



# BOOKING INFORMATION



Meeting and event spaces are reserved through our sales staff.  
 Food and beverage is provided by our on-site catering department. Minimum food and beverage purchases apply to each room, varying on the size of the room and the time of the week. Each function requires an advance deposit with the balance due upon conclusion of the event. Direct billing option is also available with advance arrangements.  
 The Theater is subject to time restrictions as it is also open to the public.

For more information please contact our Sales Coordinators at (503) 288-3286

## MEETING ROOM SPECIFICATIONS



	size	square feet	Maximum number of guests per set-up style:			
			buffet	classroom	theater	conference
<b>Mina Parsons Room</b>	(31 x 23)	713	40	24	48	30
<b>Martha Jordan Room</b>	(31 x 23)	713	40	24	48	30
<b>Agnes Kennedy White Library</b>	(22 x 26)	600	fixed seating: comfy chairs & couches, up to 15			
<b>Gymnasium</b>	(40 x 60)	2400	set up varies according to type of event, up to 112.			
<b>Movie Theater</b>	(50 x 68)	3400	fixed seating: theater style with tables, couches and chairs for up to 200 people. Day use only, Monday–Friday only.			
<b>Cypress Room</b>	(31 x 23)	713	fixed seating: booths and small bistro tables, full bar for up to 25 people. Day use only, Monday–Friday only.			
<b>Boiler Room</b>			multi-level bar, with booths, bistros and small tables, pooltables, shuffleboard, and jukebox for up to 100. Day use only, Monday–Friday only.			



# SITE PLAN

