

RENTAL PACKAGES & RATES - WALTERS CULTURAL ARTS CENTER

527 E Main St, Hillsboro OR 97123 | 503.615.3485 | 503.615.3484 (fax) | www.hillsboro-oregon.gov/Walters

MEMORIALS AT THE WALTERS

The Walters Cultural Arts Center is a beautiful location to host a memorial service. Memorials are often unexpected, so we will work with you to quickly and efficiently to make arrangements during this difficult time. Please contact our Rental Coordinator at 503-615-3485 for information about accommodations and rates.

Memorials in the Walters Theatre:

4 hour rental minimum

A Memorial Service in the Walters Theatre will accommodate up to 200 guests and includes 4 hours of rental time and use of the Kitchen, Lobby and Outdoor Terraces.

Other amenities include:

- Tables & Seating for up to 200 guests. **Note:** Guest capacity will depend on the style of set-up that the renter chooses for this event. Our Rental Coordinator can help you determine the best set-up for your guests
- Basic Audiovisual Package: 2 handheld/wireless microphones, HD projector and screen for slideshows and videos, a podium with attached microphone, and audio support for recorded music and video. **Note:** Renter must provide own laptop for presentations and slideshows
- Lobby space adequate for food, beverage and memorabilia tables.
- Complimentary consultation with our AV Technician about your event’s audiovisual needs
- Facility Supervision during your event, including support for basic lighting, sound and set-up. **Note:** Does not include cleaning services (see our rental guidelines for more details)
- Use caterer of your choice
- Private memorials on weekend dates

Additional time and space rental will incur additional rental fees.

Theatre Memorial Services: Standard Rate - \$1,380 Hillsboro Resident - \$1,180	
Additional Rental Time: <i>Package rate discount included</i> Additional time may only be added by the hour.	Standard Rate - \$242 per hour Resident Rate - \$206 per hour
Additional Rental Space: <i>Flat rates per booking</i>	Gallery - \$200
Specialty AV: <i>Flat rate per booking</i>	Live Music or Dance Performance - \$220 Piano - \$100

Additional Fees:	
Reservation Fee: <i>Required. Non-refundable, but applied toward total rental fees.</i>	10% of total rental fees. Due at time of booking.
Damage Deposit: <i>Required. Refundable after event.</i>	\$250 Due 30 days out from rental date.
Transfer Fee: <i>Required to move event date after booking</i>	\$50

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MEMORIALS *continued*

Memorials in the Walters Gallery:

4 hour rental minimum

A Memorial Service in the Walters Gallery will accommodate up to 50 guests and includes 4 hours of rental time and use of the Kitchen.

Other amenities include:

- Tables & Seating for up to 50 guests. **Note:** Guest capacity will depend on the style of set-up that the renter chooses for this event. Our Rental Coordinator can help you determine the best set-up for your guests
- Basic Audiovisual Package: 1 handheld/wireless microphone, projector and screen for slideshows and videos, and audio support for recorded music and video. **Note:** Renter must provide own laptop for presentations and slideshows.
- Complimentary consultation with our AV Technician about your event's audiovisual needs.
- Facility Supervision during your event, including support for basic sound and set-up. **Note:** Does not include cleaning services (see our rental guidelines for more details).
- Use caterer of your choice
- Private memorial on weekend dates

Additional time and space rental will incur additional rental fees.

Gallery Memorial Services: Standard Rate - \$680 Hillsboro Resident - \$640	
Additional Rental Time: <i>Additional time may only be added by the hour.</i>	Standard Rate - \$170 per hour Resident Rate - \$160 per hour
Specialty AV: <i>Flat rate per booking</i>	Live Music Performance - \$220

Additional Fees:	
Reservation Fee: <i>Required. Non-refundable, but applied toward total rental fees.</i>	10% of total rental fees. Due at time of booking.
Damage Deposit: <i>Required. Refundable after event.</i>	\$250 Due 30 days out from rental date.
Transfer Fee: <i>Required to move event date after booking</i>	\$50