

# FACILITIES & CAPABILITIES

## PORTOLA HOTEL & SPA

LEVEL ONE Meeting Rooms	Size	Square Feet	Ceiling Height	8x10 Exhibits	Theatre	Classroom	Conference	U-Shape	Banquet	Reception	Buffet	Dinner Dance	Hollow Square	Table Tops
De Anza Ballroom	128' x 83'	10,665	13.5	59	1000	500	ASK	ASK	750	1000	600	650	ASK	65
De Anza I	39' x 84'	3,275	13.5	20	350	150	ASK	60	170	300	130	120	80	25
De Anza II	39' x 84'	3,275	13.5	18	350	150	ASK	60	170	300	130	120	80	25
De Anza III	49' x 84'	4,115	13.5	27	425	220	ASK	70	220	400	170	180	88	27
Bonsai Ballroom	75' x 36'	2,700	10	17	250	150	ASK	50	180	300	160	150	60	20
Bonsai I	25' x 36'	900	10	ASK	70	55	25	30	50	100	40	30	30	8
Bonsai II	25' x 36'	900	10	ASK	70	55	25	30	50	100	40	30	30	8
Bonsai III	25' x 36'	900	10	ASK	70	55	25	30	50	100	40	30	30	8
Portola Room	51' x 38'	2,529	7'9"	15	100	60	30	32	110	150	80	80	40	ASK
<b>SPA BUILDING</b>														
<b>LEVEL TWO Meeting Rooms</b>														
Driftwood I	42' x 15'	712	8'10"	N/R	50	30	20	20	N/R	N/R	20	N/R	20	ASK
Driftwood II	23' x 20'	460	8'10"	N/R	N/R	N/R	15	15	N/R	N/R	20	N/R	10	ASK
<b>LEVEL THREE Meeting Rooms</b>														
Redwood	25' x 56'	1,400	8	N/R	80	70	46	N/R	80	100	70	N/R	N/R	ASK
Redwood I	25' x 28'	700	8	N/R	40	30	20	22	40	75	30	N/R	26	ASK
Redwood II	25' x 28'	700	8	N/R	40	30	20	22	40	75	30	N/R	26	ASK
Ironwood	25' x 56'	1,400	8	N/R	80	70	46	N/R	80	100	70	N/R	N/R	ASK
Ironwood I	25' x 28'	700	8	N/R	40	30	20	22	40	75	30	N/R	26	ASK
Ironwood II	25' x 28'	700	8	N/R	40	30	20	22	40	75	30	N/R	26	ASK
Cottonwood	25' x 60'	1,500	8	N/R	80	70	46	N/R	80	100	70	N/R	N/R	ASK
Cottonwood I	25' x 30'	750	8	N/R	40	30	20	22	40	75	30	N/R	26	ASK
Cottonwood II	25' x 30'	750	8	N/R	40	30	20	22	40	75	30	N/R	26	ASK
<b>LEVEL SEVEN Meeting Room</b>														
Exec. Boardroom							20							

1. Main portion of room with pillars, small portions = 20' x 20'  
**NOTE:** All sets are max with podium **only** in front of the room

N/A = Not Available  
 N/R = Not Recommended  
 ASK = Inquire with Banquet Department

## MONTEREY CONFERENCE CENTER

LEVEL ONE Meeting Rooms	Size	Square Feet	Ceiling Height	8x10 Exhibits	Theater	Classroom	Conference	U-Shape	Banquet	Reception
Serra Ballroom	140' x 140'	19,600	15'	119	2,457	1,300	N/A	N/A	1,300	2,000
Serra I	140' x 80'	11,200	15'	64	1,250	700	N/A	N/A	750	1,000
Serra II	140' x 60'	8,400	15'	47	900	560	N/A	N/A	600	900
<b>LEVEL TWO Meeting Rooms</b>										
Larkin II	25' x 24'	600	9'	N/A	N/A	N/A	N/A	N/A	N/A	25
Larkin I	25' x 19'	475	9'	N/A	N/A	N/A	14	N/A	N/A	N/A
Dana	25' x 20'	500	9'	N/A	25	N/A	16	N/A	N/A	N/A
<b>LEVEL THREE Meeting Rooms</b>										
Ferrante I, II, III (each room)	39' x 19'	741	9' x 22'	N/A	85	48	36	30	40	60
Ferrante Room	57' x 39'	2,223	9' x 22'	13	225	130	62	52	150	200
Colton I, II, III (each room)	29' x 19'	551	9' x 19'	N/A	65	36	20	18	30	40
Colton Room	57' x 29'	1,653	9' x 19'	8	150	100	56	48	110	150
Steinbeck Forum	N/A	5,260	Varies	N/A	494	494	N/A	N/A	N/A	N/A

NA = Not Available