

EVENT SPACE INFORMATION

EFFECTIVE JANUARY 1, 2010 (subject to change)

Located in the historic NW Neighborhood Cultural Center

1819 NW Everett St., Portland, OR



BOARD ROOM

- Capacity 60
- Monday—Sunday \$30 per hour (2 hour min.)
- Required set-up fee for events = \$5 / table; chairs included.
- \$50 non-refundable holding deposit required.

STORYBOOK THEATER

- Capacity 75
- Monday—Thursday \$40 per hour (2 hour min.)
- Friday—Sunday \$50 per hour (2 hour min.)
- Required set-up fee for events = \$5 / table; chairs included.
- \$50 non-refundable holding deposit required.

More details

- \$200 Security and Damage Deposit (refundable) is required for using the Theater and/or Reception Hall
- The non-refundable Holding Deposit will secure date and be applied to total balance due
- Alcohol permissible on site with appropriate OLCC permit(s)
- Additional event spaces may be available to augment your event
- Advance booking is strongly recommended
- Good Neighbor Curfew — all events to be completed by 11:00 pm
- Enquire for non-profit rates
- **Outside Event Services recommended:**
 - *Catering: Elephant's Delicatessen (elephantsdeli.com or 503.299.6304)*
 - *Decorations: Sammy's Flowers (sammysflowers.com or 503.222.9759)*
 - *Photography: Kinderpics (kinderpics.com or 503.292.4621)*

RECEPTION HALL

- Capacity: Standing 350, Seated 200
- Monday—Thursday \$50 per hour (2 hour min.)
- Friday—Sunday \$125 per hour (4 hour min.)
- Furniture available at \$5 per table; chairs included.
- *Amenities include: Private entrance from 18th St. with loading zone for event service providers; wet bar/prep area with sink, refrigerator, and counterspace; 28 x 14 dance floor, dimmer-controlled lighting, small stage and PA system; Cinderella's Studio (Bride's Room).*
- Certificate of Liability Insurance required.
- \$100 non-refundable holding deposit required.
- Outside catering welcome.

NWCT AUDITORIUM

- Capacity 400 + 100 limited view
- Includes use of Lobby & Concessions
- Further specifications on the Auditorium pages
- Advance booking is strongly recommended

TOURS BY APPOINTMENT ONLY:

Wendy Reznicek, NWCT Rentals Manager • 503.222.2190 x 21 • Wendy@nwcts.org.

EVENT SPACES

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Reception Hall



Auditorium



Lobby



Board Room



Storybook Theater



AUDITORIUM RENTAL RATES & INFORMATION

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Auditorium Rental includes Auditorium with guest seating of 400 (+100 limited view), Lights, Sound, and our spacious Lobby and Concessions areas. (photos available at www.nwcts.org)

Rates

Friday– Sunday, 6-hour block of time: \$1,000 • Mon—Thursday, 6-hour block of time: \$750

- Additional hours @ \$50 per hour before 11 pm / \$100 after 11 pm (*Good Neighbor Curfew*)
- Required Technical Personnel: \$15/hour, minimum 4-hour call
 - Additional Technical Personnel available: \$15/hour, minimum 4-hour call (based upon availability)
- Required Front-of-House Manager: \$12/hour; minimum 4-hour call
 - Additional Box Office Personnel: \$10/hour; minimum 4-hour call (based upon availability)
- Enquire for non-profit rates (tax identification required)

More details

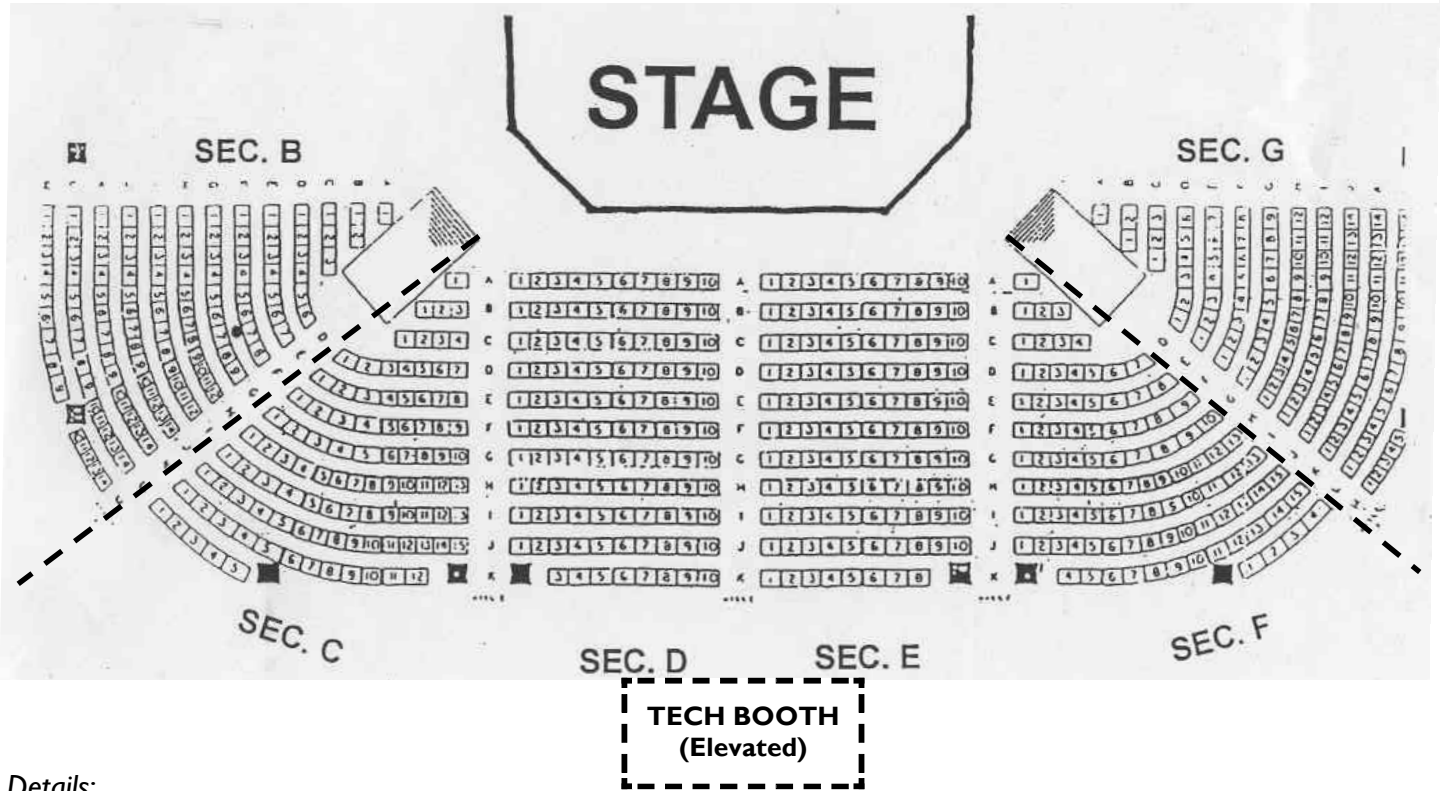
- \$200 Security and Damage Deposit (refundable) is required
- A Certificate of Liability Insurance is required
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- **Outside Event Services recommended:**
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- Note: our stage is in use year-round with production and school activities that include classes, rehearsals, workshops, and performances. It is rare for the stage to be bare of scenic elements. Some scenic designs allow for masking while others do not.

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AUDITORIUM RENTAL

AUDITORIUM LAYOUT



Details:

42' Wide, 24' Deep Proscenium Stage

Elevated w/ Masonite floor

6' Thrust Apron

Dressing rooms by request; based on availability

Sight Lines best when limiting capacity to 400



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AUDITORIUM RENTAL SPEC SHEET

SOUND EQUIPMENT

Sound Board

Yamaha 01V 96 Digital Mixing Console
24 Analog and Digital channel inputs

4- Monitors

QSC RMX 1450 Audio Power Amplifier

7- Microphones

2- hand held Sonata Series ECO-885
Dynamic Microphone
2- PV VCM Phantom Powered Floor Microphones
3- Digital Reference Instrument Dynamic
Microphone

5- Stands

3- Silver Microphone Stands
1- Silver Boom Stand
1- Black Instrument Boom Stand

13- Mic Jacks

10- DOWN STAGE LEFT
2- UP STAGE LEFT

4- Amps

QSC RMX 1450 Audio Power Amplifier

Speakers

1- Center Speaker
2- Subs
3- Mids 1 sp 26

1- PC

PC Equipped with sound design software

2- CD Players

Numark CDN 25 Pro CD Player

2- mini Disk Players

In Storage

1- DI Box

Ultra DI Behringer Model DI 100

Cables

Assorted mic and speaker cables and adapters

LIGHTING EQUIPMENT

No Board

PC with Horizon Software

Dimmers

24 2K Dimmers
24 1K Dimmers

Lighting Instruments

10- 6X9
14- 6X12
2- 6X16
16- Mini Ellipsoidal Box Zoom
16- Pars
8- 6" Fresnels
9- Striplights
1- half mirror ball with rotating motor

Cables

Assorted numbers of assorted lengths



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