

## Wedding 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 wedding rental period is from noon to midnight. Vendors may begin loading in at noon and event wrap up must begin no later than 11:00pm. Unless otherwise specified in rental agreement, vendor load-out is to immediately follow event. Portland Center Stage determines timeline and manages set up throughout the day to accommodate both event set-up and building operations. As a working theater company, Box Office and Armory Bar may be open during the hours of event set-up. On a day that the Box Office is open, wedding guests may arrive at the space no earlier than 5:30 pm, unless otherwise noted in rental agreement.

### Overtime

Any additional hours used beyond those specified in the contract will be billed as overtime. If you are interested in more time than the standard 12-hour rental, overtime is \$250 per hour before noon or \$500 per hour after midnight. For staffing purposes, Portland Center Stage permits rental of only one hour post-midnight, for a clear time of 1:00am. Additionally, events which land on a holiday or holiday weekend will incur a \$500 fee.

### Booking and Rental Payments

Event is not considered booked and may not be announced until receipt by Portland Center Stage 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. Final payment must be received from the client 30 business days prior to the scheduled event date. Payments made by credit card will incur an additional 3% processing fee.

### Catering and Beverage Service

Catering/food/beverage/alcohol service must be contracted directly through one Portland Center Stage's approved caterers. These exclusive caterers were carefully selected by PCS 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. No exceptions will be made to this list for wedding services.

### Spaces

Wedding package includes rental of Portland Center Stage's **Main and Mezzanine lobbies and Gallery Level**. Green Room and Dressing room accessibility and availability determined by Portland Center Stage's season schedule and not guaranteed unless noted in the contract. Other spaces, such as the Main Stage Theater, Studio Theater or Studio Lobby may also be available for an additional fee.

**Furniture:** Wedding includes the following furniture:

Lounge Furniture: (10) sectional couches, (2) sectional ottomans, (12) tall bistro tables with chairs, (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

### **Staff**

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

### **Sound equipment**

Our wedding package includes a small portable sound system consisting of 2 PA speakers, 1 microphone, CD/ auxiliary input plug-ins, 8-channel board. This system may be used by client for reception, can be available to support a DJ, or provide audio for a slide show. All other sound equipment will need to be brought in by DJ or Band. Live bands specifically are responsible for bringing in all their own audio support.

### **Lighting**

Our wedding package includes LED ceiling lighting, and (6) LED uplights, with choice of presets in lobby lighting. All other specialty lighting should be contracted with an outside vendor. Mezzanine LEDs and certain safety specific lighting, along with art installations, may not be turned off while the building is occupied.

### **Décor**

Tapered candles or candles with open flame are not permitted. Floating candles or glass votives are not permitted on the staircases or floor. Candles within a votive are permitted for an aisle runner, but must move to a table surface, post ceremony. Items which may cause slippery conditions or damage to the floor are not permitted inside the facility, including but not limited to bubbles, seeds or rice, loose glitter, confetti etc. Portland Center Stage provides some wall space for hanging additional décor items. All décor is subject to approval by PCS. There is a list of approved décor vendors on our recommended vendors list included in this packet. If there is something you need that one of our approved décor vendors does not have and cannot accommodate, let us know and we can discuss options.

### **Liability**

Client shall assume liability for any accidents or incidents involving event attendees, client, or staff during the times specified by this agreement. Portland Center Stage 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. PCS reserves the right to require client to furnish proof of liability insurance. 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.

### **Cleaning**

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