



Rental Information Form

Thank you for your interest in renting The Reser. To effectively assist you, please answer the questions below with as much detail as possible.

Event Type: Performance Reception Meeting Class Other

Event Title: _____

Organization: _____

Non-Profit (Proof of 501c3 Status Required)

Contact Person: _____

Phone Number: _____

Email Address: _____

Attendance: Public (All events available to the public are ticketed)

Private (Invite Only)

Estimated Number of Attendees: _____

Space(s) Needed: Mainstage Theater The Lab The Pavilion
Lower Lobby Upper Lobby Outdoor Plaza

If unsure what space you are interested in, leave blank and we can determine the best fit.

Event Start Time: _____

Event End Time: _____

List all preferred event dates in order of preference: _____

Will your event stretch over multiple days: Yes No

If yes, please describe needs: _____

Is this the first time you have produced this event? _____

If this is a public event, how are you planning on promoting attendance?

Please note: The Reser does not guarantee full attendance, maximizing attendance depends on promotional efforts by our clients.

Will Catering be needed: Yes No *The Reser provides concessions at all public events, including a selection of beer, wine, water, and snacks. The service is provided by Lionheart Coffee.

If yes, please describe: _____

Room set-up needs: _____

Audio/Visual Needs: _____

Give a brief description of your event: _____

Email a copy of the completed form to rentals@thereser.org After submission our rental team will be in touch within 7 days. Please call (971)-501-7762 if you assist in filling out this form. Please note that we are not able to respond to specific date availability requests on the phone or in person at The Reser.

Disclaimer: Dates without events on The Reser's website do not indicate that a date is available for use. Many dates held by clients and held internally for technical reasons are not listed on the website.