

Planning Meetings and Events in the Los Alamos Area

The Los Alamos Meeting & Visitor Bureau is here to help your meeting to be a successful one or to help your group have the best possible visit to our community. The primary contact for meeting and group assistance in Consuelo Rojas, 505-661-4816, chelo@losalamos.org -- A listing of meeting and event venues and caterers is included on the next pages for your convenience. Please let us know if we can help you in selecting venues or services. In addition, please call to take advantage of the following free services of the Los Alamos Meeting & Visitor Bureau:

PLANNING

The Los Alamos Meeting and Visitor Bureau is happy to assist in planning pre and post event activities and tours or programs to run concurrent with your event. We can provide suggested tours, VIP functions, and off-site options. In addition, we can supply lists of local speakers, caterers and entertainers available to meet your specific meeting needs.

MEETING FACILITY AVAILABILITY

Information on the availability of meeting facilities in hotels and other venues. (scroll down for listing)

HOUSING SERVICES

We will act as liaison with our hotel and Bed & Breakfast properties, disseminating your requirements and gathering specific rate and availability information applicable to your meeting. (Saving you time and money with one contact for all properties).

TRANSPORTATION

We have information about air and shuttle service for your use.

DESTINATION INFORMATION

We can provide an assortment of informational brochures on the Los Alamos and the Northern New Mexico region. We offer information on local restaurants, activities, and can assist with tours and event planning. Materials can be provided for pre-event mailings or used at on-site registration tables. For larger meetings, we can provide and staff our trade show booth at your meeting to provide local information to your participants.

LOCAL PUBLICITY

A local media list is available for your use in contacting newspaper, radio and television sources.

COMMUNITY RELATIONS

We will be happy to contact local officials, agencies, businesses, or organizations on behalf of your group.

PROMOTIONAL ITEMS

There are a variety of items with a Los Alamos connection that can be used in attendee gift packages. These items may include T-shirts, pins, coffee mugs and buttons. We can direct you to sources for these items.

LOS ALAMOS VENUES FOR MEETINGS, CONFERENCES, EVENTS INCLUDING CATERING

VENUES & BUSINESSES	DESCRIPTION	ROOMS	CAPACITY MAX AND MIN	ADDRESS/ LOCATION	CATERING AVAILABLE	EQUIPMENT AVAILABLE	OTHER AMENITIES/AVAILABLE	FEES	CONTACT/ PHONE/ EMAIL
Commercial Meeting Venues									
Best Western Hilltop House	We offer full service Banquet and Meeting facilities with outstanding views of the Sangre de Cristo Mountains. The hotel has a variety of function spaces that can be arranged to host from 5 to 300 people. 4500+ square feet. In-house professional meeting planners and event specialists. On site Catering, Audio Visual, and Group Meeting Planner.	Six rooms ranging from 500+ to 2,400+ square feet. Breakout rooms are available.	5 to 300 people depending on the room set up.	Downtown Los Alamos. 400 Trinity Drive	Full service catering for breakfast, lunch, dinner, cocktail parties, weddings and any special event.	18x18 dance floor, easel, extension cords, flip chart & markers, overhead, VCR, LCD projector, podium, podium with microphone, power bar, projection screen, slide projector, TV, white board	Located in Los Alamos' voted #1 hotel. We have Suites, The Aspen Lounge, Indoor Heated Swimming Pool, Exercise Facility, Sauna, Complimentary High Speed Internet Access and Los Alamos' only full service Day Spa - The Spa @ Hilltop House.	Call for rates.	Angelee Novak Website: www.bwhilltop.com sales@bwhilltop.com PH: 505-662-2441 FAX: 505-662-5913
Los Alamos Research Park Conference Center	Full service meeting space adjacent to the main technical area of Los Alamos National Laboratory; located in office building with adjacent café, adjacent outdoor green can function as extension of the space for receptions and outdoor events; full range of possibilities from business meetings	Three rooms	per room	4200 West Jemez Road	yes	public address, overhead projector, screen, whiteboards, flip chart stands, broadband internet	adjacent to Hot Rocks Java Café	Call for rates	Brad Burke, 505-670-1598 hrjc@comcast.net Hot Rocks Java Café fax 663-5283
Holiday Inn Express	Meetings	1 meeting room	30 classroom style 50 theater style	2455 Trinity Drive	Complimentary coffee and water; \$25 fee for cookies, tea and juice	35mm slide projector, flip chart and markers, high-speed internet ,VCR, overhead projector	Lodging	Call for rates	Felicia Duran PH: 661-1110 FAX: 661-2657 losalamos_hie@yahoo.com
Hampton Inn	Meetings	Small	MAX: 15	124 St. Hwy 4 White Rock	no	projector screen, internet access	Lodging	Call for rates.	Nancy Chavez 672-3838 lamnm_hamptonSuites@hilton.com

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Los Alamos Chamber of Commerce	Conference room Downtown location	Small	MAX: 14	109 Central Park Square	no	Whiteboard	overhead projector, screen, conference phone, whiteboard, flip chart stand, broadband internet by arrangement	Call for rates.	Cindy Whiting 662-8105 chamber@losalamos.com fax 662-0399
Los Alamos Commerce & Development Corporation	Conference Room "Office for the Day" Downtown location Furnished office	Small	MAX: 12	190 Central Park Square	no	overhead projector, screen, conference phone, whiteboard, flip chart stand, broadband internet by arrangement	no	Call for rates.	Clarice 662-0001 fax 662-0099 lacdc@losalamos.org
Synergy Center (Los Alamos Research Park)	Conference Room "Office for the Day" Furnished office at the Los Alamos Research Park	Small	MAX: 12	4200 West Jemez	yes - Hot Rocks Café	overhead projector, screen, conference phone, whiteboard, flip chart stand, broadband internet by arrangement	adjacent to Hot Rocks Java Café	Call for rates.	Clarice 662-0001 fax 662-0099 lacdc@losalamos.org
Duane Smith Auditorium	Civic/School Auditorium	auditorium	MAX: 1000	1400 Diamond Drive	n/a	complete info on website	no	see rate structure on website	Los Alamos Public Schools Mary Ann Kelly, 663-2616 www.laschools.net m.kelley@laschools.net
Fuller Lodge	Historic venue used for meetings, dances, weddings, and small concerts	One Large Room, Four Small Rooms	Large room: Lecture - 100 Banquet - 80 Small rooms 12-20	2132 Central Avenue	n/a	table and chairs	kitchen avail. If using Pajarito Rm.	Two-hour min. rental. \$20/hr. small rm. \$35/hr. large rm.	Roxy Mascarenas Los Alamos County phone 662-8405, roxie.mascarenas@lacnm.us fax 662-8440
Los Alamos County Golf Course Building	Meeting Room	Large Room	Lecture - 200; Banquet - 118	4250 Diamond Drive	n/a	Kitchen(stove and sinks only; no refrigerator), tables and chairs, linoleum floor.		2 hr min. rental. Rates vary from \$10 to \$50/hr. Damage deposit, inspection fee and monitor fee may be applicable; Call for details.	Roxy Mascarenas Los Alamos County phone 662-8405, roxie.mascarenas@lacnm.us fax 662-8440

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Betty Ehart Senior Center	Meetings, Events, Meals, Entertainment	One Large Room Two Small Rooms	Large Room: Lecture 300; Banquet 150; Small Rooms 10-45	1001 Oppenheimer Drive	n/a	Kitchen, tables, chairs		Two-hour min. rental. \$10-50/hr	Roxy Mascareneas Los Alamos County phone 662-8405, roxie.mascareneas@lacnm.us fax 662-8440
Mesa Public Library	Meeting Rooms	Large room-- can be divided into 3 smaller rooms	80 seated or 60 seated at tables	2400 Central Avenue	n/a	TV/VCR, overhead, opaque, slide projector, easels, white boards, kitchen.	no	No fee. Available to non-profit organizations only. Deposit required for use of kitchen	Johneva Martinez Mesa Public Library phone 662-8240; johneva.martinez@lacnm.us fax 662-8245
White Rock Town Hall	Meeting Room	small room	Lecture - 75 Banquet - 45	139 Longview White Rock	n/a	Chairs, tables	no	\$20/hr.	Roxy Mascareneas Los Alamos County phone 662-8405, roxie.mascareneas@lacnm.us fax 662-8440
White Rock Activity Center	Dance Hall	Large room	80	135 Longview White Rock	n/a	No chairs or tables	no	\$20/hr.	Roxy Mascareneas Los Alamos County phone 662-8405, roxie.mascareneas@lacnm.us fax 662-8440
UNM-LA	classroom and lecture hall	Lecture Hall	100 maximum	4000 University	n/a	100 people	screen	\$150/\$350hr.	Lydia Armijo phone 661-4680
Posse Shack	One Large room with fireplaces. Kitchen, restrooms, tables and chairs.	Large room	188 max occupancy (can accommodate 88 seated at tables)	North Mesa Road	n/a	full kitchen available; banquet table and chairs	no	\$200 rental (plus \$150 refundable deposit); business mtg. rates available	Marty McLaughlin phone 412-8326 lasheriffposse@gmail.com
Los Alamos County Parks	Outdoor venues at various park facilities, picnic shelters	Picnic grounds and shelters; parks	various	various	n/a	some have picnic table	some have electric outlets	Call for rates	LA County Recreation Division phone 662-8170; fax 662-8034
CATERING AVAILABLE									
Central Avenue Grill Restaurant	Full catering services. Will customize and accommodate customers needs. Full service restaurant			1789 Central Avenue	yes				Philip Kephart 662-2005, philip_mrk@hotmail.com, centralavenuegrill@centralavenuegrill.com
Hot Rocks Java Café	on-site and off-site catering; catering at your location; coffee service, snacks, luncheons, dinners, buffets			4200 W Jemez Road	yes				Hot Rocks Java Café Brad Burk 670-1598 hrjc@comcast.net

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Hill Diner Restaurant	Flexible to prepare what customer requests and from menu. No off-site catering - take out only.			1315 Trinity Drive	no				Laurie Novak lauriemnovak@msn.com phone 662-9745
Bob's Bodacious Barbeque Restaruant	Weekdays: customer can rent utinsils and dishes. Weekends: complete set up at customer site. Kansas City Style, BBQ take out, catering and business events.			3801 Arkansas Suite G	yes				Liz and Bob Carlson phone 662-4227, fax 661-4912 bobsbodaciousbbq1@comcast.net
The CoffeeHouse Dafe, Home of the Coffee Booth	Coffee and pastries for meetings, events, etc.			1631 Central	yes				Brian Booth phone 662-2233 email through website: coffeebooth.com no fax
Ruby K's Bagel Café	Will prepare sack lunches with sandwiches or prepare platters. Do not deliver.			1789 Central Avenue	yes				Teresa Dabney phone 662-9866 fax 662-9861 ruby@rubykbagel.com www.rubykbagel.com
Quiznos'	Catering for any occasion. From party platters and party packs to box lunches.			172 Central Park Square	yes				Zuzana Mrkvickova phone 662-0999 fax 662-0888 email: Quiznos@;os-alamos.com
Film Festival Café	Can provide coffee and pastries for meetings and events.			3801 Arkansas	no				Hot Rocks Java Café Brad Burk 670-1598 hrjc@comcast.net
De Colores Restaurant	Minimal weekday catering. Weekend catering for weddings, events, etc. at De Colores restaurant. Can do large groups at Fuller Lodge.			2470 East Road	yes				Sue Dummer phone 662-6285 fax 662-7440 email:joanduran@msn.com
Pyramid Café Restaurant	Will prepare catered meals from the menu. Do not deliver.			751 Central Ave.	yes				Salah Helal phone 661-1717 fax 661-1818 email mosahez@msn.com www.pyramidcafesantafe.com
Fabulous 50s Diner	Will prepare catered meals from the menu. Shakes Malts, Burgers. Banquet room for 60 people.			1325 Trinity Ave.	yes				Lynn Balew Phone 662-7772 http://www.fab50sdiner.com/ info@50sdiner.com

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Daylight Delights	Donuts, snadwiches.			112 Central Pk. Sq.	yes				Kevin Albright 662-2423 http://www.daylightdelights.com/ Fax and phone are same number daylight@losalamos.com
El Parasol	will cater bulk food.			1903 Central Ave.	yes				Rico manager . Phone: 661-0303