

OREGON HISTORICAL SOCIETY MEETING SPACE

Hatfield Room



\$100 / hour

Weekdays, 8:30am — 5:00pm
2-hour minimum

Room Rental Includes:

- › Upholstered chairs (30)
- › Additional chairs (60)
- › 60" round tables (5)
- › 6' x 30" banquet tables (12)
- › Podium
- › Wireless microphone
- › WIFI
- › Drop-down screen
- › Balcony access
- › Exhibit access

The Hatfield Room at the Oregon Historical Society is a large, well-lit, modern conference room, available for meetings, workshops, and lectures during the day. The rental includes access to a balcony overlooking the Plaza and the South Park Blocks, and your guests will have access to exhibits during museum hours.

Hours: 8:30am — 5:00pm
Dimensions: 57' x 17'
Area: 970 sqft

Conference Capacity: 36
Classroom Capacity: 36
Theater Capacity: 80
Banquet Capacity: 40

Equipment Rentals:

Tablecloths, \$10 ea.
Projector, \$100
PC Laptop, \$50
Conference Phone, \$75

Inquire today!

www.ohs.org/venueral

Rental Policies

ROOM ACCESS

You will have access to the room for the time which you've reserved. If you need additional time for setup, clean-up, or catering delivery, please schedule this time at booking. Access to the room outside of regular rental hours (8:30am - 5:00pm, weekdays) is not guaranteed, but when possible, will be billed at \$200/hour.

CATERING

OHS does not provide catering or coffee service. You are encouraged to use a Preferred Caterer from the list. Any other caterers must be pre-approved by the event coordinator. The Client is responsible for contacting caterers directly about the event, and must schedule delivery and pick-up within the reservation times.

Plated meals are prohibited in the Hatfield Room. All food and beverage materials must be removed by the Client or Caterer at the end of the event. Next-day pickups are not allowed, unless approved by the Event Coordinator. A cleaning fee of up to \$100 may be charged if there are food and beverage items left.

ALCOHOL

Alcohol use is prohibited in the Hatfield Room.

SHARED SPACE

The offices and kitchen near the Hatfield Room belong to WorldOregon; access to these areas is prohibited. The restrooms and hallways are shared spaces. Please respect the office environment in the hallway. If your guests must take a phone call outside of the room, we ask that they use the balcony on the west side of the room, or go down to the Miller Pavilion.

SETUP & CLEANUP

OHS Staff will set up any OHS-owned equipment. The Client and/or their vendors are responsible for setup and removal of any additional equipment and catering items, in compliance with building rules.

DECORATIONS

Decorations must be self-standing or placed on tables, and may not be hung on walls, in doorways, or on artifacts or their cases. To protect our venue, OHS prohibits the use of open flames, confetti, glitter, rice,



and helium balloons.

BALCONY

The balcony on the west side of the room is included in your rental. Do to environmental concerns, please do not prop the door open.

EXHIBIT ACCESS

Guests of your event are welcome to visit the exhibits during public hours.

MUSEUM DISPLAYS

All rental spaces at the Oregon Historical Society may at any time contain artifacts from the OHS collections, visiting exhibits, or promotional signage. OHS will make all efforts to minimize the impact on the space, but artifacts and signage will have to remain in place and cannot be moved for events. OHS does not create custom displays for rental events.

PARKING

OHS does not provide parking. There are several parking garages and 3-hour street parking nearby.

TOBACCO & MARIJUANA

Consumption of tobacco and marijuana is prohibited on all OHS property.