



Checklist for Visiting Groups Residing at Brooks-Howell

We look forward to hosting your event here at Brooks-Howell. Our community of residents and staff appreciates meeting visitors and sharing stories. We want to make sure that your time here is enjoyed by all and offers you the space and opportunity to learn, experience, and connect.

We hope this checklist will support you as you plan and organize your event. If you have any questions or if we can assist you in any way, please feel free to contact Tracey Owens at 828-367-7986 or email at towens@brookshowell.org

Reserving Accommodations: Please contact Brooks-Howell with the following information. We suggest a 6-week notice, but for 1-2 people 48 hours at a minimum is requested. If someone will not be attending, or if another person will be joining the group, please contact Brooks-Howell as soon as possible so that we can update the reservation calendar.

- Number of people attending event
- Number of people that will be staying overnight at Brooks-Howell
- Whether people will be residing as roommates or individually
 - The Suites \$80 per night
 - The Apartments, single room \$80 per night
 - The Apartments, double room \$160 per night
 - The Quad or Village, if available \$160 per night
- Any food allergies, disabilities, or other pertinent health/medical issue
- The dates people will be arriving and departing, including dates of early arrivals or later departures than before or after the group arrives
- Type of room you would like to use for the event (Activities Building, Chapel, Media Room)
 - \$50.00 for ¼ day use and \$100.00 for full day use
- The dates you would like to reserve that room

Transportation: Several forms of transportation serve the Asheville Airport:

- AVL Airport Ground Transportation Options (828-209-3660)
<https://flyavl.com/passenger-services/parking-transportation/ground-transportation>
- Asheville Redefines Transit (ART Bus System) (828-
<https://www.ashevillenc.gov/departments/transit/default.htm>)
- Lyft: <https://www.lyft.com/>
- Uber: <https://www.uber.com/>
- Asheville Taxi: <https://www.avltaxi.com/> (828-333-1976)
- J & J Cab Company: <https://jandjcab.com/> (828-253-3311)

Contact Person: We find it helpful to have one contact person who can serve as the central point of communication should changes need to be made by the group or Brooks-Howell. It is also helpful to have a contact person on stand-by (phone or in person) the day people are arriving for the event in case travel plans change or individuals have questions about scheduling, etc.