

RENTAL PACKAGES & RATES - WALTERS CULTURAL ARTS CENTER

527 E Main St, Hillsboro OR 97123 | 503.615.3485 | 503.615.3484 (fax) | Hillsboro-Oregon.gov/WaltersRentals

CORPORATE MEETINGS & TRAININGS AT THE WALTERS

The Walters Cultural Arts Center is an ideal place for luncheons, training opportunities, and meetings for your professional group or organization. The theatre, gallery, and classrooms provide a variety of amenable and affordable options, whether you have 10 or 200 guests.

Note: The discounted Meeting & Training rates are limited to meetings, trainings and luncheons that take place during the Walters' normal operating hours (Mon -Thurs: 9 am – 9 pm, Fri: 9 am – 5 pm). If you would like to have a training or meeting outside of these hours or on the weekend, our Special Event pricing will apply. Speak with our Rental Coordinator for more details.

Meetings/Trainings in the Walters Theatre:

8 hour rental maximum

The Theatre Meeting Package is suited for groups of up to 200 people and includes a maximum of 8 hours of rental time and use of the Walters Theatre, Kitchen and Lobby.

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 PowerPoint presentations, slideshows, and video. **Note:** Renter must provide own laptop for presentations and slideshows.
- Flip-chart and lobby check-in table
- VIP Room with private bathroom for presenters
- 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

Additional time and space rental will incur additional rental fees.

Theatre Meeting Rate (1st Day): Standard Rate - \$1,380 Hillsboro Resident - \$1,180	
Additional Meeting Time: <i>Additional time may only be added by the day. Note: if set-up differs from day to day, additional fees will incur.</i>	50% of the first day meeting rate, per day (with same set-up).
Additional Rental Space: <i>Flat rates per booking</i>	Gallery - \$200 Classroom(s) - \$100 per room
Specialty AV: <i>Flat rate per booking</i>	AV Tech to run a presentation, slideshow or video - \$200

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

RENTAL PACKAGES & RATES - WALTERS CULTURAL ARTS CENTER

527 E Main St, Hillsboro OR 97123 | 503.615.3485 | 503.615.3484 (fax) | Hillsboro-Oregon.gov/WaltersRentals

CORPORATE MEETINGS & TRAININGS *continued*

Meetings/Trainings in the Walters Gallery:

8 hour rental maximum

Our Gallery Meeting Package is suited for groups of up to 50 people and includes a maximum of 8 hours of rental time and use of the Walters Gallery and Lobby.

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, screen and audio support for PowerPoint presentations, slideshows and video. **Note:** Renter must provide own laptop for presentations and slideshows.
- Flip-chart and lobby check-in table
- 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. **Note:** Access to the kitchen is only available as an add-on with this package.

Additional time and space rental will incur additional rental fees.

Gallery Meeting Rate (1st Day): Standard Rate - \$550 Hillsboro Resident - \$500	
Additional Meeting Time: <i>Additional time may only be added by the day. Note: if set-up differs from day to day, additional fees will incur.</i>	50% of the first day meeting rate, per day (with same set-up).
Additional Rental Spaces: <i>Flat rates per booking</i>	Kitchen - \$120 Classroom(s) - \$100 per room

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

Meetings/Trainings in a Walters Classroom:

1 hour rental minimum

The Walters’ Classrooms are great spaces for groups of up to 12 people and can be rented on an hourly basis.

Other amenities include:

- Tables & Seating for up to 12 guests. **Note:** Guest capacity will depend on the style of set-up that the renter chooses for this event. Tables and chairs will be provided in standard set-up. You may rearrange the seating as necessary for your meeting, as long as the room returns to the standard set-up at the end of your rental.

Classroom Meeting Rate (per hour): Standard Rate - \$30 Hillsboro Resident - \$25	
Basic AV Add-on: <i>Flat rate per booking. Renter must provide own laptop.</i>	Portable Projector & Screen - \$50