OREGON HISTORICAL SOCIETY VENUE RENTAL

James F. Miller Pavilion

The Oregon Historical Society’s Miller Pavilion is the perfect setting for after-hours networking events, client appreciation events, and lectures. The space features floor-to-ceiling windows on two sides with beautiful views of the South Park Blocks, the bell tower of the First Congregational Church, and the iconic Haas mural on the Sovereign Apartments. Add the Park Plaza or featured exhibits to your rental to make the evening truly special!

Inquire today!

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ohs.org/venuerental

$1,600*

Sunday – Thursday

Hours: 6pm – 10pm
Dimensions: 30' x 74'
Area: Over 2,200 sqft

Pavilion Rental Includes:
› 30" round tables (10)
› 48" round tables (6)
› 60" round tables (10)
› 6' banquet tables (8)
› 8' banquet tables (8)

Preferred Caterers:
› Artemis Foods
› Devil’s Food Catering
› Elephant’s Catering
› Higgins Piggins

$2,000*

Friday – Saturday

Reception Capacity: 250
Banquet Capacity: 96
Theater Capacity: 140

Pavilion Rental Includes:
› Stacking chairs (100)
› Risers
› Podium
› Wireless microphone
› SiriusXM Radio

Preferred Caterers:
› Mezzaluna Fine Catering
› Miss’lpi Chef
› Food In Bloom
› Vibrant Table
The Bishop Terrace is our newest outdoor space and features a covered seating area perfect for outdoor receptions and dinners no matter what the Pacific Northwest weather has in store! The covered canopy offers removable side panels for no-stress party planning.

**$1,000***
**Sunday – Thursday**

Hours: 3pm – 10pm  
Dimensions: 73' x 26'  
Area: 1,898 sqft

**$1,200***
**Friday – Saturday**

Reception Capacity: 115  
Banquet Capacity: 58  
Theater Capacity: 92

**Terrace Includes:**
- Tent walls
- Banquet tables (10)
- Stacking chairs (60)

**Covered Area Information:**
- Dimensions: 53' x 20'
- Area: 1,060 sqft

**Outdoor Rental Excludes:**
- AV equipment
- SiriusXM Radio

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**Rental Packages**

*Pair your Miller Pavilion rental with the Bishop Terrace or any of our exhibitions!*

<table>
<thead>
<tr>
<th>Package</th>
<th>Sun – Thu</th>
<th>Fri – Sat</th>
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<tbody>
<tr>
<td>Pavilion + Terrace</td>
<td>$2,100</td>
<td>$2,500</td>
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<tr>
<td>Pavilion + Exhibit</td>
<td>$2,100</td>
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<tr>
<td>Pavilion + Terrace + One Exhibition</td>
<td>$2,600</td>
<td>$3,000</td>
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<tr>
<td>Pavilion + Entire Museum</td>
<td>$3,600</td>
<td>$4,000</td>
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*Pricing based on events lasting up to four hours. Extended access times, large groups (> 150), or AV equipment may incur additional fees.*
Frequently Asked Questions

Do I have to use one of your preferred caterers?
Yes, we do require that you use a caterer from our Preferred Caterer list.

Can I have food dropped off?
No; we require that at least one catering staff person is present throughout your event.

Is there a catering minimum?
Catering minimums are set by each individual caterer. They will let you know if you are below their minimum.

Can I serve alcohol at the event?
You may provide alcohol, but it must be served by the caterer, and bar service must end 30 minutes prior to the scheduled end of the event. Also, we require that you show proof of Host Liquor Liability Insurance at any event where there is alcohol present. If you (the client) are selling alcoholic beverages or are receiving money and providing alcoholic beverages, you will need to apply for a Temporary Sales License through the OLCC.

Do you require insurance?
Yes, we require you to have insurance for all after-hours events, with the Oregon Historical Society listed as additionally insured. Please see our insurance requirements document for more information.

How do I obtain insurance?
For businesses, this is usually as simple as asking your insurance provider for a Certificate of Insurance (COI) naming the Oregon Historical Society as additionally insured. If this is for a social event, you will need to purchase an Event (or Wedding) Insurance policy.

How much time will I have to setup?
Access for clients and vendors is given as early as 4pm, or two hours prior to your event time (whichever is later). Some exceptions are made for large installations, like tents, stages, and dance floors, provided they do not diminish the experience of our visitors. Our museum is open until 5pm every day, so some areas must remain clear for visitor access until we close.

Do you offer a discount for nonprofit organizations?
Yes, we offer a 10% discount for nonprofit organizations.

Do you offer a discount for OHS members?
We offer venue rental discounts to members of our 1898 Society and Corporate Heritage Circle. Discounts are given on a sliding scale, depending on the level of membership.

Do you allow food and beverages in the exhibitions?
No. Food and beverage are not allowed in the galleries. When exhibitions are open, we place “Save My Drink” stations outside of the exhibition entrance so that attendees can return to their drink after completing their tour.

Is there parking available?
OHS does not offer parking for rental events. Most of the street parking nearby is 3-hour metered spots, and there are several parking garages in the near vicinity. There are also several public transit stops within walking distance.
The Oregon Historical Society requires that any catering for after-hours events be handled by a caterer from our Preferred Caterer List.

Why We Require Preferred Caterers

As a museum and library that houses priceless collections, we are extremely concerned about the atmospheric environment of the building, the security of the property, and the experience of our visitors. Therefore, we partner with a short list of trusted companies to provide catering for after-hours events. All of these companies have gone through extensive training around the unique procedures and requirements that our venue demands and carry sufficient insurance coverage protecting us should an accident occur. Furthermore, our caterers perform essential tasks that often go unnoticed, like cleaning-up leftover food and dishes, disposing of trash and recycling, and arranging for rentals. We thank you for respecting these concerns and selecting a Preferred Caterer.

Catering Contracts

Clients contract directly with the caterers for food and beverage service. We work with the caterers on the back end to ensure that we are on the same page about the floor plan, load in schedule, etc.

Minimums

Because we require a catering staff member to be onsite during evening events, most caterers will require a minimum order level. Minimums are different for every caterer.

Alcohol

While clients may provide alcohol for the event (with approval from the caterer), we require that catering staff be the only ones serving alcohol and that “last call” occurs 30 minutes prior to the scheduled end of the event. We also ask clients to carry Host Liquor Liability as part of their Special Event Insurance.