

*The Historic **Dance Pavilion** at Oaks Park*



Prices, Policies, and Information

Oaks Park Dance Pavilion Rental

Rates

6 hours for \$900.00

\$125.00 per additional hour

Shorter rental periods also available. Contact us for rates.

Capacity

Banquet Seating – 300 guests

Festival Style Events – 500+ guests

All rentals include:

Up to thirty 71" round seating tables

Seats 10 per table

Up to 300 black, padded chairs

Professional sound system

CD changer, Mackie mixing board with MP3/laptop hookup, 2 speakers, and a wired microphone

Room host

Use of kitchen appliances and counter space

Excludes use of dishwasher and coffee machine; china, silverware, serveware, etc. available for an additional fee

Free, convenient parking

Historic photo displays

Bride's room

Wireless internet

Access limited to event organizers only

Spacious restroom facilities

Heat/air conditioning

Electricity

Water cooler service

Self-service, counter top water cooler; includes clear, plastic cups

Podium

Projection screen

Projector not included

See Additional Rentals and Services for more options (pg. 2)



Reservations and Deposits

In order to reserve your date, a non-refundable deposit of \$200.00 is required. Your event contract must be completed a minimum of 3 weeks before your event date. Deposits will be applied to your total bill. The entire event fee will be due one week prior to your event.

Please contact our Dance Pavilion Department at emckay@oakspark.com or 503-206-4024 to schedule a tour or make a reservation.

Additional Rentals and Services

Oaks Park Dance Pavilion Additional Rentals & Services include setup, teardown, and cleanup of rented items. Visit oaksparkdancepavilion.com for more options. *Prices subject to change.*



Tables

8' Serving Table \$12.00 each
Up to 50, subject to availability

Table Linen

Table Cloth (71" Round Table) \$10.00 each
Table Cloth (8' Table) \$25.00 each
Linen Napkin \$1.00 each
Available in white, ivory, black, blue, red, and burgundy

China/Silverware

10" Dinner Plate, \$1.00 each
7" Salad Plate, or 6" Dessert Plate \$.75 per piece
Silverware \$.70 per piece
Up to 500 of each available
Includes disposable paper napkin, setup, bussing, and washing

Serviceware

Chafing Warmer \$12.00 each
Serving Platters or Serving Bowls \$3.00 per piece
Serving Spoons, Forks, or Tongs \$1.00 per piece
Includes bussing and washing

Audiovisual Equipment

Wireless Handheld or Lapel Microphone \$25.00
Easel \$15.00 each
Black metal floor easel. Up to 4, subject to availability

Décor

12" Square Mirror \$3.00 each
Votive Candle in Glass Holder (Small) \$5.00 each
(Large) \$10.00 each
Carrousel Animals \$200.00 each

Personnel Services

\$28.00 per staff person, per hour
Available for decorating, cake cutting, passing, and other duties

Specialty items and special orders are also available.

Beverage Services

All beverages must be purchased from Oaks Park. Prices subject to change.

Bar Setup Fee \$75.00
Required with any alcohol service.
Includes licensing and barware.

Bartenders \$28.00 per hour, per server
Required with any alcohol service.
Quantity determined by Oaks Park.

No Host Bar
Guests purchase beverages directly from Oaks Park.
Menu selections and prices determined by Oaks Park.
Bar setup and bartending fees apply.

Wine or Sparkling Wine
\$190.00 per 60 servings (12 bottles)

Import/Microbrew Beer
\$290.00 per 140 serving keg
\$170.00 per 60 serving pony keg
\$55.00 per 24 bottles

Domestic Beer
\$240.00 per 140 serving keg
\$140.00 per 60 serving pony keg
\$50.00 per 24 bottles

No refunds on alcohol services.

*Visit www.oaksparkdancepavilion.com
for available varieties.*



Non-Alcoholic Beverage Services

Assorted Pepsi Products
12 Ounce Cans \$30.00 per 24 can case
2 Liter Bottles \$32.00 per 8 bottle case
2 liters include clear plastic cups. Each case must be a single variety.

Coffee Service \$75.00
200 total servings of coffee, decaf, and assorted hot teas. Service counter, paper coffee cups, paper beverage napkins, stirrs, sugar, and creamer included.

Sparkling Cider \$75.00 per case
60 servings (12 bottles). Includes champagne coupes.

Punch Service \$75.00
200 total servings of pink tiki punch. Service counter, sterling silver punch bowl, ladle, clear plastic cups, and beverage napkins included.

Water Service \$1.00 per seat
Pitchers and glasses on the seating tables. Pitchers refilled by Oaks Park staff throughout course of the event.

Oaks Park Catering

Any menu available during any event hours. Catering orders must be for a minimum of 30 people.

Final catering count due a minimum of 10 days before the event.

All Oaks Park catering services include: china, silverware, buffet setup, serviceware, disposable dinner napkins, and bussing personnel. Seating table linen not included.



Breakfast Buffet Menus

Assorted Fresh Baked Breads, Bagels, Pastry, Cheese Selection, and Fresh Fruit - *\$8.50 per person*

Choice of Bacon, Sausage, or Ham, Scrambled Eggs, Roasted Oven Potatoes, and Toast - *\$10.50 per person*

Luncheon Buffet Menus

Soup, Salad, and Sandwich Lunch - *\$15.00 per person*

- **Salad (choose one):** Tossed Green Salad (add \$.50 per person), Caesar Salad with Italian Herb Croutons, Greek Style Salad with Feta Cheese and Olives, Italian Pasta Salad, Macaroni Salad, or Potato Salad

- **Soup (choose one):** Chicken Noodle, Split Pea with Ham, Vegan New Delhi Lentil, Potato Soup with Ham, Bean and Bacon, Pasta Fagioli, Broccoli Cheese, or Taco Soup (Beef or Vegetarian)

- **Assorted Sandwiches:** Turkey, Ham, Roast Beef, Salami, Vegetarian*, served on Wheat, White, and Rye Bread with Lettuce and Tomato, Condiments on the side

* *Vegetarian Sandwich: Cream Cheese, Cheddar Cheese, Sliced Olives, Lettuce, Tomato, Sunflower Seeds, and Guacamole*

Pulled Pork - *\$12.50 per person* Traditional or Bavarian Style served with Rustic Bread Rolls, Coleslaw, and Choice of Salad

Swedish Style Meatballs - *\$12.50 per person* Served with New Potatoes, Red Cabbage, and Choice of Bread

Four Cheese Lasagna - *\$12.50 per person* Beef, Italian Sausage, or Vegetarian Spinach served with Caesar Salad and Garlic Cheese Breadsticks

Add a dessert of Double Chocolate Brownies or Cream Cheese Spice Cake to any Luncheon Buffet Menu for an additional \$2.00 per person.

Appetizers à la Carte

Prices are per 100 servings

• Artisan Cheese Display	\$375.00	• Stuffed Mushrooms	\$250.00
• Crab Dip with Baguettes	\$300.00	• Cocktail Wieners	\$275.00
• Market Vegetable Display	\$300.00	• Salsa and Guacamole with Chips	\$300.00
• Salmon Cups	\$325.00	• Hummus and Pita Platter	\$325.00

Dinner Buffet Menus

**1 Entrée,
2 Sides, Choice of Bread,
and Choice of Appetizer or Dessert**

\$15.50 per person

**2 Entrées,
2 Sides, Choice of Bread,
and Choice of Appetizer or Dessert**

\$19.00 per person

Add an extra dessert or appetizer to any Dinner Buffet Menu for an additional \$2.00 - \$3.75 per person.

Appetizers

- Artisan Cheese Selection
- Artichoke Crab Dip with Rustic Baguette Slices
- Market Vegetables with Ranch Dipping Sauce
- Smoked Salmon and Cream Cheese in Phyllo Puff Pastry Cups
- Stuffed Mushrooms with Salami and Spicy Cream Cheese
- Pastry Wrapped Cocktail Wieners
- Tortilla Chips with Salsa Trio or Fresh Guacamole
- Garlic Hummus and Pita Chips

Entrées

- Roasted Pork Loin with Apricots and Prunes
- Rosemary and Thyme Roast Beef
- Herb and Panko Breaded Chicken Breasts
- Spiral Cut Ham with Brown Sugar Glaze
- Beef Meatballs in Creamy Mushroom Sauce
- Teriyaki Chicken
- Grilled Salmon with Fresh Dill (*Add \$2.00 per person*)
- 4 Cheese Lasagna (Beef, Italian Sausage, or Vegetarian Spinach)
- Fettuccine Alfredo with Chicken
- Garlic Shrimp Fettuccine
- Enchiladas (Beef or Chicken)

Breads

- Poppy Seed Dinner Rolls
- Garlic Cheese Bread Sticks
- French Bread
- Cheese Baked French Bread
- Ciabatta
- Flatbread

Sides

- **Salads:** Tossed Green Salad (add \$.50 per person), Caesar Salad with Italian Herb Croutons, Greek Style Salad with Feta Cheese and Olives, Italian Pasta Salad, Macaroni Salad, or Potato Salad
- **Soups:** Chicken Noodle, Split Pea with Ham, Vegan New Delhi Lentil, Potato Soup with Ham, Bean and Bacon, Pasta Fagioli, Broccoli Cheese, or Taco Soup (Beef or Vegetarian)
- Garlic Mashed Potatoes
- Oven Roasted Potatoes tossed in Olive Oil and Herbs
- Au Gratin Potatoes
- Steamed White or Brown Rice
- Mexican Style Rice and Beans
- Fresh Green Peas in Cream Sauce
- Bacon Accented Green Beans
- Steamed Broccoli with Olive Oil and Grated Parmesan
- Tender Cooked Glazed Carrots

Desserts

- Fresh Baked Double Chocolate Brownies
- Assorted Seasonal Cupcakes
- Jelly Roll Cake
- Cream Cheese Frosted Spice Cake
- Apple Crisp
- Tiramisu
- Chocolate Mousse
- Assorted Fresh Baked Cookies- Chocolate Chip, Peanut Butter, White Chocolate Macadamia, Peanut Butter M&M, Snicker Doodles, Frosted Sugar Cookies

Also Available

Themed International Menus

German • Asian • Thai • Scandinavian • Mexican
French • Italian • Cajun

Seasonal Themed Meals

Attractions and Activities

Create a one of a kind experience for your guests by including the thrill of Oaks Park's midway and world famous roller rink as part of your event! Attraction tickets valid during regular operational hours on the day of the event only. Height limits apply to rides. Visit www.oakspark.com for hours.

Limited Ride Bracelet

\$13.50 each

Bracelet includes all midway rides except: The Looping Thunder Roller Coaster; The Disk'o; and The Scream'n Eagle. Go carts, miniature golf, games, and concessions sold separately.

Retail price: \$15.75 each.

Deluxe Ride Bracelet

\$16.25 each

Bracelet includes unlimited midway rides and one roller skating session with conventional skate rental. Go carts, miniature golf, games, and concessions sold separately.

Retail price: \$19.00 each.

Premier Bracelet

\$27.50 each

Bracelet includes unlimited midway rides, a roller skating session with conventional skate rental, one go cart ride, and one round of miniature golf. Games and concessions sold separately.

Retail price: \$31.25 each.

Individual Ride Ticket

\$3.25 each

Each ride takes one ticket. Ride tickets not valid for skating, go carts, miniature golf, games, or concessions.

Retail price: \$3.75 each.



Roller Skating Session

\$5.75 per skater

Includes conventional skate rental. *Retail price: \$8.00-\$9.25.*

Go Cart Ticket

\$7.00 per driver

Retail price: \$8.00 each. Passenger tickets can be purchased at the regular retail rate of \$2.00.

Miniature Golf

\$6.00 per player

Golf tickets are valid for one 18 hole round of miniature golf.

Retail price: \$7.00 per player. Tickets for players 5 and younger can be purchased at the regular retail price of \$2.00.

Fundraisers

Contact us for fundraiser attraction prices. Available to recognized community groups only.

30 minimum required for discount. Rides, miniature golf, and go carts subject to seasonal availability. Roller skating available year-round. Prices subject to change.

Policies

Reservations and Deposits

In order to reserve your date, a non-refundable deposit of \$200.00 and a completed reservation form are required. All event details must be finalized and the event contract completed a minimum of three weeks before the event date. Deposits will be applied to the total bill. The entire event fee will be due a minimum of seven days prior to the event.

Setup/Cleanup

Oaks Park will ensure that the Dance Pavilion has been prepared as a clean, ready to use space, by the start of the contracted setup time. Oaks Park will provide setup, teardown, and cleanup of any materials rented from Oaks Park or included in the room rental fee. Oaks Park's setup, teardown, and cleaning will, as reasonable, take place outside of the rental period. Pavilion Event is responsible for all setup and teardown of materials not belonging to Oaks Park.

Move-in/Move-out

The Dance Pavilion is available for rental between 5:00 a.m. and 1:00 a.m. The Pavilion Event may not enter the Dance Pavilion until the start of the contracted setup time. Early entrance will incur additional charges. The Dance Pavilion must be vacated, with all of the Pavilion Event's property removed, by the end of the contracted teardown time. The Pavilion Event is responsible for bussing tables, placing disposable materials in the provided receptacles, removal of decorations, removal of materials from kitchen, etc. unless specifically contracted for provision by Oaks Park. Failure to vacate the room at the contracted time, and/or remove or dispose of all materials not belonging to Oaks Park, will result in additional charges.

Beverages

All beverages must be purchased from Oaks Park (pg. 3). Neither the Pavilion Event nor its participants may bring any beverages into The Oaks Park Dance Pavilion. Alcohol must be served by Oaks Park Staff. No hard liquor is permitted. Repeated confiscation of outside alcohol will result in immediate termination of the event with no refunds.

Kitchen Use

The Pavilion Event will have access to the counter spaces, refrigerator, freezer (subject to availability), sinks, ovens, and range. The dishwasher and coffee maker may only be used by Oaks Park staff. Unless specifically contracted, no other materials in the kitchen may be used by the Pavilion Event or their outside caterer, including, but not limited to: china; silverware; serving utensils; chafing dishes; pots and pans; platters; serving bowls; etc. Additional fees will be charged to the Pavilion Event for use of any non-contracted kitchen materials. The Pavilion Event will have access to disposable food storage materials, hand washing soap, paper towels, and bar towels in the Pavilion kitchen.

Catering

Homemade, potluck-style, grocery store catering, and pizza delivery catering are welcome at no additional charge.

Outside caterers are welcome. The Pavilion Event will be charged a fee of 15% of the outside catering invoice total. An outside catering fee deposit of \$3.75 per anticipated guest is required in advance. Any deposit funds in excess of the 15% fee will be refunded to the Pavilion Event within

10 business days of the event date. All outside caterers are required to enter into a separate agreement with Oaks Park and supply a certificate of liability insurance naming Oaks Park as additional insured. It is the responsibility of the Pavilion Event to supply Oaks Park with contact information for all outside caterers a minimum of four weeks before the event date. Outside caterers must return their completed contract a minimum of three weeks before the event date, and an itemized invoice must be submitted to Oaks Park a minimum of seven days before the event, or outside catering will be prohibited. Outside catering includes full service, drop-off, pickup, and to go orders. Oaks Park is not responsible for outside caterers' equipment, and all equipment belonging to outside caterers must be removed by the conclusion of the contracted time.

Oaks Park also offers excellent in-house catering (pg. 4-5).

Audiovisual Equipment and Lighting

Rental of the Oaks Park Dance Pavilion includes use of a CD changer, Mackie mixing board with MP3/laptop hookup, 2 speakers, and a wired microphone. Pavilion Event must supply all CDs and MP3/laptop connector cables. All professional DJs and live performers must sign a separate agreement with Oaks Park. A minimum of four weeks before the event date, the Pavilion Event must supply Oaks Park management with contact information for all performers/DJs. The Performer Agreement will be due a minimum of three weeks before the event. Professional performers/DJs must supply their own equipment. Failure to notify Oaks Park of professional performer participation according to the above stipulations will result in immediate termination of the event with no refunds. Oaks Park reserves the right to monitor volume; at no point may the volume in the room exceed 90 decibels when measured at the bar. Instruction regarding sound must be complied with, or termination of the event, without refunds, may ensue. For the safety of event guests, Oaks Park requires adequate lighting as determined by the room attendant. Use of a projection screen is included in the room rental fee. Screen is stationary, located at the front center of the stage, and is for front projection only. Pavilion Event is responsible for supplying projector, laptop, cables to connect to the sound system, etc.

Decorating

Oaks Park must pre-approve all decorations. No bubble machines, confetti cannons, rice, or pyrotechnics will be permitted. Oaks Park property may not be moved or altered. No decorations may be anchored to, or suspended from, any surface, including the ceiling, without express, written consent of Oaks Park Management. Only painter's or gaffer's tape, or Command 3M removable hooks may be used on any surfaces; no other adhesives, nor any tape, nails, screws, tacks, etc., may be used. Candles may be used when contained in glass votives taller than the flame.

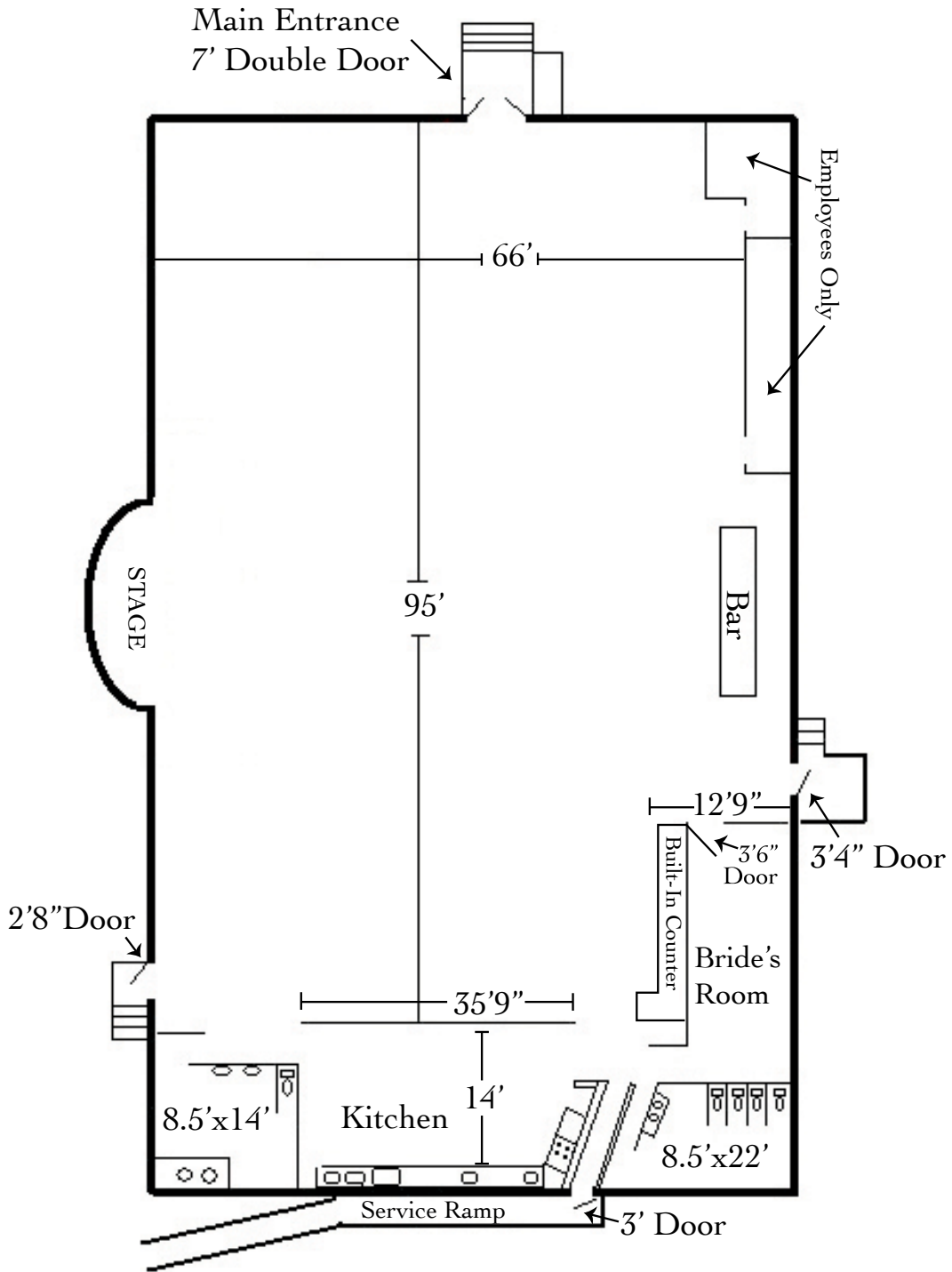
Parking

Parking will be in Oaks Park general parking. Drop-off access will be available during setup/teardown time and for guests with special needs. For summer events, a later event time is recommended to provide a more convenient parking situation for your guests.

Damage

Damage to, or loss of, Oaks Park's property due to negligence or misuse will be charged to your event.

Room Schematic



** Not Drawn to Scale*



7805 SE Oaks Park Way
Portland, OR 97202
503-206-4024, emckay@oakspark.com
www.oakspark.com