



**The Reser is the perfect solution to bring your performance, meeting, or special event to an audience on the west side of the Portland metro area.**



## GENERAL

### What do I need to do if I'm interested in renting The Reser?

To inquire about renting The Reser, please complete our [rental information form](#) and submit to [rentals@thereser.org](mailto:rentals@thereser.org). You can expect an initial response within 48 business hours. Our team meets once per week to consider all event requests. Please note that dates without events on The Reser's website do not indicate that a date is available for use. Many dates are held by private events or held internally for technical reasons and are not listed on the website.

### Can I visit for a tour of the event spaces?

Yes, we offer general informational tours on the first and third Monday of each month. Please email [rentals@thereser.org](mailto:rentals@thereser.org) to schedule a tour. Availability is subject to event bookings, building maintenance, and staff schedules.

### When is the calendar open for rental bookings?

We generally open our calendar to rental bookings five (5) to fifteen (15) months in advance. For example: In mid-February 2024 we opened the calendar for July 2024 through June 2025.

## THE SPACE

### What are the space capacities?

	Lower Lobby	Lab	Pavilion Room	Upper Lobby
Theater Style	200	100	30	n/a
Banquet	120	72	24	50
Standing Reception	350	120	35	200

### Are tables & chairs included?

Yes, we have a supply of tables and chairs in-house which are included in the rental. An equipment inventory is available upon request. Please note that we do not supply linens.

### Will the furniture be set up prior to the event? Or do we have to set up our own furniture?

Furniture will be set up by our staff prior to your event. Setup is included in the labor costs for your event. If furniture is rented via a third party, we require the supplier to set up their equipment.

### Is Wi-Fi included in your rental?

Yes. On the day of your event, you will be provided with the details to access the Guest Wi-Fi network.



## STAFFING REQUIREMENTS

### What are the minimum staff requirements?

Staffing levels are determined by The Reser, based on the scope of each event. Below are general reference points that may or may not apply to your specific event needs.

#### Main Stage public/ticketed events:

- Production (minimum):
  - 3 production technicians
- Audience Services (Front of House management of volunteer ushers and audience experience and safety):
  - 1 house manager
  - 1 lead usher (2 if balcony is opened)
- Box Office:
  - 1 Box Office manager
  - 1 Box Office associate

#### Main Stage private/non-ticketed events:

- Production:
  - 3 production technicians
- Audience Services:
  - 1 house manager
  - 1 lead usher (2 if balcony is opened)

#### Pavilion Room, Lab, or Lobby events:

- Production:
  - 1 production technician (if AV is activated)
- Audience Services:
  - 1 house manager

## PRICING

### What is the average range of cost for an event in each of the rental spaces?

The following estimated ranges are based on a 4-hour event in each of the following spaces. Non-profit and standard costs are shown on this scale, including minimum staff requirements.

Rates are subject to change. You can find our current rate sheet [here](#).

Please note that event costs can vary greatly depending on needs. We encourage you to contact us for a customized estimate. These estimates do not include any Add Ons (e.g. Piano, Orchestra Shell, Video Projector, or Follow Spots).

#### **4 Hour Event:**

Pavilion: \$480.00-\$800.00

Lab: \$720.00-\$1,480.00

Lobby: \$1,380.00-\$1,720.00

#### Mainstage Theater:

Theater Public Events (Public events are ticketed through the Reser Box Office)

- Standard Rental Mainstage Theater: \$4,400-\$5,400
- Non-Profit Rental Mainstage Theater: \$2,600-\$3,900

#### Theater Private Events:

- Standard Rental Mainstage Theater: \$5,600-\$6,200
- Non-Profit Rental Mainstage Theater: \$5,100-\$5,700
- Community Rental Mainstage Theater: \$4,100-\$4,800

#### Community Rates apply only to:

- Individuals, not organizations
- From our community within the Greater Portland Metro Area
- Renting for a private event

*Not including any Add Ons (e.g. Piano, Orchestra Shell, Video Projector, Follow Spots)*



## FOOD & BEVERAGE

### Are there concessions for public events?

Yes, The Reser offers concessions for all public events through our community partner, Lionheart Coffee, at no additional cost to our renters. The bar is open an hour before each performance and present for intermission if applicable. Lionheart serves beer, wine, beverages, and light snacks.

### Do you have preferred caterers? If yes, who are they? Is there a buyout option?

Yes, we do have preferred caterers!

Our list of preferred caterers is below:

- [Vibrant Table](#)
- [Artemis Foods](#)
- [Crave Catering](#)
- [Reedville Catering](#)
- [Elephants Delicatessen](#)

Please note, we make exceptions for catering for culturally specific events if the desired cuisine is not provided by our preferred caterers.

We require that all catered food be prepared and delivered from a licensed commercial kitchen, and we request their contact information before the event should we have any questions. Floor plans will be provided to outside caterers.

## FORMS & PAPERWORK

### What forms are required to rent (in preferred order of submission)?

Public/Ticketed Events:

- [Rental Information Form](#)
- Theater Production Advance Form†
- Ticketing/Audience Services Advance Form†
- Marketing Advance Form†

Private/Non-Ticketed Events:

- [Rental Information Form](#)
- Theater Production Advance Form†
- Audience Services Advance Form†

†Forms to be provided to renter once event date is confirmed.

To rent The Reser, copies of the following are required: W-9, certification of insurance, and proof of 501(c)3.

## MISC

### Can I occupy the space for more than 12 hours in a day?

While we understand that the needs of your event may require rental of space more than 12 hours, we recommend that events do not exceed that length, due to the health and safety of staff and the success of your event.

### What does the facility fee per ticket cover?

All ticketed events are assessed at a facility fee per ticket, paid for by the patron. Facility fees cover preservation and upkeep of the facility, and ticketing service charges. All tickets are assessed the same flat fee, regardless of price. Please note that free tickets are also assessed as a per ticket fee, covered by the renters (your organization), after the first 12 tickets, which are complimentary.

### What is the Rise Together Program?

The Rise Together program allows access to the state-of-the-art Mainstage Theater by way of a scalable rental model for non-profit organizations of all sizes. Rental of the theater for nonprofit organizations is available at greatly reduced rates, and rental charges will be calculated based on the number of seats utilized rather than a flat fee. A minimum rental fee applies, calculated for 250 seats.

For example, if ABC Org sells 350 seats to their performance, they would be charged \$2.20 per seat sold for a total rental fee charge of \$770 versus a flat fee or the entire use of the theater.

This model allows nonprofits to control their costs while growing audiences over time at The Reser. The Rise Together program is subsidized by our sponsors. Please note that additional fees for stage labor, audience services, and box office support are not pro-rated as part of this program, and the rate per seat is subject to change.

**Still have questions? Contact us at  
(971) 501-7762 or [rentals@thereser.org](mailto:rentals@thereser.org).**