



meetings



WARREN CONFERENCE CENTER AND INN

Framingham State University

Warren Conference Center and Inn
529 Chestnut Street Ashland, Massachusetts 01721
508.231.3000 warrencenter.com



MEETINGS AND CONFERENCES

Meetings and conferences at Warren Conference Center and Inn are designed to keep your planning simple. Each package is designed to keep your meeting on schedule and provide an easy experience for you and your participants. Should your meeting or conference have special requirements, our conference planners and on site operations specialists are at your service to ensure all details are covered.

MEETING ROOMS AND CAPACITIES

MEETING ROOM	DIMENSIONS	SQUARE FOOTAGE	THEATER STYLE	CLASS ROOM	BOARD ROOM	U SHAPE	ROUNDS OF 8	HOLLOW SQUARE
THE HAYDEN LODGE								
PINES ROOM*	32' x 56'	1,792	125	80	46	40	96	50
LOFT ROOM	17' x 42'	714	30	14	20	N/A	32	N/A
ARTS ROOM*	18' x 19'	342	N/A	N/A	12	12	24	15
DINING ROOM*	87' x 28'	2,436	N/A	N/A	N/A	N/A	165	N/A
THE INN								
RESERVOIR ROOM*	54' x 29'	1,566	100	80	46	40	112	50
RESERVOIR ROOM A*	24' x 28'	672	40	30	18	20	32	24
RESERVOIR ROOM B*	25' x 26'	910	60	40	24	24	40	30
THE WARREN HOUSE								
TELECHRON ROOM*	41' x 35'	1,435	100	50	36	32	64	50
MAPLE ROOM*	34' x 32'	1,088	80	40	30	24	48	32
BIRCH ROOM	18' x 14'	252	N/A	N/A	10	8	16	12
ASH ROOM	14' x 13'	182	N/A	N/A	8	N/A	N/A	N/A
SPRUCE ROOM	14' x 13'	182	N/A	N/A	8	N/A	N/A	N/A

MEETING ROOM EQUIPMENT

all meeting rooms are equipped with wireless internet access, an array of conference supplies, one flip chart and white boards

***rooms have built in projection screens, LCD projectors and sound systems**

additional audio visual equipment is available with advance notice

20% taxable administrative fee, 6.25% ma meals tax and .75% local meals tax will be added to your selections



MEETING PACKAGES

DAY MEETING PACKAGE

MEETING SPACE*

one general session room per day with standard audio visual including an LCD projector, screen, wireless internet access, white board, 1 flip chart and conference supplies

CONTINUOUS BEVERAGE AND SNACK SERVICE

available all day – located in our convenient break stations

freshly brewed coffees, assortment of Mighty Leaf tea, hot chocolate, assorted juices, sodas and water, snack bars, yogurt and fruit

CONTINENTAL BREAKFAST

available ½ hour prior to your meeting start time in our convenient break stations

bagels, pastries, muffins, granola bars, fresh fruit

MORNING BREAK

our chef's homemade treat to give your participants a boost of energy

LUNCHEON BUFFET

available from 12:00pm – 1:30pm in our dining room

Our daily menu is created by our executive chef with the finest, freshest ingredients available. Everyday a generous selection of hot entrees, side dishes, salads, sandwiches, soup, fresh fruit, desserts and beverages. Many items follow our strong FIT criteria of low fat and low sodium and general good nutrition while not skimping on flavor!

Afternoon Break

a mid afternoon treat to get your participants through the day!

**Meeting space is selected and held based on availability and size of your group. The meeting room is available from 8:00am – 5:00pm. Additional charges will apply for extended time, break out space or special requests for space, services or audio visual needs.*

For groups under 15 people a plated meal may be substituted for the buffet

20% taxable administrative fee, 6.25% ma meals tax and .75% local meals tax will be added to your selections



COMPLETE MEETING PACKAGE

Overnight accommodations in our quaint inn, northern lodge or cabins offer groups the comforts of home while here at Warren Conference Center and Inn.

All packages include use of our fitness center, recreation areas, parking and meals.

FULL BREAKFAST

available in our dining room

7:00am – 8:30am Monday –Friday

8:00am—9:30am Saturday and Sunday

farm fresh eggs, bacon, sausage, home fried potatoes, pancakes or French toast, warm maple syrup, steel cut oatmeal with assorted toppings, cold cereal selection, assorted pastries, bagels and breads, assorted juices, freshly brewed coffees and teas

MEETING SPACE*

one general session room per day with standard audio visual including an LCD projector, screen, wireless internet access, white board, 1 flip chart and conference supplies

CONTINUOUS BEVERAGE AND SNACK SERVICE

available all day – located in our convenient break stations

freshly brewed coffees, assorted Mighty Leaf teas, hot chocolate, juices, sodas and water, snack bars, yogurt and fruit

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AFTERNOON BREAK

a mid afternoon treat to get your participants through the day!

DINNER BUFFET

available nightly in our dining room from 6:00pm – 7:30pm

salads, soup, entrees, side dishes and desserts are created daily by our executive chef and offers options for all palates and dietary needs.

beer and wine is available for purchase nightly in the dining room

**Meeting space is selected and held based on availability and size of your group. The meeting room is available from 8:00am – 5:00pm. Additional charges will apply for extended time, break out space or*

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PROFESSIONAL TRAINING AND TEAM BUILDING

Organizations are constantly challenged to perform at high-levels in the face of escalating competition and rapidly changing global markets. The teams within these organizations must adapt and excel in this pressurized atmosphere. Based on your specific need, each of these team building and professional development programs can have a dramatic impact on individual and group performance in your organization. The Warren Conference Center and Inn is a perfect choice to bring teams together! Working with our training and consulting partner Training Path, we customize programs to suit your group's needs. Both indoor and outdoor activities are orchestrated to accomplish your goals.

Work directly with our partner to craft the program that is right for your needs. For one hour to multiple days your group will benefit tremendously from our expertise. Our consultants will design a program that delivers exactly what your group needs!

CUSTOMIZED TEAM BUILDING

Designed to address the specific needs of your industry, company, department - even as granular as the personalities of your group, the results are astounding and memorable.

Outdoor Adventure Programming and Ropes Course

Each team building adventure program is designed to enhance trust and teamwork, foster better communication, promote creative problem-solving, and to encourage a decisive response to anticipated and unanticipated challenges. Our many acres of both wooded and open space are home to both a high and low ropes course designed to build trust and camaraderie within groups. Nestled in the woods our ropes courses are a fun and engaging way to bring groups together.

COLLEGE AND UNIVERSITY PROGRAMS

These fun and fast-paced team building programs will engage students from start to finish in establishing long-term friendships and study relationships in a positive team-spirited atmosphere.

TEAMING FOR SUCCESS

Utilizing a variety of proven activities and methodologies, this advanced team building workshop is designed to give companies the edge that pushes them a step ahead of the competition



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FREQUENTLY ASKED QUESTIONS

GENERAL INFORMATION

How close is the Warren Conference Center and Inn from major cities and airports?

We are located in Ashland, Ma – a metro west suburb of Boston

Distance from:

23 miles west of Downtown Boston, Ma

22 miles east of Worcester, Ma

2 miles west of Framingham, Ma

40 miles north of Providence, RI

Airports:

28 miles west of Logan International Airport, Boston, Ma , 50 miles north of TF Green Airport, Warwick, RI

Is Public Transportation available to the center?

We are located 2 miles from the Ashland Commuter Rail station on the Worcester Commuter Rail line. Taxis can be called to arrange transportation from the station to the center.

Do you offer a shuttle service?

We can arrange for shuttle service to and from airports and other local attractions via Knights Limousine. There is a fee for this service.

Is parking available?

We do have ample free parking in two different lots. Our upper lot accommodates 150 vehicles and our lower Inn lot accommodates 35 vehicles.

Are overnight guestrooms available?

We have 53 guest rooms on property and 5 cabins accommodating 12 each

Are other events going on at the same time?

With 3 buildings of meeting rooms and dining space we often have several events going on simultaneously. Your group will have dedicated reserved space and access to many open areas of the property.

Is the price per person inclusive of taxes and fees?

Our package pricing and other per person pricing is subject to a taxable 20% administrative fee, ma meals tax of 6.25%, local meals tax of .75%. Overnight accommodations are subject to a 5% Ma State Rooms tax and a 2.7% local township fee.

Are there recreational activities on property?

We have over 100 acres of land with beach access to the Ashland State Reservoir. We have tennis courts, soccer fields, softball fields, volley ball and horseshoes. Several hiking and walking trails through the Ashland State Park can be accessed from the property. Canoe and kayak rentals can be arranged as well as many *different entertainment options for your group.*

20% taxable administrative fee, 6.25% ma meals tax and .75% local meals tax will be added to your selections



FREQUENTLY ASKED QUESTIONS

MEETINGS & RETREATS

What is a Conference Center?

Conference centers are designed to maximize the productivity of smaller meetings (average size, 25 to 75 people) with dedicated, distraction-free conference space. Rooms are specially engineered with features such as ergonomic chairs, tables with non-glare surfaces, appropriate lighting and acoustics. Dining facilities offer a flexible schedule designed for the convenience of your group. Continuous communal refreshment service is available outside your meeting room.

What is the process for booking an event at the Warren Conference Center and Inn?

The process begins with the inquiry. Either by telephone or online submission your request will be directed to the proper sales professional to assist you with your planning. Once availability has been determined a sales contract will be generated for signatures. A PO must accompany the returned contract and a deposit to secure the reservation. Upon receipt of your signed contract and deposit your event will become definite. You will be contacted by a professional conference planner approximately 4 weeks prior to your group's arrival to begin the detail process. This process is very straight forward and will include going over room set up specifications, guest counts, rooming lists where needed and special requests or needs. Event orders will be created for your review to ensure all needs have been communicated by both parties. A final recap of your space locations and details will be provided 3 business days prior to your arrival on property.

How do the packages work?

Our packages are designed to ease the planning process and to allow your guests to enjoy our campus style property. Each package includes your meeting room, standard AV, continental breakfast, lunch and continuous breaks through out the day. Our complete meeting package includes your overnight accommodations full breakfast and dinner. All packages are exclusive of a 20% administrative fee and applicable taxes.

What meeting room will I be in?

We will notify you 3 business days prior to confirm all locations for meals and meetings while on property.

Can I request a specific meeting room?

Meeting rooms are assigned based on the size and needs of all of our groups on property. We will do our best to accommodate requests, however based on room capacities and business levels we can not always accommodate specific requests without additional fees.

Will there be someone there in the morning to assist with AV?

Our conference service staff will be available to assist with connecting and basic AV.

Do you have discounted or non – profit rates?

Each group we work with is unique and has different needs. Our rates fluctuate based on the event needs, availability and seasonality. Our sales professionals work with each group to establish the best possible rate for your group.

20% taxable administrative fee, 6.25% ma meals tax and .75% local meals tax will be added to your selections



FREQUENTLY ASKED QUESTIONS

What is the cost breakdown of the packages?

Our packages are designed to include all charges for the facility, basic AV, food & beverage and with our CMP packages overnight accommodations. The package price is exclusive of a 20% administrative fee and applicable taxes. Overnight accommodations are subject to a 5% Ma State Rooms tax and a 2.7% local township fee.

Will there be any additional charges?

Additional charges will be incurred for items and requests outside of our packages. These charges will be added to your master bill and may include: Bar charges, additional space charges, additional audio visual charges (including conference telephones, additional flip charts) room set changes, extended time charges

Do you have team building options?

We have several different options for team building activities. We have partnerships with tremendous companies to provide your group with the just the right fit for your needs. Spend a day or a whole week focusing on your team dynamic. With fun ice breaking activities, high and low ropes courses to extensive leadership development training (including DiSC and Meyers Briggs training) we have many customizable options to help your organization or group achieve your goals.

Is Team Building included in the packages?

Each team building and Executive Education program is designed specifically for your group. These charges will be additional to the meeting package charges and will be added to your final invoice.

Can we bring our own facilitators to the facility?

Absolutely! A current certificate of insurance listing the Warren Conference Center and Inn as additionally insured will be required. The High and Low Ropes Courses are the exception. We must contract the services for use off the course.

20% taxable administrative fee, 6.25% ma meals tax and .75% local meals tax will be added to your selections



FREQUENTLY ASKED QUESTIONS

FOOD & BEVERAGE

Is food prepared on site?

All food is prepared on site in our main kitchen in the Hayden Lodge. We are not an allergen free kitchen, but our staff will guide and direct those with dietary restrictions or allergies. Please advise your conference planner of any pre known needs or have your guests speak with a member of our food and beverage team upon arrival.

What is the Chef's choice?

Our Executive Chef creates daily menus utilizing the freshest, finest ingredients available with a focus on seasonality and sustainability. We even have our own herb garden! The menu changes daily and offers a variety of items to satisfy many palettes and taste preferences. Please advise your conference planner of any allergies or dietary needs your group members have and we will accommodate those needs to the best of our ability.

When and where are meals served for meetings and retreats?

Breakfast: 7:00am - 8:30am Monday – Friday 8:00am - 9:30am Saturday and Sunday
Lunch: 12:00pm -1:30pm daily
Dinner: 6:00pm - 7:30pm daily
(Not all packages include the above meals)

Our dining room is located in the Hayden Lodge where most meals are served. Prior to your arrival your conference planner will provide a recap of your meeting space and the locations for all of your meals. Reserved tables will be arranged for all groups and we offer dining outdoors when weather permits. Our continuous break stations are located in a central location near each meeting room. Working meals can be arranged with prior notice and additional charges will apply.

Can private meals be arranged?

We welcome the opportunity to customize private meals for your group. Select from our catering menu or allow us to craft a menu just for you. Additional charges may apply.

Can we bring our own food and beverages?

No outside food or beverages may be brought in to The Warren Conference Center and Inn. We are a fully licensed facility and we will be happy to arrange bar and beverage service for your group. Additional fees may apply.

Is there a restaurant and bar on property?

There is no restaurant or bar on property. We do have a 24 hour break station in the inn lobby and beer and wine are available through our front desk for purchase. Beer and wine is also available during dinner hours in the dining room. Full bars and receptions can be arranged with advance notice. Please note that NO alcoholic beverages are included in our packages. Alcohol purchases can be charges to individual rooms, the master bill or paid for on a cash basis. Our front desk team can provide a list of local eating establishments for delivery, take out or dine in options.

Can we bring our own alcohol into the lobby, meeting rooms or dining room?

The Warren Conference Center and Inn is a fully licensed establishment through the State of Massachusetts. Per Ma state liquor laws no alcohol may be brought into any area of the property. Arrangements can be made through our Conference Service team for such services.

20% taxable administrative fee, 6.25% ma meals tax and .75% local meals tax will be added to your selections



FREQUENTLY ASKED QUESTIONS

OVERNIGHT ACCOMODATIONS

Does the Warren Conference Center and Inn have overnight rooms?

Complimentary wi- fi, parking, fitness center and 24 hour break station located in the main inn is available to all guests.

The Inn

A quaint New England Inn with 49 guest rooms features all the conveniences of home. Singles and double rooms are available with queen size beds,

Cabins

We also have 5 cabins on property that accommodate 12 guests. They are a dormitory type arrangement with 4 bedrooms, each with 3 twin beds, 2 bathrooms and one common area. Each cabin has a deck and is free standing from our inn. Cabins are charged either per person with a minimum of 8 guests or for a flat rate per cabin. Cabins are a great option for team bonding and student groups.

Northern Lodge

Four private guest rooms offer scenic views of our country setting from their private decks with Adirondack chairs. Every guest room features queen size beds, private bathrooms, Bose Wave radios, mini fridge & micro-wave.

Check in time: 4:00pm - Check out time: 11:00am

How do the overnight reservations work?

Depending on the contractual agreement of your group reservations are made either through a rooming list provided by the group's organizer or individuals will call in to make their own reservations. Your conference planner will provide specific information regarding your group. Transient rooms are available for reservations as well. Overnight accommodations are subject to a 5% Ma State Rooms tax and a 2.7% local township fee.

20% taxable administrative fee, 6.25% ma meals tax and .75% local meals tax will be added to your selections