



Venue Specifications, Inclusions, and
Policies

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Venue Location:

1307 NW Overton
Portland, Oregon 97209

Contact:

Phone, West Coast Event Prodcutions-
503-294-0412
flexspace@wcep.com

Venue Details

Flex Space is a natural, urban chic venue located in the neatest nook of Portland, the Pearl District. From corporate gatherings to romantic weddings, Flex Space straddles the line of character and versatility. Flex Space houses open potential for affairs intimate and grand. With sleek exposed concrete floors, and warm wood framed windows that travel up the 25 foot ceiling, the combined aesthetics make Flex Space the perfect venue to inspire weddings, corporate meetings, galas, auctions, and trade shows that achieve event visions. Design and décor options are endless through West Coast Event Productions, Inc.

JUST THE FACTS

- Total square feet: 5,500
- Total Guest Capacity: 350
- 25' High ceilings
- Exposed, Polished Concrete Floors
- 4-Door Street-Level Access with ramp
- ADA Compliant Restrooms
- All event services available in-house

LOCATION

Flex Space is located at the corner of NW 13th and Overton in Portland's North Pearl District — a vibrant neighborhood of award-winning restaurants, art galleries, shops and parks nestled right up to the waterfront. The district remains true to its industrial roots, while securing its place as an internationally recognized leader in urban renewal. With its sleek warehouse-style architecture, Flex Space venue personifies the quintessential characteristics of the Pearl District and Portland.

MANAGEMENT TEAM

Flex Space is managed by West Coast Event Productions, Inc. — Oregon's largest full-service event production company with over 30 years of experience in the event industry. We are an inspired team of event planners, designers and technicians committed to developing innovative solutions for special events. Read more at www.wcep.com.

CONTACT INFORMATION

1307 NW Overton
Portland, OR 97209

Office: 503.294.0412
Fax: 503.294.0616

www.flexspaceportland.com
flexspace@wcep.com

Policies, Procedures & Information

Thank you for choosing Flex Space for your event. The following policies, procedures and information have been designed to help plan your event, and for those attending to enjoy a safe, rewarding and successful event.

PRIOR TO YOUR EVENT

PAYMENT

West Coast Event Productions has a non-refundable deposit policy. In order to reserve Flex Space for your date, a non-refundable payment of the full hall rental and janitorial fees will be due upon date reservation.

CANCELLATION POLICY

If you cancel your event, your deposit and rental fee will be forfeited. After the deposit has been made and if the venue becomes unavailable for reasons beyond the control of West Coast Event Productions (for example, fire, flood, disaster, or acts of third parties), the liability of West Coast Event Productions is limited to the amount of any deposits or rental fees actually received by West Coast Event Productions for the event.

PROVISIONS

Following is a list of benefits you will receive by renting event equipment and decor exclusively through WCEP:

- When you rent equipment exclusively from WCEP for Flex Space, we will waive all delivery and pick up charges.
- When you rent equipment exclusively from WCEP for Flex Space, we will set up and dismantle all of WCEP rentals at no additional charge for rentals that are included in the venue fee, or when the price of set up and strike is included in the rental fee.
- When you rent equipment exclusively from WCEP's in-house rental divisions, you save time and money having only one point of contact, streamlined 24 hour communication, avoid delivery and pick up fees from multiple vendors, and incur no delivery and pick up fees from WCEP. This allows you to spend more time and budget focused on the event elements that are important to you. Available equipment through WCEP includes lighting, sound, audio visual, linens, china, flatware, glassware, as well as ultra lounge furniture, themed décor, floral designs, party rentals, tents, etc. WCEP maintains competitive pricing in our many rental divisions and will match competitors' prices for the same rental equipment.
- When you rent equipment exclusively from WCEP's in-house rental divisions, our designer will produce a free CAD drawing of the event layout and one revision for your event. Subsequent CAD drawings can be created for a standard fee.
- WCEP also provides internet services, fax machines and copier services as well as other technical needs and office services. Inquire for pricing.

*Not all benefits apply if the standard venue rental rate has been discounted as a courtesy for a nonprofit, or other client.

ORDERING EVENT RENTAL EQUIPMENT AND DECOR

All rental equipment should be ordered by the client or caterer at minimum, 72 hours prior to your event. This will help guarantee that the equipment will be available as well as save clients from extra labor charges for late ordering. The standard industry policy for catering equipment is to order 10 percent above estimated guest count. WCEP suggests ordering ten percent over the event guest count to protect yourself from any added last minute guest arrivals, breakage, miscounts, misorders or any other potential mistakes. All caterers must verify and finalize their catering order of WCEP's equipment by 12:00 p.m. noon the day prior to the event to avoid any additional labor charges on last minute orders or order revisions, mistakes, misorders, or miscounts, etc. All caterers must also physically verify the catering item order has been delivered accurately by 11:00 a.m. on the day of the event. WCEP is happy to make changes to your contract at any time, however, additional last minute or day-of-event changes to the floor plan, including adding or eliminating rental equipment, will be subject to a labor fee, and completed only if feasible.

DESIGN & CONSULTATION

For many events, we suggest hiring a professional event coordinator to help design your event and be there on site on the day of your event. If budget does not allow this or you determine not to use an event coordinator, WCEP offers up to two 1 hour free consultations on the design and rental needs of your event. WCEP's regular rate for design and consultation is 95 dollars per hour; however we will charge only 55 dollars per hour for any additional hours of consultation at Flex Space.



VENDORS

- Catering Companies
(See Preferred List;
Includes Food, Alcohol &
Beverage Service)
- DMC Companies
- Entertainers
- Entertainment Agencies
- Florists
- Limo Services
- Parking Lot Services
- Photo Booths
- Photographers
- Security Staffing
- Technicians
- Trade Show Producers
- Valet Services
- Videographers
- Wedding Planners
- Etc.

Above is a list of types of vendors that can be used at Flex Space. All vendors must be professional and licensed with the City of Portland, as well as listed on file with WCEP and must provide an insurance policy naming WCEP as additionally insured. WCEP can recommend vendors in any one of the above categories upon request.

GENERAL LIABILITY INSURANCE

Client agrees to provide a certificate of general liability insurance in an amount of not less than \$1,000,000 (one million dollars) covering the event and naming West Coast Event Productions as additionally insured. This is a relatively simple process by contacting your insurance company with the event information. If you do not have insurance, we will be happy to refer you to an insurance provider that handles event insurance.

There are times OLCC and Portland Fire and Rescue requires a separate license and an additional insurance rider may also be required for various events. It is the responsibility of Flex Space clients to research and attain applicable licences and event permits.

HOST LIQUOR LIABILITY INSURANCE

If alcohol is provided by and served by one of our preferred caterers or if the caterer is given the alcohol by the client or another beer, wine and liquor vendor to serve it, then that caterer will be responsible for the Host Liquor Liability Insurance. There will also be a corkage fee of \$2.50 per person charged to the client when the alcohol is donated or provided by the client.

Alcohol may only be served by OLCC licensed servers. West Coast Event Productions does not allow self-service alcohol, including mixed drinks, wine, keg or bottled beer. WCEP does not allow any volunteers or friends of the client to serve alcohol who are not OLCC licensed servers.

PARKING

- Parking is easy and convenient for Flex Space events.
- There are over 600 metered street parking spaces available within a three block radius of Flex Space. Most of these metered spaces have a five hour time limit, and many of the spaces are within one block of Flex Space. Some of the metered spaces are directly in front of all four Flex Space

entry doors. Metered street parking is free after 7:00 p.m. There are also some free non-metered parking spaces within a three block radius of Flex Space.

- As an option, there is a 90 car parking lot available for you to rent one block away from Flex Space, as well as additional parking lots nearby. Inquire for parking lot contacts.
- If being green and sustainable is important to you, encourage guests to take advantage of the MAX Light Rail transportation system. The MAX Park and Ride Lots are generally available evenings and weekends. For more information call TRI-MET at 503-238-RIDE or visit their website at trimet.org.
 - Suggest car pooling or shuttle buses to support our efforts in being green and sustainable.
 - Valet parking is also available. Please inquire for references.

RENTAL TIME

Flex Space rental price is charged by a block of time which includes an eight hour time period. These block times include your set up time, event time and dismantle time. We are willing to stay overtime if the venue is available. Overtime charges are 250 dollars per hour for Flex Space plus any technical personnel charges if required. Equipment must be removed from the building by the end of the eight hour time slot to avoid any hourly overtime charges. Block times are to begin no later than 4:00 p.m. to ensure the block period ends by 12:00 a.m. midnight.

Clients requiring rehearsal or venue access prior to the start of the event may schedule this rehearsal at the same time the deposit is paid at a discount of 75 dollars per hour for the rehearsal or venue access prior to the beginning of the eight hour rental period. This discount is provided for rehearsals or venue access if scheduled at the time the deposit is paid because WCEP is able to schedule set time, staffing, etc. accordingly--saving last minute labor fees. Rehearsals or venue access scheduled after the deposit is paid will be accommodated for the standard rate of 250 dollars per hour if the venue is available.

DELIVERY, PICK UP AND EXPENDABLES

When you rent equipment exclusively from WCEP at the standard venue rental rate for Flex Space, there is no charge for delivery and pickup to Flex Space if a 75 percent deposit on the rentals is paid at minimum, two weeks prior to the event date. A three percent expendables fee will be charged to cover costs of materials used in pulling, prepping, loading, restocking and maintaining all rental items including bubble and shrink wrap, zip ties, duct tape and other tapes, linen bags, cleaning supplies, etc. Note: The three percent expendables fees will not be charged on service fees such as hall rental and janitorial fees.

DECORATIONS AND DAMAGE

If you supply and set up your own decorations and/or have chosen to use volunteers or vendors other than WCEP, you are responsible for any damage and extra charges that occurs to Flex Space by your staff and the vendors you have chosen. An open and signed credit card authorization is required to be on file and will be processed for any additional rental items and services you and your vendors have ordered and/or any damage charges caused by you and your vendors.

DURING YOUR EVENT

AVOID

Avoid anything that might stain, scratch or mar the wall and floor surfaces such as nails, push pins, tacks, staples, duct tape and other tapes that may leave a residue and avoid any heavy metal items that damage the concrete floors, i.,e., metal weights, cases without rubber wheels, etc. Do not use confetti, duct tape, glitter, Mylar, rice or birdseed inside or outside of the buildings without the authorization of a WCEP manager. If authorized, an additional clean up fee will be charged. You can use masking tape and gaffers tape on floors, but nothing can be hung or tapped from the walls of Flex Space. WCEP does rent fabric covered base plates for pipe and carpeted and wheeled cases for moving around on the finished cement floors. The use of fireworks, sparklers, tiki torches, or any fire related products are prohibited unless special arrangements have been made with West Coast Event Productions and the Portland Fire Department.

If candles are used, you must obtain prior authorization from WCEP and the Portland Fire Department. You are welcome to use flameless candles, which can be rented from WCEP.

As per the Fire Marshall, clients cannot block any doors that have an EXIT sign above it. WCEP does own lighted EXIT signs that can be rented and used for special needs if authorized by the Fire Department.

VENDOR DELIVERIES

Client must have a security person available and responsible for all of the equipment you and your vendors bring into Flex Space. All deliveries are to be made the day of the event after your access time unless there are special arrangements that are made prior with a West Coast Event Productions Manager. You or your representative must be present to sign for all deliveries. You must remove all of your items from Flex Space by the end of your rental time to allow West Coast Event Productions to prepare for the next event. WCEP will not be responsible for any of you and your vendor's equipment before or during your event as well as for any items left behind after the event. If you need to deliver equipment outside of the eight hour block, or the day prior to the event, a drayage fee will be charged, and the item(s) will be placed in storage until the eight hour block begins. Call for drayage fees.

BUILDING SAFETY

You are responsible for all people and property associated with your event. Flex Space is a nonsmoking building. West Coast Event Productions can rent you a tent and ashtrays to provide a smoking area for your guests directly outside the main doors. As per Fire Marshal Regulations, no portion of any passageway or exit door may be blocked or obstructed in any manner and no exit door shall be blocked, hidden, or bolted from the inside or outside while the facility is in use.

SAFETY AND SECURITY

Client is responsible for any safety and security required during the event. If security is needed at your event, you are required to hire professional security personnel from West Coast Event Production's preferred vendor list. If West Coast Event Productions determines your event requires additional security due to alcohol use, public access, high value items, a large number of guests, among other reasons, you may be required by West Coast Event Productions to provide additional professional security personnel at your expense.

CONCLUDING YOUR EVENT

CLEAN UP

Confirm with your caterer that they will clean the catering area at the end of the event. Remove your equipment, decorations and other items by the end of your allotted eight hour rental period to avoid overtime charges. Put all garbage and recycling in appropriate containers. A standard garbage collection and additional pick up fee applies for events drawing 300 guests or more. The garbage collection and additional pick up fee is 275 dollars. Clients may make their own arrangements for disposal of the additional garbage or materials (carboard, boxes, wood, etc.) that Flex Space is unable to accommodate to avoid the fee, though these arrangements must be approved by a West Coast Event Productions manager prior to the event. If any chairs or other equipment have been moved outside, they must be returned to the inside of Flex Space. WCEP will completely clean the floors, restrooms and walls, etc before and after each event. However, the client or caterer is responsible for taking care of liquid spills during the event. WCEP will supply a mop and bucket as well as other janitorial supplies for your convenience.

LOCK UP

Confirm with your caterer that they will check out with the West Coast Event Productions Manager at the end of the event, and verify that the policies and clean up requirements of the venue have been completed. Ending time for all events is no later than midnight without the prior authorization from a West Coast Event Productions manager. This means the eight hour block period may start no later 4:00 p.m., regardless of what time the actual event is to begin. Starting the eight hour block no later than 4:00 p.m. ensures that all events end at 12:00 a.m. midnight. Before leaving the event, the client or authorized representative must sign out "including the time of check out" with the WCEP Manager on site. West Coast Event Productions is willing to stay overtime at a rate of 250 dollars per hour exceeding any hour after midnight.

Lights and other electrical equipment will be turned off and all doors will be locked at the end of your function by WCEP management staff. You must remove all of your items from Flex Space immediately following your function. WCEP will not be responsible for any items left in Flex Space.

DAMAGE OR LOSS CHARGES

After your event, West Coast Event Productions will inspect Flex Space. If there is any damage to Flex Space or to any of West Coast Event Productions equipment or décor by you, your guests, or the vendors you have chosen, the approved and signed credit card authorization form on file will be processed for the damage or loss charges or WCEP may choose to send you a statement of the charges. Client will be notified of these charges within 72 of the event ending time—allowing WCEP adequate time to execute a proper inspection of all equipment and the venue. If all policies and procedures are followed there are usually no damage or loss charges.

NOTE:

Flex Space Policies, Procedures and Information are subject to change at any time. See revision date at the end of each page.

Included Amenities

(Valid when the venue's standard rental rate is paid. Inclusions do not apply for trade shows or related events.)

1. Includes (15) - 60" round tables to seat up to 150 guests (Each table seats 8 – 10 guests)
2. Includes (150) - Banquet style chairs (With fabric padded seats and backs)
3. Includes (5) - 8' long x 30" wide banquet tables (for registration, coat check, food and beverage, etc.)
4. Includes (five) - Theatre lighting fixtures with colored gel and full dimming capabilities.
5. Includes all WCEP labor to set up and dismantle WCEP rental items included in the Flex Space venue fee (limited to the above items) according to the CAD floor plan.
6. Includes four 20 amp circuits of electricity for client's use (2,400 watts per circuit, one on each of the venue's four walls) Additional circuits are available to rent at 75 dollars per 500 watts or 145 dollars per 20 amp circuit and can be placed most anywhere by a WCEP technician. An electrical facilitation fee of 75 dollars will be charged for each catering device not rented through WCEP that requires more than 1,000 watts of electricity (i.e. hot boxes, large coffee makers, etc.). A WCEP electrical technician will provide the power supply and ensure proper usage, wattage compatibility and distribution, as not to interfere with any other units or devices also requiring electricity in the vicinity.
7. Includes (2) - One-hour event consultations with an event designer to assist you in your floor plan and design ideas, as well as your décor and rental needs.
8. Includes (1) - Professional computer assisted drawing (CAD) with a completed floor plan of your design and layout.
9. Includes (1) - Additional revision of the above CAD floor plan (the third and additional revisions cost 75 dollars each).
10. Includes (1) - On-site/on-call WCEP House Manager during the set up on the day of your event.
11. Includes (1) - On-site/on-call WCEP House Manager during the event.
12. Includes all complimentary delivery and pickups of WCEP rentals when 75 percent of the rental deposit is paid at minimum, two weeks before the event date, and the final payment is made seven days prior to the event date.
13. Event marketing, promotion, and media support.

Preferred Caterers

West Coast Event Productions works with a variety of preferred caterers known for exceptional food, creative and innovative menus, and top-notch service that will leave you and your guests well taken care of. WCEP believes in creating a positive, holistic event experience from the shades of linen to every morsel served, and holds impeccably high standards for not only our execution, but other vendors serving Flex Space clients and guests as well. WCEP will help guide clients toward a catering partner sure to satisfy all levels of taste.

All caterers must be professional and licensed by the City of Portland or State of Oregon. All caterers must have current food and alcohol service licenses, as well as current certification of insurance on file at West Coast Event Productions naming WCEP as additionally insured for their event. Caterers without this certification will not have access to the space.

Clients are required to select from the preferred caterers. These caterers are familiar with our facilities and know and understand our cleaning requirements, our green and sustainable recycle and trash disposal policies, as well as following all other policies and requirements at Flex Space in order to keep Flex Space a clean, professional and well run venue for events. No food or beverage can be brought into Flex Space without the use of one of these exclusive preferred caterers.

WCEP may consider other licensed professional caterers, however; (#1) you must have prior approval by WCEP Management, (#2) an additional 25 percent fee of all food and beverage charges (a minimum of 2,500 dollars for both food and beverage) must be paid to Flex Space for the service of using another professional caterer and (#3) the caterer must comply with Flex Space catering policies to help maintain a clean, professional and well-run venue for all events.

All catering items must be placed on a separate contract to ensure efficiency and clarity pertaining to the following functions: adding additional catering items, delivery schedule, recounting the items from the contract at the end of the event to verify any missing or broken items.

*See ORDERING EVENT RENTAL EQUIPMENT AND DECOR above for catering equipment rental timeline.

West Coast Event Productions looks forward to welcoming you into Flex Space and collaborating for a fabulous event!