



Exchange Ballroom
123 NE 3rd Avenue
Portland, Oregon 97232
503.334.8624
exchange@vtgroupdpdx.com
exchangeballroom.com

Ballroom Details

- Capacity: 325 standing, 250 seated
Reflects maximum allowance per Portland Fire Marshal. Please consult with an Event Planner regarding your floor plan for specific capacity information.
- Square Footage: 4000 square feet
- Price: \$1,500 to \$4,500
- Hours: 12 hour rental period

Foyer Details

- Capacity: 150 standing
- Square Footage: 2000 square feet
- Price: \$250
- Hours: Set up after 4pm on weekdays, 12 hour rental period on weekends

Frequently Asked Questions

IS PARKING AVAILABLE AT THE EXCHANGE BALLROOM?

The Eastside Exchange Building has a 125 spot parking lot that is available for guest parking from 5:30pm on Monday thru Friday and open all hours on the weekend.

Valet for events— If clients would like to have valet, they may source through Vibrant Table or manage valet services themselves.

Additional parking in the surrounding area – Street Parking in the area varies from 1 – 2 hours. Additional parking can be found at the YARD parking garage directly south of the Eastside Exchange Building and at the Oregon Convention Center, two blocks North of the Eastside Exchange Building.





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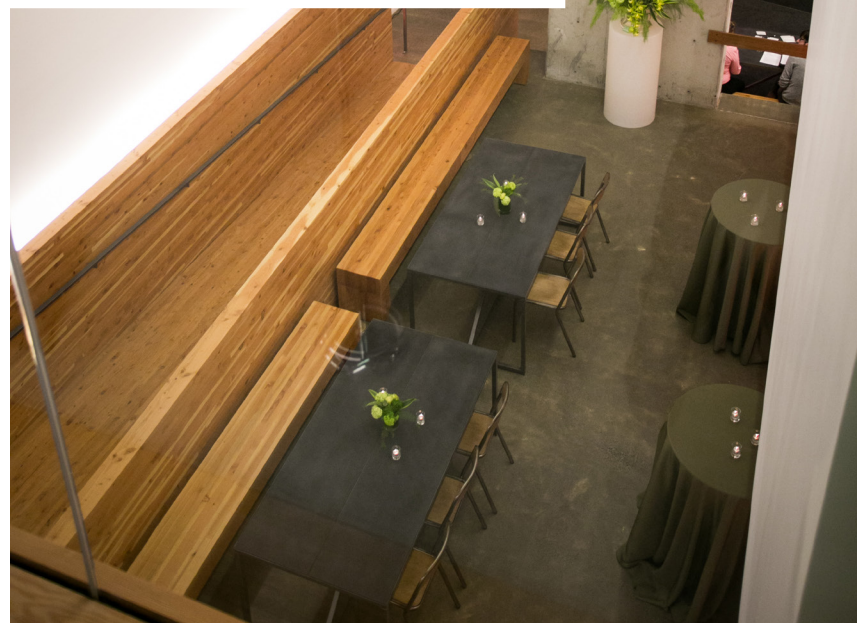
Frequently Asked Questions

WHAT EQUIPMENT IS INCLUDED?

- 300 – black chiavari chairs
- 30 – 60" round tables
- 1 – 48" round table
- 12 – 36" tall bistro tables
- 4 – red market umbrellas
- 3 – red patio tables
- 6 – red patio chairs
- 12 – 8' banquet tables
- 4 – 6' banquet tables
- 4 – 18"x6' (classroom) banquet tables
- 4 – 18"x8' (classroom) banquet tables
- 5 – moving coat racks, holding 50 coats each
- 1 – metal rolling bar (two pieces)
- 2 – hot boxes
- Wi-Fi

ARE THERE SECURITY REQUIREMENTS?

Security is required for any evening or weekend event. Once events hours have been determined we will bill accordingly within your event contract (minimum of 4 hours) and arrange for your event. Security costs per hour is at market price.





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WHAT ELSE COMES WITH THE VENUE?

The Parking Foyer & 1st and 2nd Floor Foyers comes with the Exchange Ballroom rental free of charge IF no food or beverage service takes place in those spaces. A \$250 fee will be applied if food or beverage service is required in these spaces. These spaces are great for bar service upon guest arrival, small standup cocktail parties, wedding cocktail hours, coat check and registration.

CAN WE HOLD A WEDDING REHEARSAL AT THE SPACE PRIOR TO THE EVENT?

A 1 hour wedding rehearsal is included in your rental prior to your wedding date. Upon booking your wedding at Exchange Ballroom, a rehearsal time frame will be added into the calendar as a TENTATIVE placement for the day prior to your wedding if the day prior to your wedding isn't booked. If we should receive a booking for the day prior to your wedding after we have placed your TENTATIVE rehearsal in our calendar, we will immediately let you know so we can find another time/day that works to have your rehearsal. Rehearsals are officially confirmed two weeks out from your wedding date.

COCKTAIL STANDING RECEPTION SPACES

1st & 2nd Floor Foyers—This is ideal for guest counts above 125.

WHAT ARE MY CATERING OPTIONS?

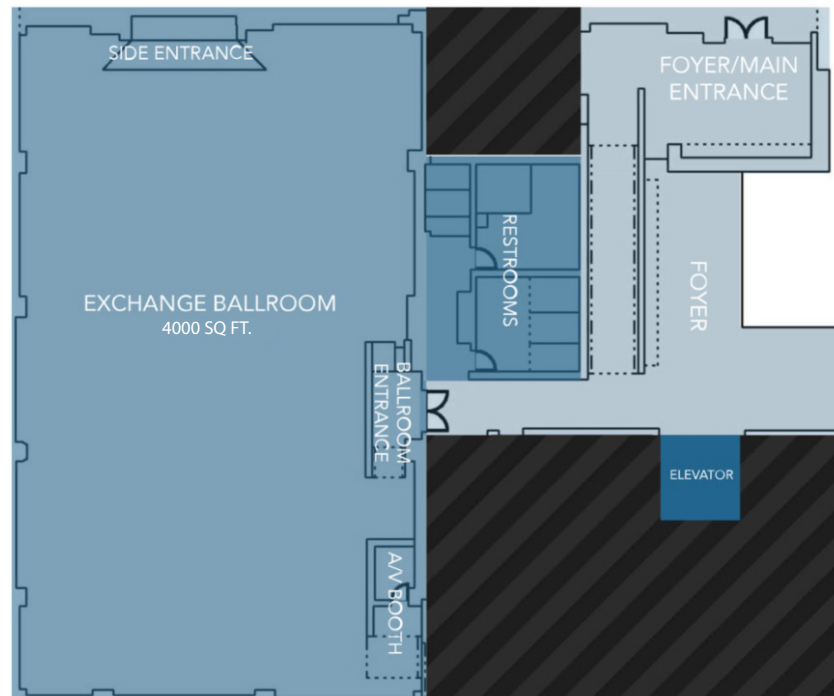
Vibrant Table Catering & Events is the exclusive provider of food & beverage at the Exchange Ballroom.

DO YOU OFFER A NON-PROFIT DISCOUNT?

Yes, we offer a 50% venue rental discount Monday-Wednesday.

WHAT ARE YOUR SAFETY PRECAUTIONS?

Please refer to our safety protocol and guidelines as we update based on OHA and CDC rules and regulations.





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Frequently Asked Questions

WHAT ARE THE AUDIO, VISUAL AND LIGHTING OPTIONS?

We have partnered with Portland's industry leaders in audio, visual, lighting and production.

Greenlight Creative

Dwayne Thomas
503.970.0246
dt@greenlight-creative.com



Hollywood Lights

Gary Sorrels
503.232.8959
gary@hollywoodlights.biz



MeyerPro

Matt O'Dell
503.855.8585
matt@meyerproinc.com



Really Big Video

PJ Harvey
503.422.3136
pj@rbvinc.com



The AV Dept.

Todd Campbell
720.295.9693
todd@theavdept.com

