

pure space

an urban venue in the pearl



Information Packet

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Venue Details

Contemporary in style and flexible in layout, Pure Space is an industrial, yet polished venue for events of every size. With two separate floors and two expansive walls of 25 foot tall windows, the facility features plenty of space and light. Conveniently located in the North Pearl District — one of Portland’s newest and most vibrant neighborhoods, Pure Space offers an unforgettable site for your next event. Design, décor and rental options are endless through West Coast Event Productions, Inc.

JUST THE FACTS

- Pure Space- Main Ballroom- 12,500 sq. ft.
- Pure Space Upper Mezzanine- 3,000 sq. ft.
- Total Guest Capacity- 100 to 1,552
(Flexible design for any size group)
- 40’ High Hangar-Style White Wood Ceiling
- 25’ Tall Floor to Ceiling Windows
- Polished Concrete Floors
- Four Street-Level Access for Easy Load In
- ADA Compliant Restrooms
- Includes HVAC- Air Conditioning & Heat
- Complete “in-house” Equipment Rentals by West Coast Event Productions, Inc.

LOCATION

Pure Space is located at the corner of NW 14th and Overton in Portland’s North Pearl District — a vibrant neighborhood of award-winning restaurants, art galleries, wellness and fitness facilities, 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, Pure Space Venue is a natural fit for the neighborhood and offers an ideal site for special events of every variety. Other venues are available through West Coast Event Productions, Inc.

Pure Space	Flex Space	Studio Space	River Space
1315 NW Overton	1307 NW Overton	1325 NW 13 th	1910 SW River Dr
Portland, OR 97209	Portland, OR 97209	Portland, OR 97209	Portland, OR 97201
info@purespaceportland.com	flexspace@wcep.com		Info@riverspaceportland.com
www.purespaceportland.com	www.flexspaceportland.com		www.riverspaceportland.com

MANAGEMENT TEAM

Pure Space, and the above listed venues, are owned and managed by West Coast Event Productions, Inc. — Oregon’s leader in the special event industry and its largest full-service event production company with over 38 years of experience in the Special Event Industry. We are an inspired team of event planners, designers and technicians committed to developing innovative solutions for special events. WCEP is the Exclusive Vendor in Pure Space with our competitive pricing policy for all equipment rentals and decor and is the only permissible rental company as a “one stop shop” service company in the Special Event Industry. Our many divisions include but are not limited to lighting, sound, A/V, linen, china, flatware, glassware, fabric draping, floral, furniture, and all other rentals available at WCEP’s over 100,000 square foot showroom/warehouse. This exclusive vendor policy is upheld to make it seamless for you to focus on your event needs with less organization and communication to multiple vendors as well as to maintain the high standard of exceptional events known to unfold at Pure Space.

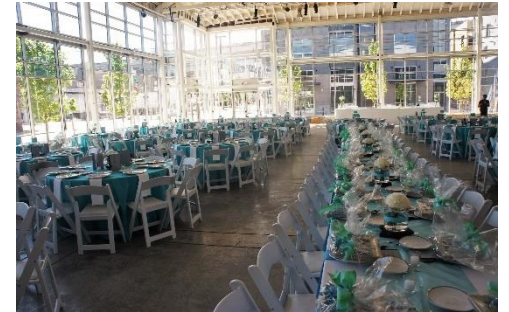
Included Amenities

The following items are included at no charge when the full venue rental fee is paid. All these items are maintained and located in the Pure Space venue storage area. Inclusions do not apply when the venue rent is sponsored by WCEP or discounted for non-profit events.

1. Includes (30) - 60" round tables to seat up to 300 guests (each table seats 8 – 10 guests)
2. Includes (300) - Banquet style chairs (with fabric padded seats and backs)
3. Includes (10) - 8' long x 30" wide banquet tables (for registration, coat check, food and beverage, etc.)
4. Includes labor by WCEP or the caterer to set up and dismantle the tables and chairs and all items included on this amenities page. (See items 1-6).
5. Includes an in-house lighting system for all three areas with a combination of fluorescent lighting in the lower mezzanine area and 400 watt HMI lighting fixtures in the main ballroom and the upper mezzanine. These lights are excellent for tradeshow lighting, daytime corporate meetings and other uses when additional white lighting is needed in these areas. These non-dimmable lights are located in different areas of the room and can be controlled with on/off switching in these various areas.
6. Includes (1) - Custom designed grid truss system, mounted from the ceiling, using over 700 feet of 12" square aluminum box truss. This system is suspended approximately 22 feet 4 inches from the top of the truss to the ground. The truss supports our in-house lighting, sound, and audio-visual equipment as well as special effect needs. This unprecedented ceiling height provides the most dramatic lighting effects to further enhance the ambiance of every event in Pure Space.
7. Electricity and circuits are included only when rental items i.e. sound, lighting, A/V, catering equipment, etc. are rented and provided exclusively by WCEP. If additional electrical circuits are needed and rentals are not provided exclusively by WCEP, (i.e. client brings in any type of catering equipment that needs electricity, if WCEP allows the client to bring special A/V equipment or other equipment not available through WCEP, or if DJ brings in lighting, sound, video, or a photo booth vendor needs electricity, etc.) circuits are then available to rent at \$145 per 20 amp circuit (each 20 amp circuit has 2400 watts) and can be placed most anywhere near all four walls. Price includes a technician to verify and quantify this full 20 amp circuit is available for clients use. Price also includes any adapters or cables you need for this 20 amp circuit (120v) as well as the consumption of electricity from PGE Power. In the event other types of electrical is needed, 208 and 220 volt electrical power is available as well as other power. Contact WCEP for pricing.
8. 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. See page twelve under "Design and Consultation". Additional consulting if needed, will be \$95 per hour.
9. Includes (1) – Venue manager on site during your 8 hour rental period for the first 300 guests. To service your guests efficiently, an additional venue manager is required for guests of 301-600, and for every additional increment of 300 guests, at \$375 per manager.

Note: The above items 1–9 are included when the full venue rental fee is paid. Inclusions do not apply when the venue rent is sponsored by WCEP or discounted for non-profit events.

Due to the uniqueness of ticketed events, concerts, trade shows, proms, and events with more than 500 people, the venue rent may be priced differently.



Policies, Procedures & Information

The following policies, procedures and information have been designed to help plan your event, and for those attending, to enjoy a safe, memorable and successful event.

PRIOR TO YOUR EVENT

PAYMENT POLICY

West Coast Event Productions, Inc. has a non-refundable deposit policy. In order to reserve Pure Space for your date, a non-refundable payment of the full venue rental and janitorial fees will be due upon signing of the contract. An open and signed credit card authorization form is required to be on file and may be processed for any additional rental items and services you, your guests, and your vendors have ordered and/or any damage charges caused by you and your vendors. All standard party rental equipment including tables, chairs, linen, lounge furniture, décor, floral, draping, as well as lighting, sound, and A/V equipment rentals, and any rental equipment found at www.wcep.com, must be rented through West Coast Event Productions. All rental equipment must be paid a minimum of 10 days prior to your event to ensure ample time to reserve, prepare, pull, deliver, and set up all your rental needs. Upon signing your venue rental contract, you agree to read and adhere to the most recent terms and information stated in the current information packet. This INFO PACKET can be found and downloaded on the Pure Space website at www.purespaceportland.com in the Wedding, Corporate Events, and Nonprofit & Social Events sections and is updated regularly. You are required to read and adhere to the current updated version in conjunction with the date on your signed venue contract and venue rental payment.

CANCELLATION POLICY

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

DELIVERY, PICK UP & EXPENDABLES

Deliveries and pickups are quick and easy due to the close proximity of exclusive rental vendor, West Coast Event Productions. Delivery and pickup rates are competitive. A 3% expendables fee will be charged on rentals items only (excluding service charges) to cover costs of materials used in pulling, prepping, loading, restocking and the cost of products used to maintain all rental items including bubble and shrink wrap, zip ties, duct tape and other tapes, linen bags, janitorial, cleaning supplies, paint, nails, screws, etc.

RENTAL TIME

Pure Space rental price is charged by a block of time which includes any consecutive 8 hour time period. This 8 hour block time includes set up time for your personal equipment, actual event time, and dismantle time. The rental items you choose will be placed in a CAD by WCEP, and those items will be set up the day before or the morning of your event. This set up will usually be completed before your 8 hour block time begins. We are willing to stay overtime if the venue is available. Overtime charges are \$300 per hour, plus all technical personnel charges that are required. Equipment must be removed from the building by the end of the 8 hour block time to avoid any hourly overtime charges. Block times can be your choice of any consecutive 8 hours, day or night. All hours past midnight incur an overtime fee of \$300 per hour.

Clients requiring rehearsal or venue access prior to the start of the event may schedule this rehearsal time during your 8 hour venue block time. If clients would like to schedule rehearsal the day before or any other time outside of the 8 hour venue block time, there will be a standard \$300 dollar per hour rental fee, plus technician costs. All equipment must be removed before the end of the rental block time after the event. If approved by WCEP, and the venue is available, clients may remove their equipment the day following the event at a minimum 1 hour overtime which is \$300 and you will have 2 hours to remove your items. WCEP does its best to accommodate all necessary overtime and next day pick up requests for access.

VENUE RENTAL RATE & BUDGET INFORMATION

RENTAL RATES

In order to create the best event possible at Pure Space, we recommend clients budget a minimum of \$18,000 for venue and rentals fees (this total does not include food and beverage). This budget will create a “WOW” event because it would include very effective lighting, complete sound & video systems, as well as upscale chairs, comfortable lounge furniture, linens, theme decorating, draping, centerpieces and more. Although clients can distribute their budget at their discretion, we find the following breakdown is a good average split of your budget to create a “WOW” event.

Venue Rent (for any 8 hours of the 12,500 square feet on the main floor):	\$6000
Lighting, Sound & Video (includes rental & production of state of the art equipment):	\$6000
Rental Equipment:	\$6000
(Rental equipment can include upgraded chairs, lounge furniture, upscale linens & napkins, centerpieces, specialty draping, theme décor, and anything else you choose from our website at www.wcep.com to design your event)	
Grand total includes venue cost, rental equipment, production & services:	\$18,000

This budget will give you a “WOW” event and you have the choice to distribute this budget within your event design.

Note: The venue rent of \$6000 for any 8 hours applies for all 7 days of the week; however, there are no minimums for rental equipment, production & services Sunday through Friday. The \$18,000 minimum applies for Saturday events only to create your “WOW” event. Keep in mind, WCEP has 3 other venues which have less expensive rental rates. They include Flex Space, Studio Space and River Space.

SUGGESTED BUDGET ALLOCATION FOR YOUR GREATEST EVENT IMPACT

LIGHTING AND DRAPING

The openness, floor-to-ceiling paned windows, and versatility of Pure Space lends itself to a plethora of design possibilities. WCEP recommends clients allocate a proficient portion of their event budget to both draping and lighting, as these elements provide the most impactful result on the overall venue ambiance during your event. Various draping options exist, including velour drape in white, pewter and black, and white chiffon (as well as other chiffon colors), and many other types of fabrics. The placement of our drape is flexible and uniquely designed for every event. The drape can be placed in any space of the venue to create various areas as well as provide a lighting palate. Drape rental prices are additional and are not included on any of the walls, windows, and open areas in the price you have paid to rent the venue. All drape is frequently rented and we encourage clients to communicate draping requests as early as possible in the planning process to ensure reservation. WCEP has a wide variety of sizes and styles of drape to fit within your budget.

SUGGESTED BUDGETS FOR THE OVERALL AVERAGE EVENT

We want all events at Pure Space to be spectacular and create a “WOW” experience for your guests. We also want your experience with the many details in planning your event to be enjoyable and as easy as possible. Pure Space is contemporary in style and has a 40 foot ceiling which provides a wide open layout to create unlimited options for designs. In order to create a “WOW” event, you will need some combination of lighting, sound, audio visual, staging, special décor, as well as all other standard rentals such as linen, centerpieces, catering needs, draping, etc. The average budgets in Pure Space have ranged from \$15,000 to \$20,000, plus your food and beverage costs. The 12,500 square feet at Pure Space rents for \$6,000 for any 8 hours, which means your budget for all other rentals could be approximately \$10,000 to \$15,000. This is the minimum you will need to create your “WOW” special event. We also rent a smaller venue in the Pearl District called Flex Space. This venue is right next door to Pure Space and is smaller at 5,500 square feet and therefore less expensive. Flex Space will hold up to 250 guests for sit down dinner and up to 400 for standing cocktail events. The average budgets in Flex Space have ranged between \$7,000 to \$13,000, plus your food and beverage costs. The 5,500 square feet at Flex Space rents for \$3,500 for any 8 hours, which means your budget for all other rentals could be approximately \$3,500 to \$9,000. This is the minimum you will need to create your “WOW” special event at Flex Space.

INSURANCE INFORMATION

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, Inc. 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. Clients will be charged a \$400 penalty fee if WCEP is not provided with an insurance rider.

HOST LIQUOR LIABILITY INSURANCE

If alcohol is provided by and served by one of our preferred caterers, or if the preferred caterer is given the alcohol by the client or another beer, wine and liquor vendor to serve it, then that preferred caterer will be responsible for the Host Liquor Liability Insurance. Alcohol donated to the client, or alcohol purchased by the client and given to the preferred caterer to serve will be allowed only at the discretion of WCEP. Client must seek approval with WCEP management or the preferred caterer. When approved, a corkage fee of a minimum of \$15 per bottle of wine will be charged. Speak with WCEP or the preferred caterer regarding corkage fees applicable on other alcoholic beverages and liability.

Alcohol may only be served by OLCC licensed servers provided by the Pure Space preferred caterers that have Host Liquor Liability Insurance for liquor, beer, and wine. West Coast Event Productions, Inc. does not allow self-service alcohol, including mixed drinks, wine, keg or bottled beer.

There are seldom 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 Pure Space clients to research and obtain applicable licenses and event permits, as well as cover permit fees.

TRANSPARENCY AND APPROACHABILITY INFORMATION

West Coast Event Productions is excited to be a part of your event. As a family owned and local "Special Event" company, we enjoy developing relationships with each client and make it our goal to remain as transparent and approachable as possible in all aspects of our business. The following details in this packet explain every important part of our business at Pure Space. Our creative staff will assist you in designing a visually creative "WOW" event that is cost effective and part of your vision. If you have questions about any information not mentioned here, please feel free to call us at West Coast Event Productions 503.294.0412

Catering Policy and 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 preferred vendors serving Pure Space clients and guests as well. WCEP will help guide clients toward a catering partner sure to satisfy all levels of taste and budget.



CATERING POLICY

All catering in Pure Space must be executed by one of our preferred caterers. All preferred caterers are professional and licensed in the City of Portland. All caterers must have current food and alcohol service licenses, as well as their valid and current certification of insurance on file at West Coast Event Productions, Inc. naming WCEP as additionally insured for their events. Caterers without this certification will not have access to the space.

WCEP has selected a variety of professional caterers as the exclusive preferred caterers in Pure Space. Clients are required to select from one of these 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 Pure Space in order to keep Pure Space a clean, professional and well-run venue for events. No food or beverage can be brought into Pure Space without the use of one of these exclusive preferred caterers.

Although it is highly discouraged, WCEP may consider other licensed professional caterers, however; (#1) you must have prior approval by WCEP Management, (#2) the caterer must comply with Pure Space catering policies to help maintain a clean, professional and well-run venue for all events (#3) caterer must be a professional licensed catering company (#4) a minimum of \$2,500 catering buy out fee per day for up to 250 guests, must be paid by the client. Additional guests over 250 people are \$10 each. (#5) an additional 12% - 20% fee (based on the usage) of total food and beverage charges all caterers currently pay as a standard fee, must be paid to Pure Space. Most all venues in Portland have a similar catering fee to cover various costs. All catering kitchens require extensive cleaning before and after events, additional maintenance, and added utility needs. The catering buyout fee covers some of these costs including the four 20 amp electrical circuits installed and the PGE power necessary for use of catering equipment with high electrical usage. It also includes specialty kitchen lighting, commercial kitchen sink, installation and regular cleaning of the grease trap, use of the stainless steel tables, as well as utility costs such as water, electricity, plumbing, and waste management services, etc. This fee is to ensure the kitchen remains in a professional state that is up to safety and sanitation standards required by the law. Caterers must contact West Coast Event Productions, Inc. to learn about applicable catering policies.

All catering rental orders must be placed through WCEP on a separate contract to ensure efficiency and clarity pertaining to the following functions: adding additional catering items, delivery schedule, and recounting the items from the contract at the end of the event to verify any missing, damaged, or broken items. *See the RENTING YOUR STANDARD RENTAL EQUIPMENT section on page ten for catering equipment rental information.

NOTE: WCEP strives to remain approachable to clients, and is open to discuss venue parameters that may not align with your event vision. The policies and procedures listed in this document are exercised to maintain a professional and successful event venue to ensure sustainability.

Renting Your Standard Party Rental Equipment

All event rental equipment must be rented through WCEP. We have over 38 years of “Special Event” inventory development which provides you with a wide variety of rental inventory options. We maintain competitive pricing in the Portland market. All standard rental equipment must be paid a minimum of 7 days prior to your event to ensure ample time to reserve, prepare, pull, deliver, and set up all your rental needs. Any changes that are added after this payment will be placed on a new contract and paid COD on the day of the event.

Following is a list of benefits you will receive by selecting your standard party rental equipment and decor exclusively through WCEP:

- When you rent equipment exclusively from WCEP for Pure Space, we will set up and dismantle all of WCEP rentals at no additional charge for rentals that are included in the venue fee (See “Included Amenities” items one through seven), or when the price of set up and strike is included in the rental fee. I.e. staging, drape, lighting, etc.
- Because 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, and avoid delivery and pick up fees from multiple vendors. 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, catering concession equipment, as well as ultra-lounge soft seating furniture, themed décor, floral designs, fabric draping, party rentals, tents, and more. WCEP maintains competitive pricing in our many rental divisions and will match competitors’ prices for the same rental equipment with the same quality. Most WCEP rental equipment can be found online at www.wcep.com.
- Because 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 \$75, regularly \$125 per revision.
- WCEP also provides drayage, internet services, fax machines and copier services as well as other technical and office service needs. Inquire for pricing.

Note: Not all benefits apply if the standard venue rental rate has been sponsored or discounted as a courtesy for nonprofit organizations, or other clients that may receive a discount. Exceptions permissive only if WCEP does not have a similar or comparable item available in inventory or through a WCEP preferred vendors. Select rental equipment may be brought in by an outside vendor or client owned equipment only at the discretion of West Coast Event Productions. If allowed, vendor must name WCEP additionally insured, as well as submit a Pure Space vendor application form 30 days prior to the event date. A fee may be charged based on what equipment you bring in and how it is used. I.E. Need electricity, need a hi lift?

All standard party rental equipment must 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 the applicable extra labor and delivery charges for late ordering. The standard industry policy for catering equipment is to order 10% 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, mis-orders or any other potential mistakes. All caterers must physically verify the catering item order has been delivered accurately by 11:00 a.m. on the day of an evening event or trust the count that was done by WCEP staff. 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 rental equipment, will be subject to the standard rental fee for items ordered, plus a labor fee, late charges, and delivery fees and completed only if feasible.

Information on Lighting, Sound & Audio-Visual Equipment

OVERVIEW

In order for West Coast Event Productions and Pure Space to help you create a WOW experience within your budget, we have pre-installed over \$250,000 of State of the Art lighting, Sound and Audio Visual Equipment on over 700 feet of our ceiling mounted truss system. Our creative staff will assist you in designing a visually creative “WOW” event that is cost effective and part of your vision. All lighting, sound, and audio-visual equipment must be rented through WCEP.

LIGHTING INFORMATION

Lighting is perhaps the most important visual element of any event and especially at Pure Space with our 40' tall hanger style white ceiling. The rental price per lighting fixture at Pure Space is a turn-key price which includes everything you need from the 700' of pre-hung truss system to all the cabling and adaptors for proper operation as well as a complete dimming system, and a variety of theater lighting fixtures with colored gel. It also includes the design time and CAD drawing with the floor plan we provide, the technicians labor to place, hang, and focus the lights wherever projected as well as the high lift to get to the approximately 22' tall hanging level. Our turn-key all-inclusive rental price per each lighting fixture is \$95 per day with special pricing for multiple day rentals. This charge normally ranges from \$135 to \$145 when rented in other venues by professional lighting companies which is a savings of about 35%. We have pre-installed over 100 theatre lighting fixtures on our large wall to wall truss system and have run cable from each lighting fixture to the electrical Control Room and into our ETC Sensor 48 channel dimming system for dimming capabilities. The technician to run the light board during the event is additional. See the LIGHTING DETAILS section on page 13 for more detailed information on lighting.

SOUND INFORMATION

We have installed a large State of the Art complete sound system in Pure Space with our JBL VRX line array speakers. This sound system includes all the amplifiers, microphones, monitors, mixers, and sound effects to produce a clear audible sound for all your guests. The speakers are hung and rigged from our truss system to distribute sound evenly for best sound results. We also have a JBL Vertex line array system ready for larger events and concerts. See the SOUND DETAILS section on page 13 for more information on sound.

AUDIO VISUAL INFORMATION

We have installed two bright light, high lumen video projectors on our truss system and we provide front and rear projection screens in any format. We have a wide variety of projectors and screens in various sizes and brightness to help maintain your budget at Pure Space. See the AUDIO VISUAL DETAILS section on page 13 for more details.

MORE INFORMATION ABOUT LIGHTING, SOUND & AUDIO-VISUAL

We have also commissioned rigging engineers who have provided a rigging plot showing the exact location of the 700' truss system as well as, to ascertain ceiling and truss weight maximums and restrictions for the safety of all. This plot includes the total allowable weight with the combination of lighting, sound and audio-visual equipment which approaches the limit with our pre-installations of our lighting, sound, and audio-visual equipment. We require clients to rent the venues technical equipment for reasons of safety, weight restrictions, quality, cost efficiency, and visual creativity.

ORDERING AND RENTING YOUR LIGHTING, SOUND & AUDIO-VISUAL EQUIPMENT

West Coast Event Productions wants every event at Pure Space to be a WOW experience and we will do everything possible to help you achieve your goal. We want your event to be unique, creatively designed and visually attractive and most of all, easy for you to maneuver through the sometimes difficult, costly and time consuming technical aspects of events.

As noted above, we have developed a State of the Art Venue at Pure Space by pre-installing a wide variety of Lighting, Sound and Audio-Visual Equipment. This equipment is rented to our clients at a savings and cost effective rate. If you use lighting sound and A/V at Pure Space, you are required to rent the pre-installed equipment for reasons of safety, weight restrictions, quality, cost efficiency, and visual creativity. All lighting, sound, and A/V equipment rentals must be paid a minimum of 7 days prior to your event to ensure ample time to reserve, prepare, pull, deliver, and set up all your rental needs. Any changes that are added after this payment will be placed on a new contract and paid with COD on the day of the event.

Here is a list of the benefits you have saved by using our lighting, sound and audio-visual equipment:

- 1) Planning and design time
- 2) Transportation and trucking costs to get equipment to our venue and return to yours.
- 3) Saves labor and rigging costs for hanging trussing to hold lighting, sound and AV equipment if you didn't use ours as required.
- 4) Saves labor for running electrical cabling and distribution from each piece of equipment to our dimming systems.
- 5) Saves labor to set up and strike each piece of equipment because all equipment is already pre-hung at Pure Space as well as all trussing and cabling is already installed.

RENTAL OPTIONS

TECHNICIAN

While WCEP has technicians in our lighting, sound and audio-visual departments, we understand certain clients have built relationships and trust with their chosen technicians. We are happy to work with your technicians at our venues however, you are required to use West Coast Event Productions rental equipment which is generally a financial benefit to the client as explained above and below. This is part of the quality and service of our brand and our business plan.

EQUIPMENT

We also understand there could be a few unique pieces of equipment that your technicians may need to produce your event which we are generally willing to accommodate, if we cannot provide similar equipment by WCEP or through our preferred vendors. However, there will be some additional fees. If we accept that you could bring in a few pieces of your own equipment, the rental charge is a minimum of \$65 per day for each standard lighting fixture your technician will hang which includes the following:

- 1) The rental use of our truss system.
- 2) The option to use the pre-hung cabling to plug in your fixtures.
- 3) The option to use our ETC 48 channel dimming system and Light board.
- 4) The use of our electrical panels and our electrical distribution system.
- 5) Includes the PGE electricity charges. (High wattage lamps etc.)

NOTE: In order to service you and your technician properly, you are required to hire a WCEP technician to be on hand to answer any technical questions about the venue while your tech is installing and to watch for any safety issues and policy/procedures used at Pure Space. The hi lift rent is additional as well as the labor for our tech to drive it or to help with any of your equipment if needed. Our WCEP tech may also be needed for removing WCEP lighting fixtures for weight restrictions on our truss system if additional needed equipment creates more weight.



Detailed Information on Lighting, Sound & Audio-Visual Equipment

LIGHTING DETAILS

For best quality and cost effectiveness, West Coast Event Productions has pre-installed approximately 100 theatre lighting fixtures in Pure Space including Ellipsoidals, Source Fours, Intelligent and moving Lighting Fixtures and more. Some fixtures are LED and some are conventional lighting fixtures.

We have also installed over 700' of a professional truss system using 12" square box aluminum truss distributed throughout Pure Space. This truss is installed approximately 22' above the ground from our solid white 40' tall wood hanger style ceiling. Each of our approximately 100 lighting fixtures is hung on the truss system and has a cable run in various lengths up to more than 150' to the Control Room. These lighting fixtures are connected to a State of the Art Dimming System (ETC Sensor) which has 48 channels of 2.4 K dimming capabilities and is electrically installed into two separate 800 amp three phase electrical panels in the Control Room. In addition, we have installed other Support Dimming Systems in the Control Room. As stated above, our turn-key all-inclusive rental price per each lighting fixture is \$95 per day with special pricing for multiple day rentals. This price includes the lighting fixture, all necessary cables and adapters for proper operation, full dimming capabilities, colored gel of your choice, the Control Council placed anywhere in our venue, the WCEP technician with use of the high lift to design, place and focus the fixtures where needed and to distribute the electricity as well as to organize your complete lighting needs. As stated above, the technician to operate the Control Board during the event is an additional \$385 for the run of the show or \$75 per hour. With most professional lighting companies in the Portland marketplace, this \$95 fee per fixture, which includes all the above benefits, would range from \$135 to \$145 per fixture when set up in another venue. This is a savings of about 35%.

SOUND DETAILS

For best quality and cost effectiveness, West Coast Event Productions has pre-installed a State of the Art Sound Systems including the JBL VRX Line Array system. We also have the JBL Vertex Line Array System when needed for larger events and concerts. The VRX speakers are hung and distributed throughout the venue on the over 700' truss system at approximately 22' above the ground for best sound performance. They are powered by Crown I-Tech amplifiers in a combination of 4,000, 6,000 and 8,000 watt units and are cabled to the Speakers and Control Council which can be placed anywhere in the venue. Our Sub Woofers are also JBL and we supply a wide variety of wired and wireless microphones as well as other special effects for sound. Our Sound Systems are wired to the Control Room and into a separate electrical distribution system for proper operation. Sound System Rental varies and is based on the number of guests in the audience as well as the number of speakers, amps, electrical distribution, mics and effects needed to provide a clear audible sound for all your guests.

AUDIO VISUAL DETAILS

For best quality and cost effectiveness, West Coast Event Productions has pre-installed and pre-rigged our video projectors on our truss system in certain areas of the venue. We have several different video projectors ranging from 4,000 lumen of brightness up to 20,000 lumens and from standard projectors to HD projectors. The Projectors can be placed almost anywhere in the venue on our 700' truss system at approximately 22' above the ground for best video performance. Placement is usually based on the location of the stage. Our video projectors are wired to the Control Room into an electrical distribution system for proper operation. We also provide and hang a wide variety of front or rear projection screens and dress kits in both 4 to 3 and 16 to 9 formats and we provide video switchers, distribution amps, LCD monitors and other video equipment.

SUMMARY

Although we believe we have detailed the above information and requirements when using lighting, sound and audio-visual equipment in our venues, please feel free to inquire with any other questions you may have.

Suggested Budget Allocation for your Greatest Event Impact

LIGHTING AND DRAPING (FOR GREATEST VISUAL IMPACT)

The openness, beautiful windows, and versatility of Pure Space lends itself to a plethora of design possibilities. WCEP recommends clients allocate a proficient portion of their event budget to both draping and lighting, as these elements provide the most impactful result on the overall venue ambiance during your event. Various draping options exist, including white, pewter, and black velour and chiffon in various colors, as well as many other types of fabrics. The placement of our drape is flexible and uniquely designed for every event. The drape can be placed in any space of the venue to create various areas as well as provide a lighting palate. Drape rental prices are additional and are not included on any of the walls, windows, and open areas in the price you have paid to rent the venue. All drape is frequently on reserve and it is encouraged clients communicate draping requests as early as possible in the planning process to ensure reservation. WCEP has a wide variety of sizes and styles of drape to fit within your budget.

SUGGESTED BUDGETS FOR THE OVERALL AVERAGE EVENT

We want all events at Pure Space to be spectacular and create a “WOW” experience for your guests. We also want your experience with the planning of detailed events to be enjoyable and as easy as possible. Pure Space is contemporary in style and has a 40 foot ceiling which provides a wide open layout to create unlimited options for designs. In order to create a “WOW” event you will likely need some combination of lighting, sound, audio visual, staging, special décor, as well as all other standard rentals like linen, centerpieces, catering needs, draping, etc. The average past budgets in Pure Space have ranged between 15 to 20 thousand plus your food and beverage costs. The 12,500 square feet at Pure Space rents for \$5,000 for 8 hours which means your budget for all other rentals could be approximately ten to fifteen thousand. This is likely the minimum you will need to create your “WOW” special event. We also have created a smaller venue in the Pearl District called Flex Space. This venue is right next door to Pure Space and is smaller at 5,500 square feet and therefore less expensive. Flex Space will hold up to 250 guests for sit down dinner and up to 400 for standing cocktail events. The average past budgets in Flex Space have ranged between seven to thirteen thousand plus your food and beverage costs. The 5,500 square feet at Flex Space rents for \$3,500 for 8 hours which means your budget for all other rentals could be approximately 3,500 to eight thousand. This is likely the minimum you will need to create your “WOW” special event.



More Information about our Venues

FLEX SPACE

To learn more about our Flex Space venue visit www.flexspaceportland.com. Our newest venue is Flex Space, which is 5,500 sq. ft. and shares a wall with Pure Space. For larger events you can rent Pure Space, the Mezzanine, and Flex Space which is approx. 22,000 sq. ft. with 17 restrooms and can accommodate up to 2046 people.

While Flex Space is big enough to host large parties, it is as you might say, flexible enough to create a quaint and intimate event. As part of the WCEP group of venues, it is managed by a team of people who strive to create unforgettable events. In choosing this space to add to our venue options, we had the client in mind. Every event done in our venues is creatively and thoughtfully put together to ease the process of planning for you, the client. We hope that among our many options, you find Flex Space to be a remarkable and unforgettable space for your occasion.

DESIGN & CONSULTATION

For many events, we suggest hiring a professional event coordinator from WCEP or another event planning company 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 for your event. WCEP's regular rate for design and consultation is 95 dollars per hour; however, we will charge only \$55 per hour for any additional hours of consultation at Pure Space. It is important to hire a "day of event" coordinator to be onsite on the day of the event to assist with last minute design changes, layout rearrangements, and resolve any necessary issues pertaining to event rental needs, as the majority of events require unforeseen revisions that require speedy and skilled attention.

Your sales contact from West Coast Event Productions, Inc. will coordinate with WCEP staff to select the best person to assume this role and will be present onsite for four to six hours during the most integral stages of the setup process for \$300. Hiring a day-of event coordinator through WCEP helps to ensure the event comes together successfully and as planned, considering the coordinator will be familiar with all event details from the beginning. The onsite venue manager provided with the Pure Space rental will ensure all pre ordered rentals are in place according to the CAD design. Any new rentals requested must be ordered through a WCEP representative, not the Pure Space onsite manager. When hired, WCEP coordinators have direct communication and access to the WCEP warehouse to arrange any last minute rental needs or changes timely and efficiently. When WCEP coordinators are hired to assist on the day-of the event, any delivery pickup and general labor fees associated with additional rentals added or a change in order are waived. You pay only for the rental items you add.

VENDORS

Following is a list of types of vendors that can be used at Pure Space. All vendors must be professional and licensed with the City of Portland, as well as listed with WCEP by submitting a WCEP vendor form. Vendors must also name WCEP as additionally insured.

- Catering Companies
(Request Preferred List;
Includes Food, Alcohol &
Beverage Service)
- DMC Companies
- Entertainers
- Entertainment Agencies
- Limo Services
- Parking Lot Services
- Valet Services
- Photo Booths
- Photographers
- Security Staffing
- Trade Show Producers
- Videographers
- Wedding Planners
- Aerial Artists (\$775 fee for
use of structural amenity
plus rental of lift and driver)

PARKING

- Parking is easy and convenient at your Pure Space event.
- There are over 600 metered street parking spaces available within three blocks of Pure Space. Most of these metered spaces have a 5 hour time limit and can be legally re-plugged without moving your car to allow you all day parking. Many of these spaces are within 1 block of Pure Space. Some of the metered spaces are directly in front of all four Pure Space entry doors for very easy loading and unloading. Metered street parking is free after 7:00 p.m. There are also many free non-metered parking spaces just two blocks West of Pure Space. As an option, there is a 90 car parking lot for rent 1 block away from Pure Space, as well as additional parking lots nearby.
- 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 www.trimet.org.
- Suggest carpooling or shuttle buses to support our efforts in being green and sustainable.
- Valet parking is also available. Please inquire for references.

DECORATIONS AND DAMAGE

All rentals must be supplied through WCEP. If the event is a trade show, or requires unusual rental items supplied by the client, and WCEP authorizes clients to use such equipment, the client is responsible for any damage by you, your guests, or your vendors, and extra charges that occurs to Pure Space by your staff and the vendors you have chosen. See information on page 15 in the Vendor section regarding the use of outside vendors that are allowed. 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, balloons, 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 from or tapped to the walls of Pure Space. However, several types of pipe and display boards may be rented to hang banners and signs. 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, Inc. Pure Space does allow certain fire-related products, as authorized by the fire marshal. A minimum fee of \$250 is required for use of rights granted by permit obtained by the Pure Space venue. Votives and standard candles used in centerpieces are allowed for tabletop decor.

Candles may be used when authorized by WCEP and in compliance with the Fire Marshal regulations. Clients are welcome to rent flameless candles 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 when temporary walls, drape, and props block permanent exit signs, to meet regulations issued 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 Pure Space. All deliveries are to be made the day of the event after your access time begins unless there are special arrangements made prior with a West Coast Event Productions, Inc. manager. If you need to deliver equipment outside of your 8 hour block time, or the day prior to the event, a drayage and storage fee will be charged, and the item(s) will be placed in storage until the eight hour block begins.

WCEP is not responsible for the loss or damage of any drayage items, and may reimburse client only for the amount of drayage fees paid if an item is damaged or lost at the fault of WCEP. Client is responsible for attaining additional insurance at their discretion. Call for drayage fees. You or your representative must be present to sign for all deliveries. You must remove all of your items from Pure Space by the end of your rental time to allow West Coast Event Productions, Inc. 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.

BUILDING SAFETY

You are responsible for all people and property associated with your event. Pure Space is a nonsmoking building. Tents without sidewalls, and ashtrays are available to rent through WCEP 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 at any time day or night.

SAFETY AND SECURITY

Client is responsible for any safety and security personnel and hiring of the safety enforcement company if required during their event. If security is needed at your event, you are required to hire professional security personnel from the West Coast Event Production, Inc. preferred vendor list. If West Coast Event Productions, Inc. 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, Inc. to provide additional professional security personnel at your expense. West Coast Event Productions, Inc. retains the right to call on additional security at their discretion at any time at the expense of the client if WCEP determines that the client has not provided sufficient security.

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 8 hour rental period to avoid overtime charges. Put all garbage and recycling in appropriate containers. A standard three cubic yard dumpster is included for events up to 300 guests. Additional three cubic yard dumpster, garbage collection, and pick up fee applies for events drawing 300 guests or more. The garbage collection and additional pick up fee is \$275. Any professional service removal must be completed through West Coast Event Productions, Inc. and the preferred sanitation company at a minimum of \$275. If any chairs or other equipment have been moved outside by the client, they must be returned to the inside of Pure 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 and food spills in both the catering area and main event spaces during the event. WCEP will supply a mop and bucket as well as other janitorial supplies for your convenience.

The cleanup and disposal of floral arrangements provided by WCEP is included at no additional charge. Floral arrangements provided by an outside source must be removed from the premises before the end of the 8 hour rental period by the client or floral company supplying the arrangements. A \$100 to \$200 floral removal and clean up fee will apply based on size, if the outside floral company fails to remove items by designated departure time.

LOCK UP

Confirm with your caterer that they will complete the checkout procedure with the West Coast Event Productions, Inc. venue manager at the end of the event, and verify that the policies and clean up requirements of the venue have been completed. Before leaving the event, the client or authorized representative must sign out using the venue exit form “including the time of check out” with the WCEP venue manager on site. West Coast Event Productions, Inc. is willing to stay overtime at a rate of \$300 per hour, as well as any necessary onsite technician fees. All hours after midnight incur a \$300 per hour fee.

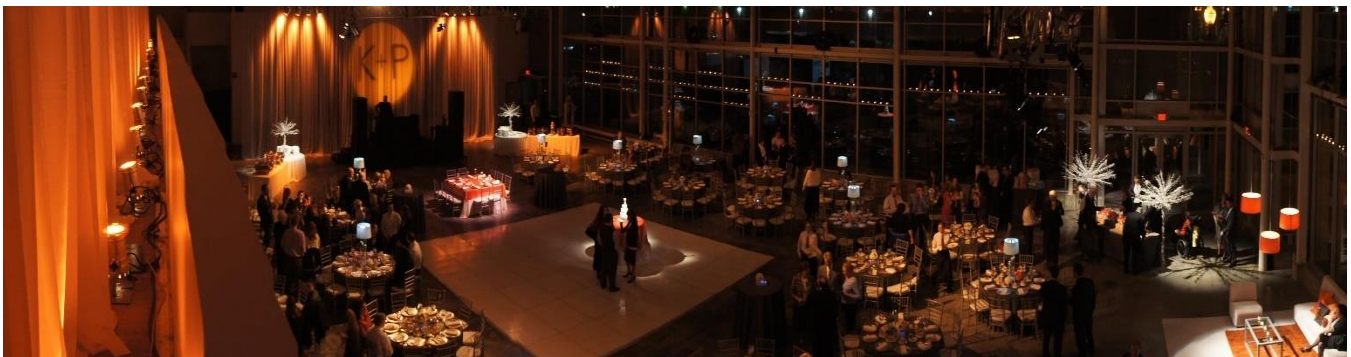
Lights and other electrical equipment will be turned off and all doors will be locked at the end of your function by WCEP management staff. You must remove all of your items from Pure Space immediately following your function. WCEP will not be responsible for any items left in Pure Space.

DAMAGE OR LOSS CHARGES

After your event, West Coast Event Productions, Inc. will inspect Pure Space. If there is any damage to Pure Space or to any of West Coast Event Productions, Inc. 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 hours of the event ending time—allowing WCEP adequate time to execute a proper inspection of all equipment and the venue. When all policies and procedures are followed, there are usually no damage or loss charges.

NOTE:

Pure Space Policies, Procedures and Information are subject to change at any time. This form will have a revision date with the current updated changes located in the lower right-hand corner. You will be responsible to read and comply with the current revision in conjunction with the date when you have reserved Pure Space and have paid your full venue rental and janitorial fees.



Planning Ahead to Help Maintain your Budget

Planning an event is fun and rewarding, though also very involved. As the event develops and all needs are discovered and communicated to vendors involved, it is probable that costs will change. Most event professionals highly recommend a 10% - 15% contingency fund. It is the goal of West Coast Event Productions to supply our clients with transparent and accurate pricing. Additionally, West Coast Event Productions, Inc. practices competitive pricing in all departments. In order to help maintain your budget, it is important that all event needs are learned early in the planning process. Below are some common fees that may be relevant to your event. In order for West Coast Event Productions, Inc. to provide the most thorough and accurate pricing, please review the following, and discuss any questions as to whether any of these fees may pertain to your event, and what adjustments may be feasible to avoid them.

- **EVENTS OVER 300 GUESTS: VENUE MANAGER FOR DAY OF EVENT:**
A venue manager is included in your venue rental for the first 300 guests. An additional venue manager is required to service your event when there are over 300 guests for \$375. Try to plan far in advance for all sound and lighting needs, additional technicians may be needed on day of event when not planned properly.
- **EVENTS OVER 300 GUESTS: ADDITIONAL GARBAGE SERVICES**
Applicable when garbage compilation resulting from the event exceeds the capacity of on-site containers. An additional garbage container must be ordered by client through WCEP prior to the event, or client is to incur costs charged to Pure Space for over flowing garbage from the waste management company. Applicable when there are more than 300 guests, a second 3 yard dumpster is required to service the disposal needs of more than 300 people at \$275.
- **EVENTS OVER 300 GUESTS: ADDITIONAL JANITORIAL AND CLEANING SERVICE FEES**
Applicable when there are more than 300 guests an additional janitorial porter may be wanted to service guests properly i.e. restroom, spills, basic cleanup etc.
- **LATE ORDER RENTALS- DELIVERY, PICKUP, AND LABOR:** Applicable if rental orders are made after the delivery date and time as noted on the rental contract. All last minute orders will be charged a labor, rush charge, and delivery fee, unless the client contacts WCEP with their add-on order and picks up items as a will call at the WCEP Warehouse.
- **VIDEO EQUIPMENT NEEDS:** Try to plan your video presentation far in advance to avoid these fees for extra rentals that may be needed. Most video and production work is not finished until the day before the event or later, and causes extra technician charges, rental charges, and stress. Help maintain your budget by completing this 1 week before the event.
- **CORKAGE FEES:** If WCEP and the preferred caterer approves outside or donated wine or alcohol a corkage fee is charged for the service liability.
- **OVERTIME ACCESS:** Be aware of your venue block time to avoid overtime charges prior to or after allotted venue rental period.
- **REHEARSAL TIME:** Try to schedule rehearsal time within your venue block time or additional fee may be applied.
- **DRAYAGE FEES:** We are willing to accept drayage prior to your event at WCEP and deliver them to Pure Space on day of event. Please call for pricing.
- **CREDIT CARD PROCESSING FEE:** WCEP applies a three percent credit card processing fee to card transactions
- **ADDITIONAL ELECTRICITY:** Applicable when client brings in another vendor's or their own equipment that requires power i.e. photo booth, interactive games requiring electricity, industry products that needs electricity etc. Full 20amp circuit rents for \$145.
- **ELECTRICAL DISTRIBUTION:** Applicable for events that require multiple electrical hookups, cabling, and proper distribution to ensure power supply is uncompromised.
- Trade shows, concerts, daytime business meetings, ticketed and other related events are all priced separately. Please inquire for more information at WCEP.com.

Pure Space Floor Plan

