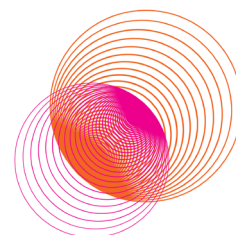




The Reser is the perfect solution to bring your performance, meeting, or special event to an audience on the west side of the Portland metro area.



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 event form](#) and submit to 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?

Please email 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 typically open our calendar for rental bookings between five (5) to fifteen (15) months in advance. While we strive to accommodate requests, booking availability is determined by a variety of factors, including event type, technical requirements, and overall scheduling priorities. Submitting a request does not guarantee a reservation, and we encourage early inquiries to discuss potential dates and event needs.

THE SPACE

What are the space capacities?

	Lower Lobby	Lab	Pavilion Room	Upper Lobby
Theater Style	200	120	30	n/a
Banquet	120	72	24	50
Standing Reception	350	120	35	200
Conference	n/a	50	20	n/a

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, and client Wi-Fi networks.



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:
 - 3 production technicians (minimum)
- 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 or large event scope)
- Box Office:
 - 1 Box Office manager
 - 1 Box Office associate

Main Stage Private/Non-ticketed events:

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

Pavilion Room, Lab, or Lobby events:

- Production:
 - 1 production technician (based on needs)
- Audience Services:
 - 1 house manager (for 20 or more attendees)

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).

2 Hour Event:

Pavilion: \$70-\$240
 Lab: \$270-\$470
 Lobby: \$570-\$730

4 Hour Event:

Pavilion: \$280-\$720
 Lab: \$680-\$1,280
 Lobby: \$1,280-\$1,600

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?

To ensure the highest quality and seamless service, we kindly ask that all catering be arranged through our preferred caterers. They have been carefully selected to provide exceptional cuisine and meet our venue's standards. We appreciate your understanding and look forward to making your event a success!

Our list of preferred caterers is below:

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

We may grant exceptions for culturally specific events if the desired cuisine is not provided by our preferred caterers. A buyout fee will apply.

All catered food must be prepared and delivered from a licensed commercial kitchen, and we require the caterer's contact information a month before the event for coordination purposes. PRCA will provide floor plans to all outside caterers.

FORMS & PAPERWORK

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

Public/Ticketed Events:

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

Private/Non-Ticketed Events:

- [Rental Event Form](#)
- 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. If this happens the renter will be charged per additional hour.

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 \$2.40 per seat sold for a total rental fee charge of \$840 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 x 217 or
rentals@thereser.org.**