



**LEED-Certified Platinum Building** offers a unique combination of historic architecture and energy efficient state-of-the-art technology. With over 7000 square feet, our event space, located in the heart of downtown Portland, is the ideal location to host your event.

Whether it's a strategic planning session, non-profit fundraiser, networking event, workshop, lecture or evening event with dinner and cocktails, our venue can accommodate a variety of needs with space flexibility.

#### **INCLUDED IN THE RENTAL**

- InFocus Projector
- Presentation Screen
- Built-in Sound System
- 2 Wireless Hand-Held and 3 Lapel Microphones
- Staging Kitchen
- Podium
- 24 (2' X 6') Tables and 8 Tall Bistro Tables
- Approximately 150 chairs
- On Site Event Coordinator
- Wireless Internet (Specs are 100MB down, 20MB up)

45 SW Ankeny Street Portland OR 97204 | [mercycorps.org](http://mercycorps.org)  
Events Coordinator at [events@mercycorps.org](mailto:events@mercycorps.org) | [503-896-5865](tel:503-896-5865)



<b>SPACE CAPACITY by Event Type</b>	<b>Banquet</b>	<b>Reception</b>	<b>Classroom Conference</b>	<b>Lecture Theater</b>	<b>Week Day Rates</b>	<b>Non-Profit Week Day Rates</b>
Aceh Community Room 2,000 sq. ft.	123	198	90	175	\$200.00 per hour	\$100.00 per hour
Pre-Function Space 800 sq. ft.	90	100	0	125	Incl in Aceh rental	Incl in Aceh rental
Gallery Space 800 sq. ft.	57	90	40	79	\$200.00 per hour	\$100.00 per hour

- \$120.00 cleaning fee for Saturday and Sunday events. 3 hour minimum on rentals.

## SPACE OPTIONS

### ACEH COMMUNITY ROOM

The relief efforts Mercy Corps supplied in 2004 when a tsunami hit Aceh, Indonesia, defined our agency. To honor those efforts the community room was named after Aceh (pronounced Ah Chay). With an open floor plan, the room can accommodate receptions, theater, boardroom or classroom seating with a maximum capacity of 175 people.

### PRE-FUNCTION

The area outside of the Aceh Community Room is most often used as a pre-event gathering space, great for event registration, pre event cocktails and silent auctions.

### GALLERY

The gallery holds exhibits ranging from nationally recognized exhibits like Design for the Other 90% to local community art projects. This area serves as a great place for event hosts to use as a buffet or auction area.

## SPECIAL EVENT INSURANCE AND LICENSE

Serving Alcohol at Your Event? Besides using an OLCC licensed bartender you may need a [SPECIAL LICENSE](#).

Event Liability Insurance is required for your event. All vendors are required to also provide proof of insurance. If serving alcohol, a host liability should be added to your policy.



## FAQs

### Rates -

Our Aceh room rents for:

- Private Sector: \$200.00 (day) and \$225.50 (evening & weekends) per hour
- Non-Profit: \$100.00 (week day) and \$125.50 (evening & weekends) per hour

We have a **3 hour minimum**, prices include one security officer.

### What do I need to do in order to hold the date?

To reserve the Aceh Community Room, Pre-Function or Gallery space(s), a signed contract and a 50% room deposit is required.

### Is setup and cleanup time included in my rental?

Yes. You are responsible for set up and clean up. For events on Saturday and Sunday, there is an additional \$120.00 cleaning fee.

### Do I need to provide extra insurance to rent your facility?

Mercy Corps Event Space requires clients and their vendors to furnish their own Certificate of liability insurance.

### What happens if I have to cancel my event?

All deposits are non-refundable.

### Where can guests park for my event?

We are located at the Skidmore Max stop if taking public transportation. There are three public garages located near Mercy Corps. Least expensive all day parking is located at the Smart Park lot—33 NW Davis Street.

### Do you have a preferred vendors list for catering?

Yes, a list can be provided for clients to hire an outside catering company or they may provide their own food and beverage.

### May I provide my own alcohol?

Yes, you may provide your own wine, champagne and beer but it must be served by OLCC or TIPS certified servers or individuals. You may also need a [TSL license](#).

### Who will be on site the day of my event?

Your event planner will be on site, as well as a security guard.