

## Conference Package Rental Policies

### Rental Times

All setup and teardown must take place within the time specified in the rental agreement, including but not limited to, the load-in and removal of all décor, rentals, and any additional audiovisual equipment for the event. The conference rental period in the U.S. Bank Main Stage and Ellyn Bye Studio Theater is from 6am to 5:30pm. Vendors may begin loading in at 6am and event wrap up must begin no later than 5:00pm. The rental period in the Studio, Main, and Mezzanine Lobbies is from 6am to 6pm. Unless otherwise specified in rental agreement, vendor load-out is to immediately follow event and must be complete within the rental period. The Armory determines timeline and manages set up throughout the day to accommodate both event set-up and building operations. As a working theater company, the Box Office and Armory Café may be open during the hours of the event.

### Booking and Rental Payments

Event is not considered booked and may not be announced until receipt by The Armory of a signed contract and a 50% deposit, due within five business days upon signing a contract, otherwise date may be released. Any additional contract or agreement will be based upon availability and incorporated into the estimate. Client understands that deposits are non-refundable, except in the case of a cancellation by PCS.

### Catering and Beverage Service

Catering/food/beverage/alcohol service must be contracted directly through one of The Armory's approved caterers. These exclusive caterers were carefully selected by The Armory to reflect our commitment to sustainable LEED practices and the highest quality of client service. Please notify the Events & Rentals Manager if you are having trouble contacting a caterer on this list.

Covered beverages (plastic or paper cups with lids) are allowed in either theater. Food is generally not allowed in the theaters.

Boxed Meal Exemption: An exemption for boxed meals can be arranged with the venue for an additional cleaning fee of \$450 per theater, per day. Meals contained in a box or clamshell re-closable container will be allowed into the theater(s) during meal times only.

### Spaces

Main Stage Conference packages include rental of The Armory's U.S. Bank Main Stage (capacity up to 590 people), Main and Mezzanine lobbies, Ovation Room, and Gallery Level. Green Room accessibility and availability determined by PCS season schedule. Other spaces, such as the Rehearsal Hall, Conference Room, and Ellyn Bye Studio Theater may also be available for an additional fee.

Studio Theater Conference packages include rental of The Armory's Ellyn Bye Studio Theater (capacity up to 180 people), Studio Lobby, and Gallery Level. Other spaces, such as the Rehearsal Hall, Conference Room, and Main and Mezzanine Lobbies may also be available for an additional fee.

## **Furniture**

Conference packages include the following furniture for stage and/or lobby setup:

Lounge Furniture: (10) sectional couches, (2) sectional ottomans, (12) tall bistro tables, (6) short bistro tables with chairs, (8) green benches, (5) black benches, (3) green arm chairs, (3) orange arm chairs, (6) padded round ottomans, (2) wood benches, (6) tan arm chairs

Dinner: (15) 60" round tables, (6) 48" round tables, (4) 72" round tables. (10) 8-foot banquet tables, (25) 6-foot banquet tables, (145) Armory stock folding chairs.

Optional: (200) Armory Black Resin folding chairs for additional fee of \$2.50/chair

## **Sound, Video, and Lighting**

Main Stage Conference packages include a projection screen, LCD projector, audio feed for videos, podium, up to 4 handheld wireless microphones and lighting based on available plot. Armory staff includes: Light Technician, Sound Technician, Deck Manager, House Manager, Event Lead, and Operational & Custodial support. Extra staffing and equipment may be available at an additional charge.

Studio Theater Conference packages include an adjustable height standing screen and projector (based on set availability, podium, 2 handheld wireless microphones and professional lighting based on available plot. Armory staff including: Light Technician, Sound Technician, Event Lead, and Operational & Custodial support. Extra staffing and equipment may be available at an additional charge.

Rental of the Main and Mezzanine Lobbies includes a small portable sound system consisting of 2 PA speakers, microphone, CD/ auxiliary input plug-ins and an 8-channel board. This system may be used by client for seated meal and/or cocktail reception, can be available to support a DJ, or provide audio for a slide show. All other sound equipment must be brought in by DJ or Band. Live bands specifically are responsible for bringing in all of their own audio support.

Please Note: Conference packages include A/V support as outlined above. If more A/V support is required (switchers for multiple laptops, confidence monitors, timers, additional microphones or lavalieres, etc.), these and other supplemental A/V equipment may be need to be rented for an additional charge. Extra load-in, setup and tech time may be required and will be billed to the client at an hourly rate. Please connect with the Events & Rentals Manager regarding your A/V needs.

## **Wifi**

Wifi is not included in our Main or Studio stages. For events that require high bandwidth for patron wifi access or live streaming, the Armory contracts exclusively with WiLine for managed event services. WiFi and hardlines are offered at an additional fee and will be managed by your WiLine contact. Please contact WiLine for all of your event, presenter, streaming, and other needs and they will recommend an event wifi package that best fits your specific needs and budget.

WiLine  
(650) 523-2188  
[kevin.heater@wiline.com](mailto:kevin.heater@wiline.com)

## Facility Fee(s)

### Tickets

A per-ticket facilities fee for any ticketed performance event directly supports the operation and upkeep of the building, allowing PCS to continue to provide a unique space for artistic, cultural, and community events. Per-ticket fees are \$1 for non-profit clients or \$2 each for corporate clients.

### **Staff**

The rental package price includes necessary facilities, front of house, events, and concierge staff, and available equipment as specified in contract. On-site coordinator's duties include creation of floorplans along with client, coordinating with vendors in the weeks leading up to the event, and managing schedule and timeline with client on the day of the event.

### **Décor**

Tapered candles or candles with open flame are not permitted. Floating candles or glass votives are not permitted on the staircases or near any railing. PCS provides some wall space for hanging additional décor items. All décor is subject to approval by PCS. We recommend using one of the following vendors for your décor rental needs.

West Coast Event  
Productions  
[wcep.com](http://wcep.com)

Geranium Lake  
[Geraniumlake.com](http://Geraniumlake.com)

The Party Place  
[Thepartyplacepdx.com](http://Thepartyplacepdx.com)

Royce's Prop Shop  
[Propshop.com](http://Propshop.com)

### **Liability**

Client shall assume liability for any accidents or incidents involving event attendees, client, or staff during the times specified by this agreement. The Armory will not be responsible for lost, stolen, or damaged items. Any damages to the facility during the setup, event or load-out specified by this agreement will be charged to the client. The Armory requires client to furnish proof of event liability insurance 30 days prior to event start date. Client agrees to indemnify and hold harmless Portland Center Stage, Armory Theatre Fund, and their respective employees and Boards of Directors, from any claims resulting from this agreement or from the specified event.

### **Facility Regulations**

Any rental occurring within the production season may interact with décor, installed set pieces, or permanent fixtures within their rented spaces that contribute to the performances at the time. The client agrees to follow any regulations set by Armory staff regarding these items. Any removal, rearrangement, or covering of said items is subject to Armory approval. Any damages to decor or set fixtures within the rental period may incur a damages fee.

### **Overtime**

Any additional hours used beyond those specified in the contract will be billed as overtime. Overtime rates are dependent upon the space in use and time of day. Additionally, events which land on a holiday or holiday weekend will incur a \$500 fee.

### **Cleaning**

Normal post-event clean up is included in the package: wiping down surfaces, mopping, sweeping, restocking paper goods, and resetting lobby furniture to PCS standards. Additional cleaning hours for extreme circumstances will be billed at \$250 per hour in the lobbies and \$400 per hour in the theaters.