



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

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[www.pcs.org/rent\\_the\\_armory](http://www.pcs.org/rent_the_armory)

## Facility Rentals - Rate Sheet

April 2009

Performance/Presentation Spaces		Event/Party Spaces	
<b>Main Stage Theater</b> 599 seat auditorium Proscenium = 18'h x 36'w Complete lighting/sound/projection systems Box office, ushers, coat check service available	Stage = 35'd x 75'w	<b>Mezzanine Lobby</b> 1200-square-foot meeting/event space Table seating for 150, Casual or standing room for 20	
<b>Studio Theater</b> Complete lighting/sound	Flexible "black box" space Up to 200 seats, flexible configuration	<b>Main Lobby</b> 1300-square-foot meeting/event space Table seating for 200, Casual or Standing for 250	
<b>Rehearsal Hall</b> Table seating for 70; event seating for 100	1400 square feet	<b>Gallery Lobby</b> 500-square-foot meeting/event space Event seating for 75	
		<b>Studio Lobby</b> 600-square-foot meeting/event space Event seating for 75	

Rates	Corporate/ Private	Non-Profit 501c3	Arts/RACC	# of Hours Included	Each Add. Hour
<b>PERFORMANCE/PRESENTATION SPACES</b>					
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

<b>EVENT/PARTY SPACES</b>					
Wedding Package - Main & Mezzanine Lobbies	\$5,000			12	\$300
<b>Seated Events: Formal Seating, Tables and Chairs, Lobby Furniture rearranged/moved</b>					
Mezzanine + Main Lobby, Seated Event	\$3,250	\$2,500	n/a	8	\$250
Mezzanine, Seated Event	\$2,250	\$1,750	n/a	8	\$250
<b>Standing Events: Stock Lounge Seating &amp; Furniture, Bistro Tables /Chairs, Round &amp; Banquet Tables</b>					
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 Lobby 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 Rehearsal Hall, Main Lobby, Mezzanine Lobby, Gallery Lobby, and Studio Lobby)	\$400	\$250	\$100	2 (plus 1 hour prep)	\$100

<b>Rates Include:</b>	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).
<b>Multi-space or Multi-Day rentals:</b>	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 Department for details and availability.
<b>Fees:</b>	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.
<b>Box Office/Ticket Charges</b>	\$2.00 per ticket Facilities Fee per ticket 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) + \$2.00/ticket Facilities Fee
<b>Group Sales Discounts:</b>	Group Ticket Sales over 35 tickets receive a 10% discount on Lobby Rentals (20% on 2-hr Mezzanine event)
<b>Sponsor Discounts:</b>	Discounted rental rates are available for PCS Corporate Sponsors - contact PCS Rental Coordinator for details
<b>Notes:</b>	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 PCS staff.

PCS Exclusive Caterers List			The Gerding Theater at the Armory is located at:
Armory Café:	503.445.3830	<a href="http://www.pcs.org/armory_cafe/">www.pcs.org/armory_cafe/</a>	128 NW 11th Ave, Portland OR 97209 <a href="http://www.pcs.org">www.pcs.org</a>
Art of Catering:	503.231.8185	<a href="http://artofcatering.net">artofcatering.net</a>	
Artemis:	503.233.8539	<a href="http://artemisfoods.com">artemisfoods.com</a>	To schedule an event, please fill out the Rental Request Form, or contact the Rentals Department at 503.445.3824 <a href="mailto:rentals@pcs.org">rentals@pcs.org</a>
Food in Bloom:	503.944.6820	<a href="http://foodinbloom.com">foodinbloom.com</a>	
Simpatica:	503.235.1600	<a href="http://simpaticacatering.com">simpaticacatering.com</a>	
Ten01:	503.226.3463	<a href="http://ten-01.com">ten-01.com</a>	
Vibrant Table:	503.297.9635	<a href="http://vibranttable.com">vibranttable.com</a>	
Caterers charge a per-person fee based on the nature of the event.			