

EXPLORE EVENT OPTIONS AT PORTLAND STATE UNIVERSITY



SMITH BALLROOM

STYLISH 6,500 SQUARE-FOOT BALLROOM
MARQUEE EVENT SPACES
CONFERENCE ROOMS
MEETING ROOMS

PROFESSIONAL SCHEDULING
CATERING OPTIONS
CUSTOM MULTIMEDIA OPTIONS
TABLING SPACES

conferences@pdx.edu | 503-725-2663 | pdx.edu/conferences

1825 SW BROADWAY PORTLAND OR 97201

SMITH MEMORIAL STUDENT UNION



SMITH MEMORIAL STUDENT UNION AND OUR ON-CAMPUS EVENT FACILITIES OFFER A VARIETY OF AFFORDABLE OPTIONS FOR HOSTING **CONFERENCES, ENTERTAINMENT AND ACADEMIC EVENTS** ON THE PORTLAND STATE UNIVERSITY CAMPUS IN THE HEART OF THE CITY.



Portland
State
UNIVERSITY



SMITH BALLROOM

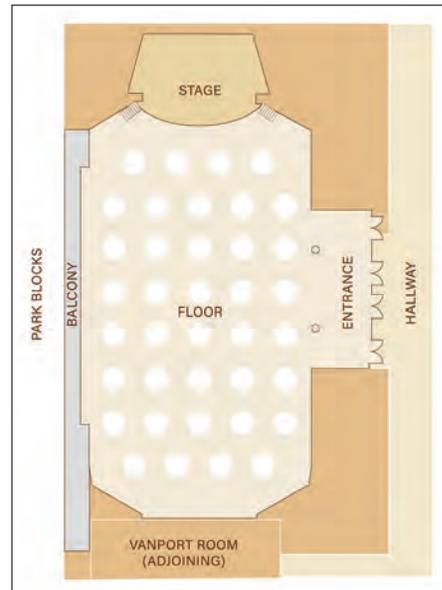


THE SMITH BALLROOM

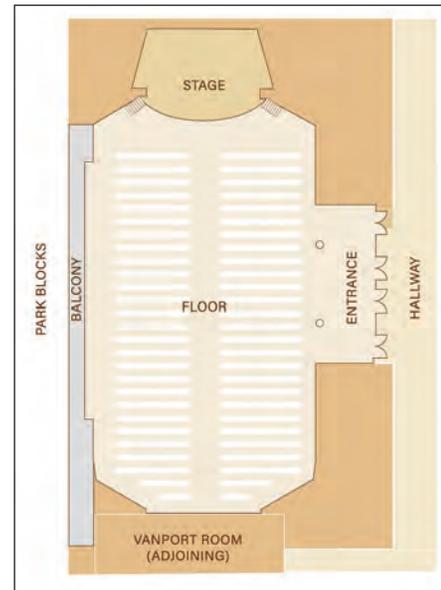
FEATURES:

- HARDWOOD FLOORS
- BALCONY ACCESS
- BUILT-IN STAGE (WITH BACKSTAGE RESTROOMS)
- SERVERY ACCESS

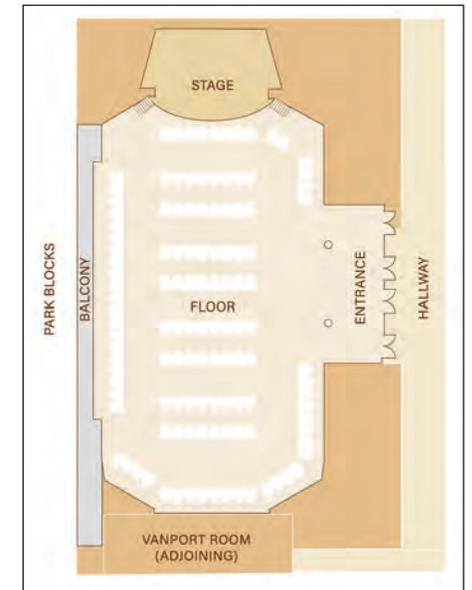
AND MORE



BALLROOM (BANQUET)

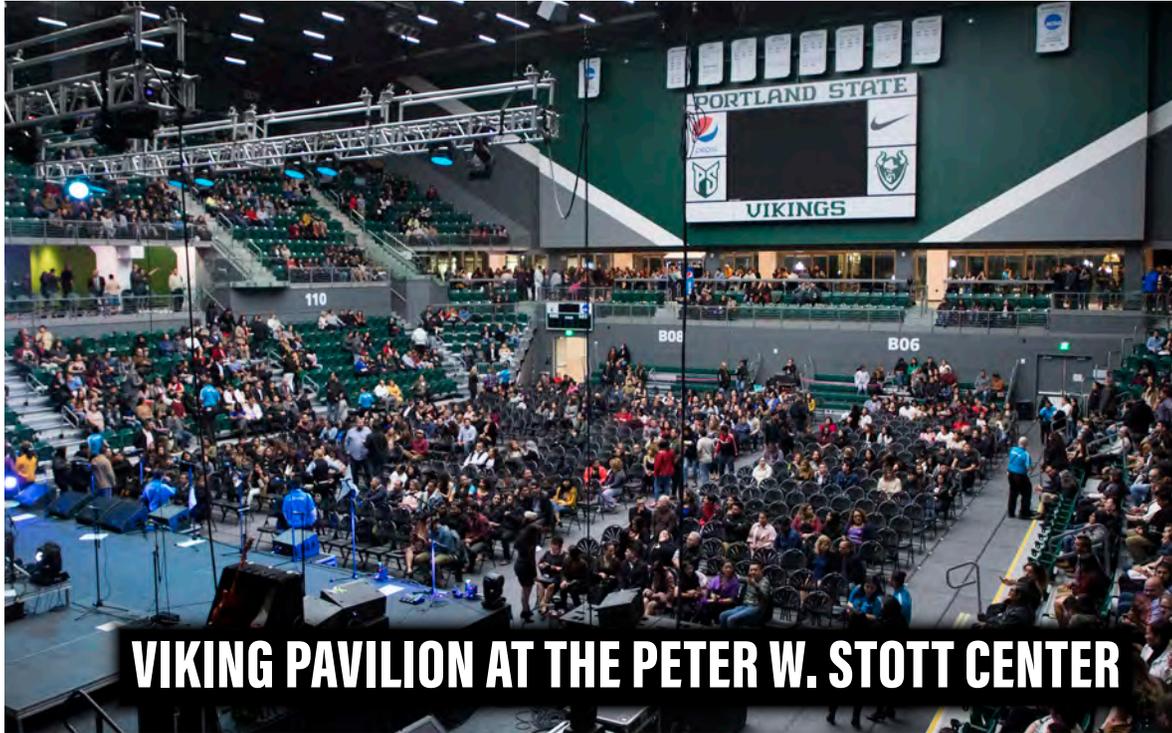


BALLROOM (THEATER)



BALLROOM (TRADE SHOW)

OTHER PORTLAND STATE SPACES



VIKING PAVILION AT THE PETER W. STOTT CENTER



BOWLING | BILLARDS



OUTDOOR TABLING



TERRACES | MEETING ROOMS

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PARTNERSHIP RATES

2020-21 RATES*

ROOM	SPACE (feet)	PARTNERSHIP
SMITH BALLROOM	100x60	\$200 hr/ \$1,400 day**
BALLROOM & SMITH 338 (VANPORT ROOM)	130x50	
MARQUEE ROOMS (SEATS MORE THAN 200)		
SMITH 327, 328, 329 (COMBINED)	71x34	\$200 hr/ \$1,400 day**
HOFFMANN HALL	62x49	
LARGE SPACES (SEATS 100-200)		
SMITH 296, 298 (COMBINED)	49x30	\$80 hr/ \$560 day**
SMITH 327, 328 (COMBINED)	53x34	
SMITH 338 (VANPORT)	50x30	
SMITH 101 (PARKWAY NORTH)	65, 60x8, 11	
MEDIUM SPACES (SEATS 20-100)		
SMITH 294	36x29	\$48 hr/ \$336 day**
SMITH 296	30x23	
SMITH 298	30x26	
SMITH 327	34x30	
SMITH 328, 329 (COMBINED)	41x34	
SMITH 328	34x28	
SMITH 329	34x18	
SMITH 333	35x28	
MEETING SPACES (CONFERENCE TABLE)		
SEAT UP TO 18: SMITH 323 (23x23)		SEAT UP TO 10: SMITH 326 (PACIFIC RIM ROOM, 28x15)
SEAT UP TO 12: SMITH 258 (20x18)		SEAT UP TO 8: SMITH 262 (17x10)
		PARTNERSHIP \$34 hr/ \$238 day**

IF YOUR EVENT IS BEING PUBLICLY CO-HOSTED OR CO-SPONSORED BY A PSU DEPARTMENT OR SALP GROUP, YOU MIGHT QUALIFY FOR OUR NEW PARTNERSHIP TIER RENTAL RATES. THE PSU PARTNER MUST FUND AT LEAST 25 PERCENT OF THE SPACE RENTAL TO QUALIFY FOR THIS RATE.

HAVE YOUR PSU PARTNER CONTACT CESU FOR MORE INFORMATION.

*2020-21 RATES ARE FOR THE PSU FISCAL YEAR ENDING JULY 1, 2021 | ** DAY RATE BEGINS AT SEVEN (7) HOURS OF USE

PORTLAND STATE EVENTS FAQ

How do I request a space?

There are two avenues for requesting space. If you are an internal client, you can utilize the **Online Reservation Tool** to input your request directly into our scheduling system. This is to be used for Smith events no less than three (3) business days in advance. Other inquiries for internal and external clients are made through the **Event Inquiry Form**. Please give our office five (5) business days to process your request.

What is included in the room rental fee?

The room rental fee includes the price of the room itself, set-up, breakdown and basic equipment such as chairs and tables. Specialized equipment (i.e., podiums, stage risers), A/V equipment and catering services are available at extra costs.

Does your office handle catering or A/V orders?

While we work alongside A/V and PSU Caters to ensure the success of your event, these are separate PSU departments. To secure their services or a quote, you will contact them directly. We'll provide those contacts.

Can I bring in outside food?

Events in the Smith Memorial Student Union are required to utilize our in-house provider, PSU Caters. Exceptions are made by an approved food waiver (food is 100 percent donated).

Can I serve alcohol at my event?

Yes, as long as an alcohol request form is submitted and approved at least 15 business days prior to the event date.

Is there a discount for non-profit organizations?

We do not offer special rates for non-profit organizations. Our pricing is divided into two structures: internal and external. Unless your event is organized by a Portland State University Department or SALP Student Organization, the event is classified as an external event.

When do I pay for my event?

All external rentals require a non-refundable 50 percent deposit of the estimated rental fee. This is due upon receipt of the facility use agreement from your event coordinator. A final invoice will be sent the the first week of the month after the event took place. Example: For events that take place in October, the final invoice will be sent the first week of November.

What is your cancellation policy?

To avoid cancellation charges beyond your deposit, events held in small, medium, and large rooms must be cancelled at least 10 business days prior to the event. Marquee spaces must be cancelled at least 20 business days prior to the event. If a cancellation is made after these deadlines, you will be charged 50 percent of the room rental fee. Please see PSU Caters and A/V for their cancellation policies.



ROUNDS (SMITH 296)



CLASSROOM (SMITH 338)



U-SHAPE (SMITH 323)