



# PRIVATE EVENT RENTALS

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# INFO PACKET





*Make yourself at home at The Den.*

The Den is a community event & live music center, featuring live performances, world class sound and atmosphere, and rentable venue space.

Our Core Values (Pillars) are Community, Music, Art, and Hospitality. Our symbol (The Paw) represents a deep love and respect for all who come to experience events at The Den. We are a community-centric space hosting all genres of music, events, art, and gatherings, and are a safe space for expression.

We optimistically aim to foster collaboration, prosperity, inspiration, and heart. We are honored to welcome you into our home.

The Den is owned and operated by Wild Animals, LLC and staffed (curated?) with world-class Event Professionals ranging from:

- Event Promoters
- AV Technicians
- Internationally Acclaimed DJs, Artists & Designers
- Award Winning Event Managers, and Sound Engineers

The Den is conveniently located in the SE Industrial Waterfront area of Portland, OR and central to many restaurants, hotels, and area attractions. The space features top of the line sound and tech, and a rotating selection of local art including BiPoC artists and crafters. The Den is a minority owned business and has been a safe space for our LGBTQQI friends since the beginning.

# WELCOME HOME IN





# CUSTOMIZED RENTAL PACKAGES

No two events are exactly the same, but here are some options to help you get started.

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## Full Venue Rental

*Prices vary by day of the week and holiday scheduling*

Over 5,000 square feet of flexible event space. The Den happily offers set up of our furniture, a venue coordinator, 5 seasonal parking spaces, and built in house lighting, access to LED screens and projection, built in bar, and VIP rooms. The capacity of the full venue is 525 at one time.

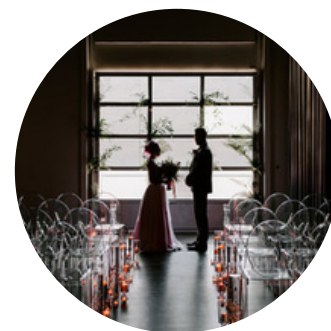


## A la carte | Individual Room Rentals

*Full Day or Corporate Daytime/Evening rates available*

Perfect for weddings, concerts, workshops, meetings, or parties.

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## Custom Add-Ons

*Bar | Audio & Visual | Projection | Lighting | Event Staffing*

Contact us for a custom quote.

Great for meetings, parties with a special kick, or tailored conferences. Choose from pre-set mobile AV or lighting packages or customize your order from our full professional suite of Audio Visual Equipment and world class Technicians. Add a bar package, mixologists, professional decorator, and more.



# FREQUENTLY ASKED QUESTIONS



## Deposits

Are deposits required to book my rental date?

Yes - we require a 50% deposit from standard clients or 25% from Nonprofits with a 501(c)3 designation to secure your event date.



## Parking

The Den is unique in that it has a 6-car parking lot. Private event rentals have access to up to 5 parking spaces total, with the 6th left for ADA access when the seasonal tent is not in place. The lot next door is available for buyout starting at \$300.



## ADA Access

The Den is ADA accessible offering a low slope wheelchair ramp to our Foyer, a private ADA accommodating bathroom, and ADA stalls in the main baths. Service animals admitted with proper documentation.



## Catering & Bar

The Den does not currently have any catering restrictions however every caterer or bartending service must be fully licensed, insured, and have the ability to obtain a TSL from the OLCC at least 2 weeks before your event. A 5% total bar sales service fee is required with any event ordering from an outside service provider.



## Alcohol

Oregon Liquor Control Commission (OLCC) regulations require that a licensed bartender dispense all alcoholic beverages. The Den adheres to all OLCC rules and regulations: asking for proper identification and does not serve visibly intoxicated guests. Guests are not permitted to bring their own alcoholic beverages or remove them from the premises.



## Capacities

The total venue capacity at any one time is 525. This includes all guests and vendors. If you anticipate additional guests during your rental period exceeding the capacity of the space, advanced written approval must be obtained from The Den Management and your event is responsible for counting and controlling access and egress to your event.



## Insurance

A certificate of event liability insurance providing \$1,000,000 per occurrence and naming Wild Animals, LLC as an additional insured is required for all events, two weeks before the event. Must include any rented equipment if applicable.



## Outside Vendors

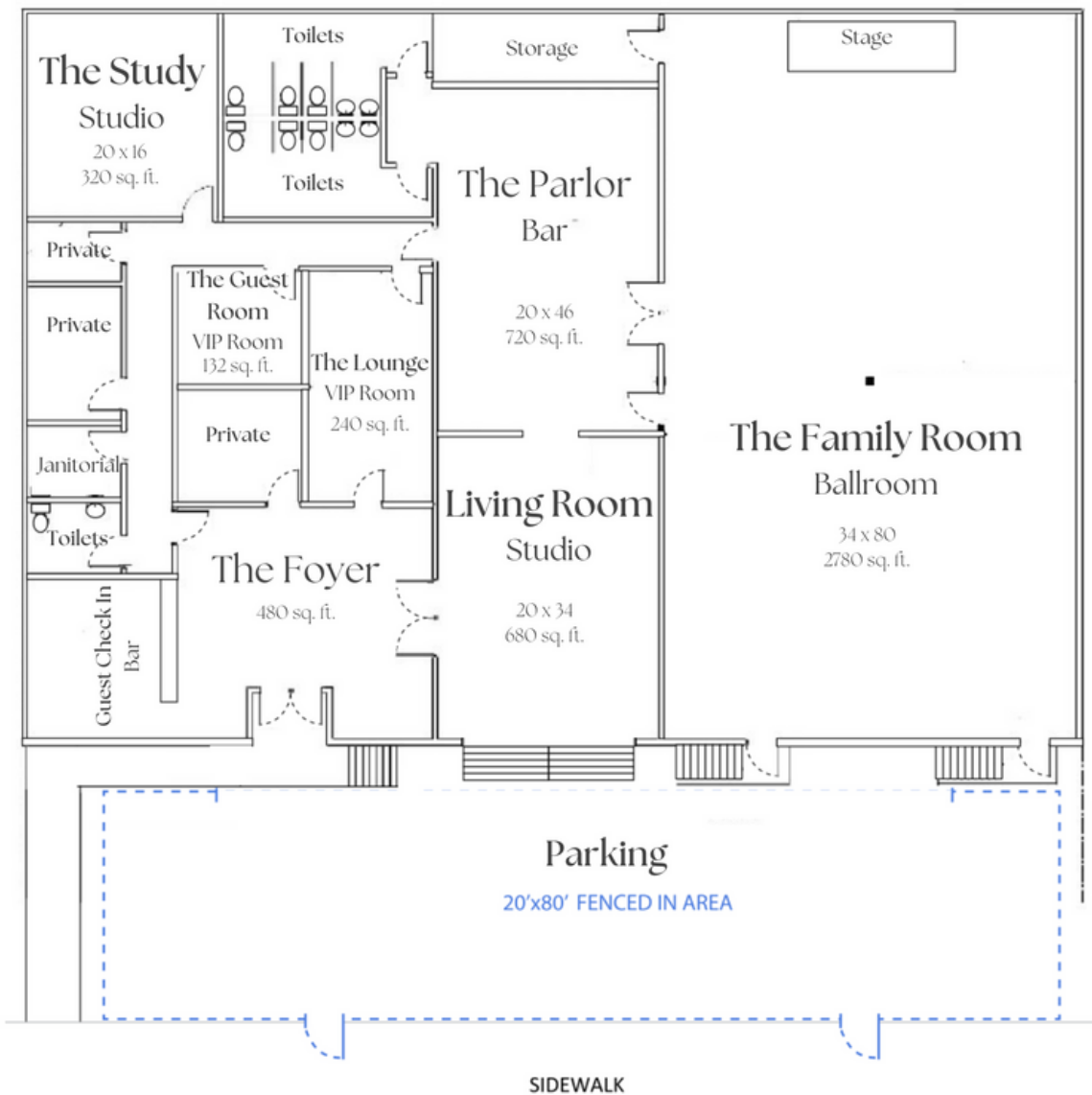
Live entertainment and decorations are encouraged, and we'll help you find the perfect fit and recommend vendors. The Den will provide access to power, but vendors are responsible for providing all of their own equipment, set-up, and tear-down.



## Rental Period

Private event rentals have access to the space for up to 12 hours on their event day. Additional hours can be contracted at an hourly rate, depending on availability. The space is available between 8:00 am and midnight.

THE DEN : 116 SE YAMHILL



## NEXT STEPS



The Den's Event Sales Manager will schedule a walkthrough and notate your event vision and needs. once you see the space, we will prepare a formal proposal and quote for you. If you accept, we'll get you under contract in a jiffy!



*Thank you!*

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