.
- Conference Phone: 509-964-7834. To call out, press 9, then dial the number.
- The visitor center is open to the public, and while you will be in a separate room, you may hear groups as they are coming and going in the exhibit area. Staff will occasionally enter the storage area and kitchen throughout the day as well to restock supplies.

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 of 25 people or less. We encourage you to use our dishes rather than disposable items to minimize waste.
- We provide free local D&M Coffee, a selection of teas, creamer, coffee cups, and sugar. The coffee maker is tricky, so please let us know if you need more.
- A 5 ft. serving bar looks out from the kitchen 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 can 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 that can be utilized to separate the kitchen from the conference room.

Room Setup

The room is set up with tables and chairs facing the front (classroom/theatre), for up to 36 people. We can seat up to 48, but some people will not be at a table. Tables can be rearranged into a horseshoe or rectangle. Please let us know if you would like layout diagrams.

Food Services

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

Catering Options		
Local Restaurants	Phone Number	Info
Ellensburg Pasta Company	509 933-3330	Boxed lunches or catered entrees, pick up or delivery.
Cascade Mountain Grilling	509 925-2951	Catered entrees. Delivery,
Smokey's BBQ	509 925-4783	Boxed lunches or catered entrees.
Fidelina's	509-962-2347	Burrito or taco bar. Pick up only.
Lunchbox Cafe	509-933-3332	Boxed lunches. Pick up only.
Nomms	ordernomms.com	Local delivery service.

There are many food options in Ellensburg, but we have worked with the restaurants above more frequently.

Clean up

- Our staff will be assisting you throughout the day. Please ask for assistance if you run out of coffee or other supplies, and for help during cleanup.
- Recycling Bin: Clean paper, aluminum cans, and plastics. No Food or Liquids.
- 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 find a temporary home for it, as we do not have a dumpster or a large trash receptacle at the visitor center.
- Any used dishes can be rinsed and placed in the dishwasher.
- There are rags in the bottom left drawer under the bar and cleaner underneath the sink. Please don't use hand towels for cleanup.