

Center for Native Arts + Cultures

Rental Information Packet



About NACF

The Native Arts + Cultures Foundation advances equity and cultural knowledge, focusing on the power of arts and collaboration to strengthen Native communities and promote positive social change with American Indian, Native Hawaiian, and Alaska Native peoples in the United States. As a Native nonprofit that serves Indigenous artists and culture bearers, we believe art and culture bring a valuable perspective to contemporary life, provoking thought, discussion, exploring solutions, and adding a vital contribution to our communities and world. Our values include courage, generosity, creativity, respect, and commitment.

In 2021 NACF was gifted the historic Yale Union Laundry building in Portland, Oregon. It is the new NACF headquarters and has been renamed the Center. Our vision for the Center offers spaces for exhibitions, events, places to practice culture, make art, and celebrations creating a vibrant gathering place for Indigenous and the broader community. Although we aren't an event rental business, we look forward to opportunities to share with the public, businesses, and Native community. By renting this beautiful space, we support our mission and provide resources that ultimately go back into our programs and community.

Event Times

Daytime events may run between 8:00 a.m. and 4:00 p.m.

Evening events may begin at 6:00 p.m. and end at 10:00 p.m. Sunday through Thursday, 6:00 p.m. to 11:00 p.m. Friday and Saturday. Extended hours will be charged additional fees.

Rental Fee includes two, 30-minute on-site visits for vendors and event staff. All additional visits will be billed at corresponding hourly rate.

All work (load-in and load out) must be completed within the contract's day and time parameters. If pick-up or delivery is needed outside of contracted hours, additional fees will be charged at corresponding hourly rate.

Events on Holidays will be charged an additional 25%.

Venue Basics

At least 30 days advance notice is required. Events requested less than 30 days from the event date will not be considered.

Events with more than 50 people require three months notice to be considered.

Any event with over 50 people will require a permit through Portland Fire and Rescue. Other permits may be required. Permits must be submitted 30 days prior to your event. Contact the Facility Manager for more information.

Four restrooms are available in the building: one on the 1st Floor and three on the 2nd floor. Events restricted to a single floor are restricted to the restrooms on that floor only. (Please see maps)

Wi-Fi access will be given on the day of the event.

Maximum building capacity is 500 people. This includes attendees, vendors, and staff.

Two 12' garage doors are available for loading and unloading.

5000 lb freight elevator for access to 2nd floor. NOTE: This must be operated by an authorized individual.

Three parking spaces are included with non-permitted Rentals and five spaces are included with Permitted Rentals. The entire lot (10 spaces) may be rented for an additional \$500 (with the exception of the Facility Manager's spot which is reserved). All unauthorized vehicles will be towed.

Fee schedule is available for Native Community Events. Contact Facilities Manager for more information.

Cancellations

Cancellation fees will apply as follows:

If a contracted event is cancelled 365–181 days prior to event date, 15% of the rental fee is due to the center;

If a contracted event is cancelled 180–91 days prior to event date, 30% of the rental fee is due to the center;

If a contracted event is cancelled 90 days or less prior to the day of event, 75% of the rental fee is due to the center.

Requirements

All event vendors will be coordinated by the client and approved by NACF.

Caterers: We do not have a list of preferred caterers. You may hire a licensed and insured caterer of your choosing. We have provided a list of Native owned services and other vendors that have worked building events. See pages 6 for details.

Set Up/Tear Down: Services are not included in the rental cost. See page # for details.

Alcohol: All alcohol must be purchased from and served by an OLCC licensed vendor.

Audio/Visual: Equipment is not included or provided by The Center unless noted in rental space. Please note that NACF staff will not be able to help with A/V set up or operation. See page 6 for a list of vendors familiar with our building.

If renter is providing entertainment and/or is planning on Native American, Alaskan Native or Native Hawaiian programming, please understand there is no tolerance for derogatory, misappropriation, or inappropriate representation of cultural programming. This includes cultural programs involving dancers, craft demonstrators, decorations, and musicians.

Furniture: The Center has a limited number of tables and chairs for rental. See page 4 for details on inventory and pricing.

Security: Coverage is required for any event over 50 people or open to the public. This can be coordinated by the client or through The Center. A list of preferred security companies is provided on page 6. Please contact the Facilities Manager to assess your events specific needs.

Events over 150 people will require portable restrooms to be rented and placed on site for the event. It is recommended to have one stall per 50 additional persons. Coordination and expense of the restrooms is the responsibility of the client.

Restrictions

- ⊗ Youth geared events are not allowed. Youth may participate in general events under supervision.
- ⊗ Use of helium balloons, fog machines, confetti, glitter, streamers, sparklers, rice, and bird seed is not allowed.
- ⊗ Food and beverage are limited to private events space and are not permitted in the gallery.
- ⊗ Décor may not be attached to the walls with nails, tacks, or screws. Candles must be enclosed in a glass or ceramic holder.
- ⊗ Photographs that contain artwork cannot be used for commercial purposes.

Parking Lot

Events with less than 50 guests are allowed three free parking spaces. Events with more than 50 guests are allowed five free parking spaces.

The parking lot may be rented for \$500/8 hours during event days. Additional hours at \$100 per hour. (Please note, one spot is reserved for the Facility Manager)

4,400 square foot parking lot for a maximum of 12 vehicles.

Loading zone with 12' roll up door for loading and unloading.

Unauthorized vehicles will be towed.

Furniture Rentals

Chairs

Standard	\$3.00 per chair	60 max
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Tables

6' standard	\$10.00 per table	10 max
8' standard	\$12.00 per table	10 max
5' round	\$12.00 per table	10 max
30" pub	\$10.00 per table	10 max

Fee Schedule

Fees are for groups of up to 300 guests. Add \$500 for each additional 100 guests. Permit fees are not included in the rental fee.

DAYTIME (8 AM–4 PM)	PRIVATE				NON-PROFIT			
	<50	>50 *	Term	Add \$ **	<50	>50 *	Term	Add \$ **
Theater	\$ 1,800	\$ 2,200	8	\$ 280-340	\$ 1,500	\$ 2,000	8	\$ 200-250
Gallery	\$ 2,000	\$ 2,500	8	\$ 315-390	\$ 1,500	\$ 2,000	8	\$ 200-250
Exhibition Hall	\$ 5,000	\$ 7,500	10	\$ 625-950	\$ 3,500	\$ 5,000	10	\$ 525-780
East Room	\$ 1,800	\$ 2,000	10	\$ 225-250	\$ 1,000	\$1,500	10	\$ 150-225
Kitchen	\$ 500	–	10	\$ 100	\$ 400	–	10	\$ 100
Green Room	<i>Included with second floor rental</i>				<i>Included with second floor rental</i>			

EVENING (6–10 PM, Su–Th • 6–11 PM, Fr–Sa)	PRIVATE				NON-PROFIT			
	<50	>50 *	Term	Add \$ **	<50	>50 *	Term	Add \$ **
Theater	\$ 1,400	\$ 1,800	5	\$ 350-450	\$ 1,200	\$ 1,600	5	\$ 300-400
Gallery	\$ 2,000	\$ 2,500	5	\$ 500-625	\$ 1,200	\$ 1,600	5	\$ 300-400
Exhibition Hall	\$ 3,500	\$ 6,000	5	\$ 875-1500	\$ 2,750	\$ 5,000	5	\$ 750-1200
East Room	\$ 1,200	\$ 2,000	5	\$ 300-500	\$ 1,000	\$1,500	5	\$ 200
Kitchen	\$ 500	–	5	\$ 200	\$ 400	–	5	\$ 200
Green Room	<i>Included with second floor rental</i>				<i>Included with second floor rental</i>			

Notes:

* Does not include cost of security/additional restrooms

** Add \$ (+25%) daytime rate up to two hours after,
Evening rate will apply after

20% discount for January and July.

All events over 50 must be requested a minimum of three months prior to event date.
No event requests accepted less than 30 days before event (except by CEO permission).

Preferred Vendors

NATIVE VENDORS

Kashrootz Catering ▶ kashrootzcatering@gmail.com
Gluten Free/Dairy Free/Kosher Native Foods (Sourced locally)

Bridgette McConville ▶ salmonkingfisheries.com
Salmon and catering from Warm Springs Reservation

Sisters Frybread ▶ sistersfrybread.com
Features Indian tacos and frybread (Sweet and savory)

TEA, PLANT MEDICINE, AND FLOWERS

Jennifer Rose Serna ▶ wapatoislandfarm.com
Tea blends and medicine (wapatoisland@gmail.com)

Flynn Olivarez ▶ flynn.seeds@gmail.com
Tea and flower arrangements available during the height of summer/harvest season only

Lyndsay Trapp ▶ Risebloomspdx@gmail.com
Flower arrangements year-round from farm and market

VENDORS FAMILIAR WITH THE CENTER

Tables, Chairs, Decor

Arden Event Collective ▶ ardeneventco.com
Great Jones ▶ greatjonesnw.com

Lighting/Sound

Greenlight Creative ▶ greenlight-creative.com
Friends of Noise ▶ friendsofnoise.org
Portland Productions ▶ portlandproductions.net

Event Planning

Madeleine Moore Events ▶ madelinemooreevents.com
Whitney Werts Events ▶ whitneywerts.com

Catering

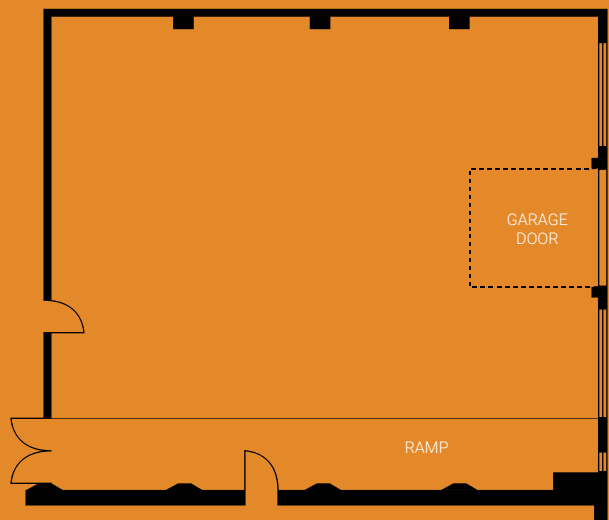
Artemis Foods ▶ artemisfoods.com
Devil Foods Catering ▶ devilsfoodcatering.com
Vibrant Table ▶ vibranttable.com

Security

Turtle Island Protection Services ▶
turtleislandprotectionservices.com
Advanced Security ▶ advancedsecurityinc.com
Skynet Security Systems ▶ skynetsecurity.com

THE THEATER

Modular space ideal for lectures, performances, and receptions.



DETAILS

CAPACITY 142

ROOM SIZE 2850 square feet

DIMENSIONS 57' W x 50' L

CEILING 16 foot

ELECTRICITY (OUTLETS) Four 120v, Two 20A-250v

FURNITURE N/A – Limited on-site rentals available (See page # for details)

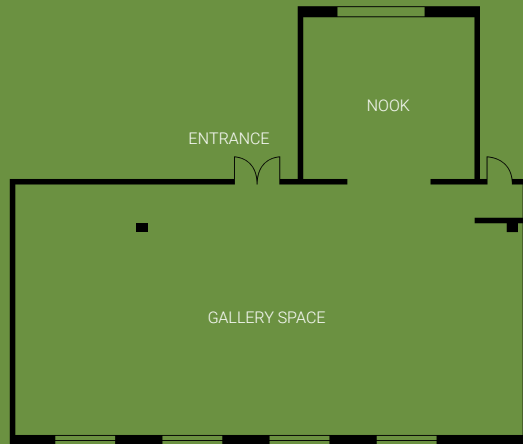
LIGHTING Overhead fluorescents on two circuits

A/V Retractable movie screen

HVAC Ceiling heater, portable heaters, large fans

THE GALLERY

Suited for receptions, long-table dinners, and exhibitions.



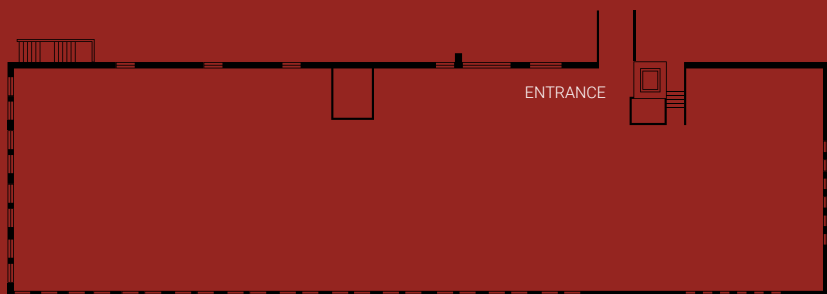
DETAILS

CAPACITY	98
ROOM SIZE	1,976 square feet
DIMENSIONS	23' W x 57' 3" L
CEILING	16 foot
ELECTRICITY (OUTLETS)	15, Wall (20a/120v) Three, Ceiling (20a/120v)

FURNITURE	Limited on-site rentals available (See page # for details)
LIGHTING	Track-lighting and spots on five different switches
A/V	None
HVAC	Two large wall fans, close proximity to gas furnace blower

EXHIBITION HALL

Our largest space, ideal for weddings, seated dinners, performance, and more.



DETAILS

CAPACITY 500

ROOM SIZE 9,500 square feet

DIMENSIONS 196' W x 47' L

CEILING 18' - 24'

ELECTRICITY (OUTLETS) Three 120v (west wall)
Two 208/120v spider boxes

FURNITURE Limited on-site rentals available (See page # for details)

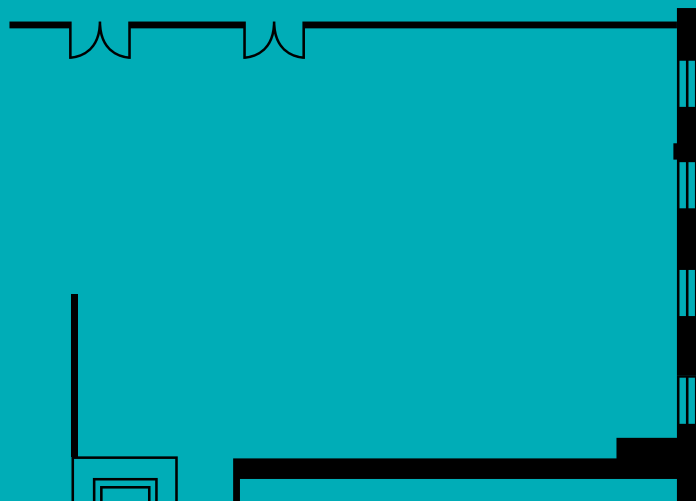
LIGHTING Overhead fluorescents on 10 circuits

A/V None

HVAC Large commercial gas heater; Two large industrial fans; One medium fan

INCLUDED East Room, Kitchen, Green Room

EAST ROOM



EXHIBITION HALL



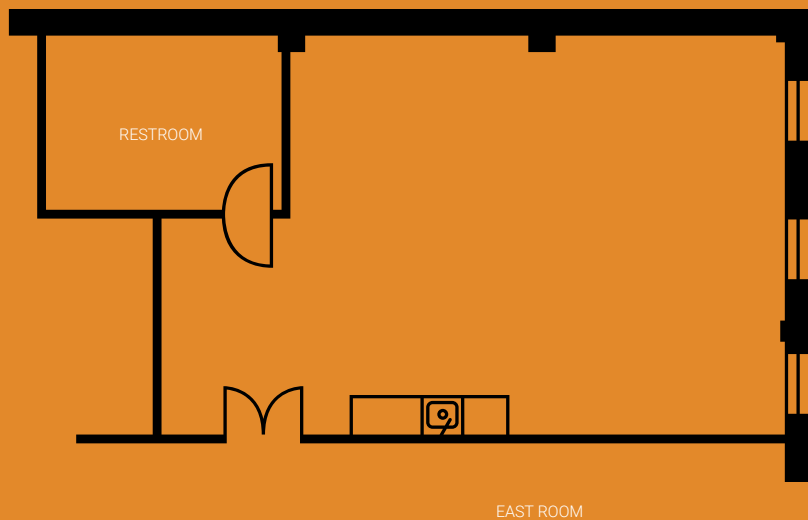
DETAILS

CAPACITY	145
ROOM SIZE	2,900 square feet
DIMENSIONS	28' W x 27' L
CEILING	16' - 20'
ELECTRICITY	Three 120v circuits

FURNITURE	None Limited on-site rentals available (See page # for details)
LIGHTING	Café lights (south end), two overhead sets throughout the room
A/V	None
HVAC	Space heaters, portable fans
INFO	East Room included in Exhibition Hall rental

THE KITCHEN

Commercial grade kitchen* wonderfully suited for cooking workshops, demonstrations, and catering for on-site events.



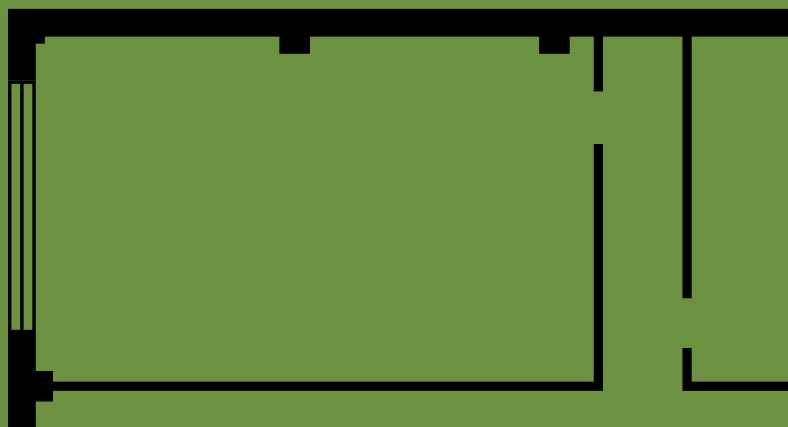
DETAILS

CAPACITY	32
ROOM SIZE	650 square feet
DIMENSIONS	28' W x 20' L
CEILING	20 foot
ELECTRICITY	Three 120v circuits

FURNITURE	13 chairs, large wooden banquet table, prep table, L-shape counter
LIGHTING	Chandeliers, secondary lighting
A/V	Roll down screen, projector with HDMI connector
HVAC	Portable heat pump, portable heater, overhead heat lamp
INFO	Kitchen included in Exhibition Hall rental

GREEN ROOM

Staging room ideal for weddings, seated dinners, and small receptions.



DETAILS

CAPACITY	22
ROOM SIZE	440 square feet
DIMENSIONS	16' W x 27' L
CEILING	12 foot
ELECTRICITY	Two 120v circuits

FURNITURE	Limited on-site rentals available (See page # for details)
LIGHTING	Overhead lighting
A/V	None
HVAC	Portable heaters
INFO	Green Room included in Exhibition Hall rental