

CCC Corporate & Conference Package



From the beauty of the Parrish Gallery, to the flexibility of the Grand Ballroom, the Chehalem Cultural Center is the perfect site for small conferences. Feed your creative spirit and build community with your event surrounded by the thriving charm of Oregon Wine Country. Make the Chehalem Cultural Center the location of your next conference!

The Corporate/Conference package includes the following:

- ❖ Your choice of eight (8) or fourteen (14) hours in the space/s. These hours can be divided into plenary sessions, breakout sessions or workshops, set up/clean up, rehearsal, etc.
- ❖ On-site parking (164 parking spaces within the Cultural District)
- ❖ Two event staff available throughout your rental
- ❖ The Grand Ballroom, including the adjoining foyer and back patio
- ❖ Use of *three* breakout classrooms (Options: Ballroom, 105, 102, 201, 202, Hospitality Suite, Black Box)
- ❖ Use of a culinary preparation area (no ovens or stoves)
- ❖ Space for storing rental items
- ❖ Use of chairs (max: 300) and tables (5' round max: 40; 6' rectangular max: 40)
- ❖ Pre-event coordination and walk-through
- ❖ Access to two sets of restrooms

Friday or Saturday

14 hours (9am-11pm): \$5,500

8 hours (Between 9am-11pm): \$3,500

Monday-Thursday

14 hours (9am-11pm): \$3,500

8 hours (Between 9am-11pm): \$2,500

Optional Add-ons:

- ❖ Additional function space (i.e. Grand Lobby, Forecourt, etc.): price upon request
- ❖ Additional rental hours (if available): \$250/hr
- ❖ Event Staff setting up & tearing down chairs & tables, removing trash bags: \$200
- ❖ Stage removal / reconfiguration: \$100
- ❖ Bistro Tables (no charge)
- ❖ We may require additional staff or security for larger groups, please inquire

Some seasonal restrictions may apply. Packages subject to change. Additional charges may apply depending on the specific date and details of your event. Ballroom rentals require a **\$200.00 refundable deposit** upon contract signing. Maximum occupancy: 300 in ballroom, 80 guests in lobby, 15-40 seated guests per classroom

Chehalem Cultural Center
415 E. Sheridan St., Newberg, OR 97132
(503) 487-6883

The Chehalem Cultural Center celebrates the arts, community, education and heritage. Our mission is to inspire and enrich lives by connecting community and culture. We are a non-profit 501(c)(3) organization.