

Portland Classical Chinese Garden

Private Event Rental Information Packet



PORTLAND'S MOST UNIQUE VENUE

Winding walkways, a bridged lake and open pavilions frame an exquisitely arranged landscape of plants, water, stone, architecture, and poetry. The Garden is the perfect backdrop for any occasion you wish to celebrate.

The Garden is the enchanting location for celebrations large or small. Choose from our list of approved caterers to provide you with delectable food and beverage, plus arrange for all of your equipment needs.

A heated, two-story Chinese Teahouse is available year round and can accommodate up to 50 guests. Furnished with authentic, artisan Chinese furniture and hanging lanterns it has unsurpassed views of Lake Zither and the Garden. This not-to-be-found-anywhere-else venue offers you and your guests a spectacular event experience.

The Garden and Teahouse can be rented before or after regular public hours. Within walking distance from all downtown hotels and a five minute MAX train ride from the Oregon Convention Center, the Garden is the easy venue for your next private event.

Experienced Garden event staff are available, at no additional cost, to guide, advise and assist as you plan and stage your event. Garden docents are available to mingle with your guests to share history and information about this rare space.

CONTACTING GARDEN EVENT STAFF

Our event staff is available to answer all of your questions regarding scheduling your event at the Garden or date availability.

Michele Starry, Event Assistant
503.228.8131 ext. 1002
mstarry@portlandchinesegarden.org

Gary Wilson, Director of Events
503.228.8131 ext. 1010
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SUMMER RATES

June 1 - September 30

| | |
|-------------------------|------------------------|
| GARDEN RENTAL | <i>7:00-11:00 p.m.</i> |
| Saturday | \$3,200 |
| Friday & Sunday | \$3,000 |
| Monday through Thursday | \$2,400 |

| | |
|--|---------|
| TEAHOUSE (seating capacity of up to 50) | |
| Additional | \$1,200 |

SPRING & FALL RATES

March, April, May & October

50% discount on Summer Rates

Event staff can assist in staging events in these seasons

WINTER RATES

November 1 - February 28

| | |
|------------------------------|------------------------|
| TEAHOUSE & GARDEN | <i>6:00-10:00 p.m.</i> |
| (capacity of up to 50) | |
| Sunday though Friday | \$1,200 |
| Saturday | \$1,600 |

NONPROFIT RATE

The Portland Classical Chinese Garden is a 501 (c)(3) nonprofit organization and offers a 10% discount on rental rates to affiliated nonprofits.

GARDEN SITE MAP



| Location | Size | Tables of Seated Guests |
|--|-----------------------|----------------------------------|
| A Entry Plaza (<i>Outer Courtyard</i>) | 15' x 15' | <i>not applicable</i> |
| B Courtyard of Tranquility | 15' x 20' | <i>not applicable</i> |
| C Knowing the Fish Pavilion | 10' x 10' | 1 - 60" or 1 - 48" |
| D Lounge House | 13' x 22' | 2 - 60" or 3 - 48" |
| E Scholar's Hall | 12' x 26' | 2 - 60" or 3 - 48" |
| Scholar's Courtyard | 15' x 20' | 3 - 60" or 3 - 48" |
| F Moon Locking Pavilion | 8' x 8' | 1 - 36" |
| G Waterside Pavilion | 9' x 18' | 2 - 60" or 2 - 48" |
| H Four Sided Hall (<i>interior</i>) | 13' x 26' | 3 - 60" or 4 - 48" |
| Four Sided Hall (<i>patio</i>) | 14' x 45' | 5 - 60" or 6 - 48" |
| I Boat House (<i>interior</i>) | 7' x 11' | <i>not applicable</i> |
| Boat House (<i>patio</i>) | 9' x 10' | 1 - 60" or 1 - 48" |
| J Teahouse (<i>1st floor</i>) | 15' x 25' | <i>as is - Chinese furniture</i> |
| Teahouse (<i>2nd floor</i>) | 15' x 25' | <i>as is - Chinese furniture</i> |
| Teahouse (<i>patio</i>) | 10' x 25' | 3 - 36" or 2 - 48" |
| K Fragrance Courtyard | <i>not applicable</i> | <i>not applicable</i> |

BOOKING AN EVENT

1. Contact the Garden's event department to discuss your event details, rental fees, and all other options. Please remember that we cannot hold a date until a contract and deposit are in place.

2. When you are ready to book an event, the event department will send you our Facility Use Agreement contract for your requested date. The Facility Use Agreement needs to be filled out and submitted along with a non-refundable deposit to hold your date.

3. Upon receipt of the Facility Use Agreement and a paid deposit, the Garden's event department will confirm your event. A 50% non-refundable deposit of the base rental charge is due upon signing an agreement. This deposit is applied to the total charges.

4. Liability insurance is required for all events. Insurance can be purchased through the Garden. The 2008 rate is \$285.00. Clients may provide their own insurance for a minimum of \$1,000,000 liability coverage. If you provide your own, a certificate of insurance listing the Portland Classical Chinese Garden as co-insured for the date of the event is required.

5. The remainder of the rental fees is due to the Garden event department 45 days prior to your event. The Garden has the right to cancel any event for which the proper deposits and fees have not been paid by the time indicated on the Facility Use Agreement.

THINGS TO KEEP IN MIND

- Due to the unique design and nature of the Garden, some events are not well suited. Our event staff will work with you to ensure the best outcome for your event.
- The maximum number of guests for a catered event is 250, although we can accommodate over 300 for certain types of events.
- The Teahouse requires a separate rental fee and has a maximum capacity of up to 50 guests.
- The Garden is primarily an outdoor venue, although all pavilions and most walkways are covered.



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CATERED EVENTS

The Garden has an approved list of caterers from which you may choose. All of the caterers are familiar with the uniqueness of the Garden and will work with you to provide all of your rental needs.

Champagne, beer, white wine and sake are the alcohol choices served at Garden events. To protect the rare clay and limestone floors we regret that red wine, red and orange beverages, and hard liquor cannot be served.

APPROVED CATERERS

Art of Catering
503.231.8185 • www.artofcatering.net

Catering at its Best
503.238.8889 • www.caibpdx.com

Devil's Food Catering
503.233.9288 • www.devilsfoodcatering.com

Food in Bloom
503.223.6819 • www.foodinbloom.com

Typhoon! Catering by Bo
503.222.7991 • www.cateringbybo.com

Vibrant Table Catering
503.297.9635 • www.vibranttable.com

GENERAL INFORMATION

ON-SITE MANAGEMENT All event rentals include an on site event manager for the duration of your event. Our experienced and knowledgeable team will assist you with all your planning needs.

CHAIRS The Garden owns 100 black wood folding chairs with a cushion seat that may be rented for \$3 plus a \$50 set up fee.

SOUND SYSTEM The Garden has a built in sound system that can be rented for \$175. This will amplify your audio into the main area of the Garden. This includes one wireless single ear mic and two wireless hand held mics.

NOISE LEVEL The Garden allows most all types of music from live bands to DJ's. Limited power will be provided when needed. Neighborhood sound restrictions require the sound level to lower to 65 decibels after 10:00 p.m. Events and music must end by 11:00 p.m.

GARDEN DOCENTS A Garden docent can be added to your event for \$50 per docent. Docents convey the depth of the Chinese Garden to your guests by leading a tour or mingling with the guests and being available to answer questions for up to two hours.

GARDEN ENTRANCE & SECURITY The Garden provides personnel at the entrance door to greet and orient your guests as they arrive and to monitor the door all evening.

SITE VISITS Site visits for clients and vendors are provided at no cost with advance notice. Unscheduled visits without the prior notice do require regular admission for entry.

ACCESS FOR SET-UP The Garden is open to the public every day. We allow access to the Garden for clients and vendors only 30 minutes prior to closing to begin set up. This access overlaps with the public hours and we ask that you be respectful to visitors of the Garden.

GUEST ARRIVAL The Garden is open to the public until 6:00 p.m. in the summer. Due to the set up time necessary for vendors, the earliest we can facilitate a guest arrival is 6:30 p.m.

ADA ACCESSIBILITY The Garden and Teahouse are ADA accessible. Please notify the event department if you know you will be having guests with any special needs.

ALCOHOL Alcohol beverages are limited to champagne, beer, white wine and sake. Hard alcohol is not allowed. Red wine or red or orange beverages are not allowed due to the stainability of limestone and clay floors.

GLASS OR CHINAWARE The Garden has intricate inlaid mosaic pathways throughout. Due to these pathways, all of our approved caterers use high grade acrylic and plastic serviceware for beverage and food service. Stainless flatware is permitted.

SMOKING The Garden is a non-smoking facility. A smoking area outside the Garden is available.

PETS Due to the delicacy of the Garden, no pets are allowed. Service animals are always permitted.

PARKING Metered street parking and a pay commercial lot are available in the immediate vicinity of the Garden for your guests to park. We are two blocks from the Old Town/Chinatown light rail stop for Max, on the bus line, and within easy walking distance of all downtown hotels.

DÉCOR & CANDLES Firecrackers, sparklers, rice, silly string, deep colored flower petals, fake flower petals and tiki torches are not allowed inside the Garden. Votive candles are welcome on rental table tops. Sparklers are allowed outside the Garden. All other requests must be pre-approved by the event department.

APPROVED CATERERS No outside food or beverage is allowed. Our approved list of caterers can provide you with all your rental, food and beverage needs.

RECOMMENDED VENDORS Ask the event department for a list of event and wedding industry vendors and Chinese performers that we have worked with and recommend.

DAMAGE DEPOSIT \$500 damage and cleaning deposit is required for all wedding receptions: This refundable deposit is required for wedding receptions and any necessary cleaning will be charged at \$100 per hour.

LIABILITY INSURANCE Liability insurance is required for all events: This may be purchased from PCCG for \$285 (2008 rate) or clients may provide their own insurance provided your insurance meets the required amounts.



Administrative Offices

127 NW Third Avenue
Portland, Oregon 97209

Venue Site

239 NW Everett Street
Portland, Oregon 97209

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