



# EVENTS GENERAL GUIDELINES

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## **Adhesive**

No adhesives, tacks, nails, or otherwise damaging binding shall be used to affix items to doors, tables, walls, windows, floors, or other surface in any location at the Portland Art Museum.

## **Alcohol**

Any alcohol on PAM premises must be brought in or pre-approved by one of PAM's Exclusive Caterers. Alcohol must only be served by a licensed OLCC alcohol server. Plastic or other protective floor covering must be applied to the areas under and behind any bar to prevent damage. PAM reserves the right to confiscate any alcohol on Museum property that has not been provided by an approved caterer.

## **Balloons**

No helium filled balloons are permitted in the facility without advance approval from PAM Production. Approved use may incur fees or require a Fire Watch.

## **Bars/ Food Staging**

All bars in carpeted areas must have plastic covering or other protective covering applied to the floor behind the bar to prevent damage. All outside staging areas must have plastic or other protective covering applied to the concrete under the staging stations.

## **Cables**

All electrical or audio visual cabling must be secured and matted with approved gaffers tape to conform to safety standards. Contractors who provide or install their own cabling and matting will be inspected by PAM staff to ensure the installation is in compliance with all safety standards.

## **Candles and open flame devices**

- A. All candle use must meet Portland Fire and Rescue's "Requirements for the Use of Candles" and be approved in advance by the Portland Art Museum. PAM Production is happy to help determine if your candles will meet fire code and PAM regulations. Portland Fire's rules and regulations can be found at <http://www.portlandoregon.gov/fire/article/175989>.
- B. All open flame devices, sparklers, fire performances, etc. must meet Portland Fire and Rescue's requirements and be approved by PAM Production. Portland Fire's rules and regulations can be found at <http://www.portlandoregon.gov/citycode/29174>.
- C. PAM Production is happy to help with all fire related issues. If you have questions please call.

## **Catering**

To ensure only the best service is provided to our clients, all food and alcohol must be provided and served by one of the Portland Art Museum's Exclusive Caterers.

## **Childcare**

- A. One adult supervisor is required for every five children.
- B. No child shall leave the assigned room unless accompanied by an adult.

## **Cleanup**

Cleanup of all food-related items in green rooms, volunteer rooms, ballrooms, kitchens, or any other utilized space is the responsibility of the caterer. This includes dishware, food garbage and linens. Any dirty rental dishware must be stacked with plastic garbage bags under the lowest dish rack to help aid cleanup. In the occasion when a drop-off is performed, the Caterer is responsible to return to clean up event spaces.

## **Custodial**

General custodial services and cleaning of the contracted areas are included in the basic room rental. Depending on the nature of the events, additional housekeeping costs may be incurred. PAM Production will be able to assist you in identifying areas that have potential cost implications.

## **Event Locations**

The Portland Art Museum houses event spaces in two buildings with separate physical addresses. When preparing event invitations, we recommend distinguishing between these physical addresses, so that your guests have the most accurate information directing them to the event as follows:

*Events in the Kridel Grand Ballroom, Fields Sunken Ballroom, Marion L. Miller Gallery or Sondland/Durant Trustee Room:*

NAME OF EVENT ROOM  
Portland Art Museum  
Mark Building  
1119 SW Park Avenue  
Portland, OR 97205

*Events in the Whitsell Auditorium, Andree R. Stevens Room, or E.H. Roberts Memorial Sculpture Mall*

NAME OF EVENT ROOM  
Portland Art Museum  
1219 SW Park Avenue  
Portland, OR 97205

## **Exterior Banners**

Client banners may be displayed on the northeast corner of the Mark Building. Contact PAM Sales for fees and specifications.

## **Fire Watch**

Any activity that requires disabling any part of the fire system will require a fire watch to be established by PAM Production. Establishing a fire watch requires pre-approval from PAM and Portland Fire and Rescue. This service is not included in the Facility Charge.

## **Floor plans**

- A. All events require a floor plan.
- B. All floor plans must be drawn to scale. If you do not have the ability to draw scale floor plans, PAM Sales can provide that service for an additional fee.
- C. All tables must be marked with their size.
- D. All floor plans need to contain a legend with furniture quantities and the source of the equipment.
- E. All non-PAM rental furniture must be marked with an “R” on the floor plan.
- F. All floor plans must meet Portland Fire and Rescue “Public/Special Events Permit Codes” (can be found at <http://www.portlandoregon.gov/fire/article/224247>) and all PAM rules.
- G. All floor plans must be approved by PAM. Submit all floor plans to [production@pam.org](mailto:production@pam.org). PAM will review the layout and contact you if there are any issues that need to be resolved.
- H. You are required to have floor plans submitted to PAM one month prior to your event. Late floor plans may be subject to additional fees.

## **Loading in/out**

- A. The operating hours for loading are restricted to the hours contracted for the space rental. Any loading (in or out) hours needed outside these times must be approved and scheduled by PAM two weeks prior to your event date and may be subject to additional charges .
- B. The loading dock is located at SW 10th and Main Street.
  - i) All load-in is from street level.
  - ii) There is a loading zone on Main Street at 10th for trucks.
  - iii) All street level parking is metered.
- C. To ensure as smooth a load-in as possible, a load-in schedule must be submitted to [production@pam.org](mailto:production@pam.org) at least 15 days prior to your event.
- D. PAM Sales can provide a load-in guide for your rented space.

## **Parking**

PAM does not have designated parking. There is street parking (managed by the city), nearby parking lots (privately managed), and loading-zones (managed by the city). Please see load-in guides for more details.

## **Phone lines**

Phone lines are available upon request at an additional fee. Requests for phone lines must be made at least two weeks prior to event.

## **Photography**

PAM retains the right to photograph an event for its own records, publicity or sales purposes.

### **Post-event cleaning/check out**

- A. The catering manager must check in with a PAM Manager-on-Duty prior to leaving the building to do a final walk-through of the spaces.
- B. The caterer is responsible for removing all garbage and cleaning all of the spaces they utilize (including but not limited to: all kitchen appliances, staging area, loading dock and event space). The caterer is responsible for removing all catering-related items, rentals and garbage. The caterer is responsible for cleaning event kitchens and catering areas. The caterer is also responsible for removing all garbage and recycling items left by the event.
- C. Vendors are responsible for removing all of their equipment and any garbage at the end of the event. Vendors are also responsible for loading out within the contracted timeframe.

### **Propane**

All propane must meet Portland Fire and Rescue's requirements and be approved by PAM. Portland Fire's rules and regulations regarding propane use can be found here:

<http://www.portlandoregon.gov/fire/58368>. If you have questions about the use of propane, please contact PAM Production.

### **Rigging**

- A. All rigging must be pre-approved by the PAM Audio/Visual Manager. A rigging plan showing loads and method of suspension provided by the client is required for such approval.
- B. All rigging must be straight hangs; no bridling is allowed.
- C. All rigging done at PAM requires a member of PAM AV staff to be present during installation/de-installation.
- D. Rigging and inspection fees may apply.
- E. Any rigging that is found to be unsafe, incorrect, or unacceptable for any reason will be made safe at the expense of the renter.
- F. Technical information and load capacities are available. For more information, contact PAM Sales.

### **Room flips/turnovers**

Each room rental includes the furniture listed in the "Addendum" and the labor to set it one time prior to your event.

Any changes to the set during the room rental will be subject to additional labor charges and must be scheduled in advance with PAM Sales.

### **Security**

Basic security is included in the room rental; however, depending on the nature of the event, additional security costs may be incurred. Certain events require police officers; in this case, PAM will contract with the police department and the additional cost will be added to the venue billing. PAM Sales will be able to assist you in identifying areas that have potential cost implications.

### **Shipping**

Due to limited storage space we are unable to accept shipments more than one day prior to the event. Large shipments cannot be accepted until the day of the event. PAM Sales should be notified of any shipments in advance. Any items shipped to PAM for an event must be marked with the event name,

and also be marked “c/o Event Production.” You may ship from our location ONLY if you have a prepaid packing slip, your items are packaged in the correct manner, and you transport the items to the Main Building Loading Dock shipping area.

The shipping address is:

EVENT NAME

c/o Event Production

Portland Art Museum

1219 SW Park Ave.

Portland, OR 97205

### **Smoke machines and hazers**

No smoke machines or hazers are allowed unless pre-approved by PAM.

### **Timeline/Run of Show**

All events require a detailed timeline that includes:

- o Event Names o Event date o Client/Caterer Contact Info
- o Load-in times o Catering arrival time o Vendor arrival time
- o Client arrival time o Event start time o Any moves between rooms
- o Room flips or changeovers o Pertinent service times o A/V related cues or timings
- o Event end time o Load-out times o Load-out completed time

### **Vendors**

All furniture set by vendors must meet local fire code and conform to the floor plan. It is the responsibility of the person or company that hires a vendor to ensure these requirements are met. Any room set that has to be altered by PAM in order to conform to fire code or floor plan will incur an additional labor charge.