



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

admin 503  
445-3720

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445-3721

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445-3824

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445-3700

www.pcs.org

### Client Information/Rental Request Sheet

Contact Information				Event Specifics		
Date of Request				Type of Event	Standing Reception with Hors d'oeuvres and Alcohol	Seated Dinner
Space Requested (i.e. Mainstage, Studio Theater, Main Lobby, Mezzanine, Rehearsal Hall, Studio Lobby, Gallery Lobby)	Mainstage Theater   Studio Theater   Rehearsal Hall Mezzanine Lobby   Main Lobby   Gallery Lobby   Studio Lobby   Other _____				Mainstage / Studio Theater Performance, Presentation, or Lecture	Wedding Ceremony and/or Reception
Proposed Date(s) of Event	1st Choice _____	2nd Choice _____	3rd Choice _____		Other: _____	
Estimated or Preferred Start Time of Event				Please note items needed and quantity for your event	Piano: Baby Grand _____ Upright _____	Podium/Lectern _____
Group					Lobby Portable PA	Handheld Microphones _____
Name of Event					TV/VCR & Cart _____	Wireless Lavalier Microphones _____
Purpose of Event	Fundraiser   Silent Auction   Wedding Ceremony   Wedding Reception   Dinner Party   Cocktail Party   Holiday Party   Business Meeting   Corporate Event   Performance   Lecture/Presentation				Music Stands _____	Wireless Handheld Microphones _____
Estimated Attendance					Easels _____	LCD Projector(s) _____
Event Lead / Contact Name					Table - 8' Rectangle _____	Stage Projection Screen _____
Contact Phone					Table - 6' Rectangle _____	Coat Check _____
Contact Email					Table - 4' Rectangle _____	Table - 5' round _____
Contact Address/Billing Address					Chairs _____	Table - 6' round _____
Client/Organization Status:	Corporation or Private Party	Non-Profit (501c3) or Governmental	Local Arts (RACC Funded)		Will your event need food & beverage (catering)?	
Would this be in conjunction with a group sale for a PCS performance? Are you a corporate or individual donor to PCS? (Rental Discounts are available for PCS donors and with group sales)				Group Sale Show _____	Corporate Sponsor	Individual Donor
Will your event be ticketed?				Ticket Price?		
Will you sell your own tickets or would you like PCS box office to sell tickets?				Would you be requesting an Armory tour and docents for your event?		
Please Provide a Brief Description of your Event and any Special Needs, Technical Requests, Food & Beverage needs, or Other Considerations:				Event Proposed Timeline		
				Caterer or Rental Equip drop-off: _____		
				Client or Guest Staff Arrive: _____		
				Setup begins: _____		
				Requested Setup Complete time: _____		
				Sound/Light/Video Check: _____		
				Final Walkthrough: _____		
				House Open (for Theatre Event): _____		
				Event Start: _____		
				Speech or Presentation begins: _____		
				Estimated End Time: _____		
				Estimated Cleanup Time: _____		
Would you like to be added to our Mailing List?				<p>The Gerding Theater at the Armory is located at 128 NW 11th Ave, Portland OR 97209 www.pcs.org</p> <p>You will be contacted by the Rental Coordinator with a quote based on the information provided here. For additional questions, please contact the Coordinator: heatherb@pcs.org or 445.3824</p>		
Is this your first event at Gerding Theater at the Armory? If so, how did you hear about us?						