



**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)  
[rentals@pcs.org](mailto:rentals@pcs.org)

## Facility Rentals - Rate Sheet

January 2011

	Corporate/ Private	Non-Profit 501c3	Hours Included	Capacity
<b>Performance/Presentation Spaces</b>				
Main Stage Theater - Evening	\$3,000	\$2,500	5-hr min	599-seat auditorium
Main Stage Theater - Day (end by 5pm)	\$2,500	\$2,000	5-hr min	
Ellyn Bye Studio Theater - Evening	\$1,750	\$1,500	5-hr min	180 to 200-seat flexible black box space
Ellyn Bye Studio Theater - Day (end by 5pm)	\$1,500	\$1,250	5-hr min	

<b>Wedding/Conference Packages</b>				
Wedding Package (Call for Weekday Rates)	\$5,000	N/A	12	Multi-space rental: Please inquire for details
Conference Package -Day	\$6,000	\$5,000	12	Multi-space rental: Please inquire for details

<b>Seated or Vendor Events</b>				
Mezzanine + Main Lobby	\$3,250	\$2,500	8	360 seated
Mezzanine Lobby	\$2,250	\$1,750	8	180 seated

<b>Standing Events</b>				
Mezzanine + Main Lobby	\$2,500	\$2,000	8	500 standing
Mezzanine Lobby	\$1,500	\$1,200	8	200 standing
Main Lobby	\$1,700	\$1,400	8	300 standing
Mezzanine 2-hr or Pre-Show Reception	\$1,200	\$800	2 (plus 1 hour prep)	200 standing

<b>Meeting Spaces</b>				
Julie Vigeland Rehearsal Hall	\$800	\$600	5	up to 99
Studio Lobby	\$600	\$500	5	80
The Standard Conference Room	\$50/hr	\$40/hr	N/A	15 seated
2-hour Meeting package (Daytime Meeting in Rehearsal Hall, Main Lobby, Mezzanine Lobby, Gallery Lobby, and Studio Lobby)	\$400	\$250	2 (plus 1 hour prep)	

<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 the following (but not limited to): Followspots, Recording 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. 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>Payment:</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>Fees:</b>	A \$2.00 per ticket facilities fee for any ticketed event directly supports the operation and upkeep of the building, allowing PCS to continue to provide this unique space for artistic, cultural, and community events.
<b>Group Sales Discounts:</b>	Group Ticket Sales over 35 tickets receive a 10% discount on Lobby Rentals
<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.

<b>PCS Exclusive Caterers List</b>			<b>The Gerding Theater at the Armory is located at:</b>  <b>128 NW 11th Ave, Portland OR 97209</b>  <b>To schedule an event, please contact our rentals department at:</b>  <b>rentals@pcs.org</b>  <b>503.445.3824</b>
Armory Café:	503.445.3830	<a href="http://pcs.org/armory_cafe/">pcs.org/armory_cafe/</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>	
Chez Joly:	503.408.8816	<a href="http://chezjoly.com">chezjoly.com</a>	
Culinary Artistry:	503.232.4675	<a href="http://culinaryartistry.net">culinaryartistry.net</a>	
Devil's Food Catering:	503.233.9288	<a href="http://devilsfoodcatering.com">devilsfoodcatering.com</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>	
Vibrant Table:	503.297.9635	<a href="http://vibranttable.com">vibranttable.com</a>	

Caterers charge a per-head fee based on the nature of the event, ranging from \$1.00-\$2.50.