



Gerding Theater at the Armory 128 NW Eleventh Ave. Portland, Oregon 97209

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Facility Rentals - Rate Sheet

Performance/Presentation Spaces		Event/Party Spaces	
Main Stage Theater 599 seat auditorium Proscenium = 18'h x 36'w Stage = 35'd x 75'w Complete lighting/sound/projection systems Box office, ushers, coat check service available	Mezzanine Lobby 1200-square-foot meeting/event space Table seating for 150, Casual or standing room for 200 Main Lobby 1300-square-foot meeting/event space Table seating for 200, Casual or Standing for 250 Gallery Lobby 500-square-foot meeting/event space Event seating for 75 Studio Theater Flexible "black box" space Complete lighting/sound 200 seats, flexible configuration Rehearsal Hall 1400 square feet Table seating for 70; event seating for 100		

Rates	Corporate/ Private	Non-Profit 501c3	Arts/RACC	# of Hours Included	Each Add. Hour
PERFORMANCE/PRESENTATION SPACES					
Main Stage Theater - Evening	\$3,000	\$2,500	\$2,000	5	\$400
Main Stage Theater - Day (end by 5 p.m.)	\$2,000	\$1,500	\$1,000	5	\$400
Studio Theater - Evening	\$2,000	\$1,750	\$1,500	5	\$400
Studio Theater - Day (end by 5 p.m.)	\$1,250	\$1,000	\$750	5	\$400
Rehearsal Hall	\$800	\$600	\$400	5	\$150

EVENT/PARTY SPACES					
Wedding Package - Main & Mezzanine Lobbies	\$5,000	n/a	n/a	10	\$300
Seated Events: Formal Seating, Tables and Chairs, Lobby Furniture rearranged/moved					
Mezzanine + Main Lobby, Seated Event	\$3,250	\$2,500	n/a	8	\$250
Mezzanine, Seated Event	\$2,250	\$1,750	n/a	8	\$250
Standing Events: Stock Lounge seating and furniture, Bistro Tables and Chairs,					
Mezzanine + Main Lobby, Standing Event	\$2,500	\$2,000	n/a	8	\$250
Mezzanine, Standing event	\$1,500	\$1,200	\$1,000	8	\$250
Main Lobby, Standing Event	\$1,700	\$1,400	\$1,200	8	\$250
Studio or Gallery Lobby	\$600	\$500	\$400	5	\$100
Mezzanine 2-Hour Standing or Pre-show Reception, (20% discount for group sales rentals)	\$1,200	\$800	n/a	2 (plus 1 hour prep)	\$250
2-hour Meeting package (Daytime Meeting in Studio, Reh. Hall, or Lobbies)	\$400	\$250	\$100	2 (plus 1 hour prep)	\$100

Rates Include:	1. Labor: facilities, front of house, events, technical and security staff. 2. Equipment: as available, including lighting, sound, tables, chairs, easels, coat racks, standard lobby furniture and bistro tables.. 3. Utilities and normal cleaning/janitorial (additional post-event cleanup will be charged at hourly rates). Additional charges will be added for: Followspots, Projection Equipment, Wireless Microphones, Pianos. Catering/Food/Beverage/Alcohol is not included and must be contracted through one of the PCS exclusive caterers (listed below).
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Multi-space or Multi-Day rentals:	1. If a Theater space is rented, any of the lobby rentals will be discounted 40% 2. Spaces may be rented for longer terms, if available. Rates will be determined by PCS based upon the nature of the event. Contact the Rental Coordinator for details and availability.
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Fees:	PCS accepts checks and credit cards for rental payments. Event is not considered booked and may not be announced until receipt by Portland Center Stage of 50% deposit and a signed copy of Rental Estimate Sheet. Client understands that deposits are non-refundable, except in the case of a cancellation by PCS, except in the case of a cancellation by PCS..
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Box Office/Ticket Charges	\$1.50 per ticket Facilities Fee for any tickets sold for event/performance. If PCS Box Office sells event tickets: 7.5% of sales deducted from gross receipts (\$500 Minimum Mainstage/\$250 Minimum Studio) + \$1.50/ticket Facilities Fee
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Group Sales Discounts:	Group Ticket Sales over 35 tickets receive a 10% discount on Lobby Rentals (20% on 2-hr Mezzanine event)
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Sponsor Discounts:	Discounted rental rates are available for PCS Corporate Sponsors - contact PCS Rental Coordinator for details
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Notes:	Facility Rentals are based on availability within PCS performance schedules and availability of spaces. PCS reserves the right to refuse any rental request. PCS may require client to furnish their own liability insurance, depending on the nature of the event. Alcohol must be served by catering staff, or by obtaining OLCC permit and Liquor liability insurance.
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PCS Exclusive Caterers List		The Gerding Theater at the Armory is located at:
Art of Catering: 503.231.8185 Jen Loveland Artemis: 503.233.8539 Fenouil: 503.525.2225 Karissa Lidyoff Food in Bloom: 503.944.6820 Carol Risley Simpatica: 503.235.1600 Danielle Kurtz Ten01: 503.226.3463 Farel Fozzard Vibrant Table: 503.297.9635	artofcatering.net artemisfoods.com fenouilthepearl.com foodinbloom.com simpaticacatering.com ten-01.com vibranttable.com	128 NW 11th Ave, Portland OR 97209 www.pcs.org To schedule an event, please fill out the Rental Request Form, or contact the Rentals Coordinator at 503.445.3824 heatherb@pcs.org
Caterers charge a per-person fee based on the nature of the event.		