

*Policies, guidelines, and pricing are subject to change without notice. Please contact the Simon Benson House for the most current information before planning your event.*

Manager, Simon Benson House  
503/725-4948 [psualum@pdx.edu](mailto:psualum@pdx.edu)

### Availability

- The Simon Benson House is available for events appropriate to the space and nature of this facility. All functions are booked at the House Manager's discretion.
- No weddings or wedding receptions of any size.
- Please note that meetings or receptions larger than 60 people are not feasible.
- Political fundraising events are not allowed as the House is on State property.
- All event clients must be in good standing with Portland State University, PSU Alumni Association, or Friends of Simon Benson House. Priority is given to those groups with a current or past relationship to PSU and its affiliates.
- The House is open for events by groups such as recognized PSU campus groups and departments, nonprofits, and for profit organizations.

### Capacity

- Listed below are the House's rooms, size, and scope:
  - Main Floor, inside only:* 60 stand-up reception (945.6 square feet)
  - Main floor and adjoining patio:* 90 stand-up reception (1,105.8 square feet)
  - Large Conference Room:* 14 chairs at table – can be split to seat 18 (330 square feet)
  - Dining Room/Small Meeting Room:* 8 seated (212.2 square feet)
  - The Patio Area only:* 75 stand-up reception (160.2 square feet)
- Only the rooms specifically rented by the event client may be used for their function. (The second and third floors are not available for rental.)
- Handicapped access is available through the side door.

### Simon Benson House Event Hours

- Listed below are the House's hours for events, which are inclusive of time for set up and cleaning for the event client's function.
  - Monday-Friday, 8 am–4 pm (the conference and dining rooms only)
  - Monday-Thursday, 4–10 pm
  - Friday, 4–11 pm
  - Saturday, 8 am–11 pm
  - Sunday, 9 am–9 pm
- Events during PSU Finals Week are scheduled at the discretion of the House Manager.

- Simon Benson House maintains a separate schedule than the University and availability for evening, weekend, and holiday events are contingent on staff availability.

### Facility Use Agreement

- Any entity seeking to rent space for events at the Simon Benson House will be required to sign a Facility Use Agreement and adhere to its provisions. Execution of the agreement will commit the renting entity to assume liability for any and all damages resulting from their event.
- The Facility Use Agreement must be signed and submitted to reserve a date. **No date is confirmed until the Agreement and full payment have been received.**

### Event Client Responsibilities

- All event clients are required to have a pre-event meeting and facility walk-through with the House Manager in advance of the function.
- We ask that the event client provide a representative to act as a greeter during their function.
- If you need to cancel your function, please let the House Manager know as soon as possible so that your time is freed up for other interested event clients.

### Catering Specifics

- Catered functions are allowed in the Simon Benson House. We encourage clients to utilize PSU's catering and beverage service provided by Aramark catering (503/725-4427 or [www.pdx.edu/dining](http://www.pdx.edu/dining)). All food and beverage service must comply with all PSU's food and alcohol policies.
- Caterers must supply all service ware, dishes, glassware (paper, plastic, or china) and linens.
- All House permanent furniture, when used for food or beverages, must be covered with a layer of linen. Wood tables used for bar/beverage service must have a layer of plastic to prevent water damage.
- Drinks placed on House permanent furniture must have coasters below them at all times.

### Garbage Removal

- For events where food is served, **the event client or the contracted caterer is responsible for the removal of any and all garbage as a result of the function.** This includes all recyclable items such as glass and/or plastic bottles and cans.

### Kitchen Details

- The Simon Benson House is equipped with a very small galley kitchen containing a microwave oven, warming oven, sink, and a full-size refrigerator/freezer. *Please note that we do not have a garbage disposal or dishwasher.*
- The House is not equipped with any food or beverage service items (glasses, paper products, coffee maker, water pitchers, plates, flatware, etc.). Event clients are responsible for supplying all of their own service ware.

## **Furniture**

- The House is equipped with permanent tables and chairs in the meeting and conference rooms. If an event requires that the House permanent furniture be moved, let the House Manager know at the time of your reservation (additional fees may be assessed for a reset charge). Please note that it is not possible to remove the furniture from the House.
- All tables and chairs used inside or outside the House must have rubber tips on the legs to prevent scratching.
- We ask that you do not raise and lower the blinds, but instead open or close them with the wands to maintain their integrity.
- Any other equipment needed for your event must meet with prior approval from the House Manager and must be secured through the PSU's Facilities Department by calling 503/725-3738 or an outside rental company approved by the House Manager.

## **Decoration Information**

- No decorations or signs may be taped, tacked, attached, or adhered in any way to any part of the House's interior or exterior. Signs may be displayed on easels only.
- Use of lighted candles must meet with prior approval from the House Manager. No open flames are allowed, such as tapers. Candles in votives or other enclosed glass are permissible. Candles may be used only on rental tables and may not be placed on any part of the Simon Benson House (mantels, porches, bathrooms, or permanent furniture).
- If desired, event clients may provide their own floral arrangements. Size and placement of the arrangement(s) must meet with prior approval from the House Manager.
- All flower arrangements (vases, centerpieces, etc.) must have a trivet placed below them to prevent possible water damage.

## **Audio Visual Needs**

- The Simon Benson House does not have audio-visual equipment in-house. The House is wired with data jacks for computer hook ups.
- Any audio-visual needs should be discussed with the House Manager at the time of your reservation. Event clients may provide their own equipment (computers, overheads, slide projector etc.). If the equipment is not on a cart, pads must be placed below when set on the House's permanent furniture to prevent scratching. (Additional fees may be charged if you require audio-visual equipment be rented on your behalf.)
- If equipment cords need to be taped to the floor, only low tact tape (painter's blue tape) may be used. Duct tape and regular masking tape are not allowed.

## **Music Specifications**

- Amplified sound is allowed at the discretion of the House Manager.
- Please check with the House Manager regarding other non-amplified musical needs, such as small musical quartets or trios, which are acceptable.

## **Other**

- Smoking is not permitted inside the Simon Benson House or outside on the porches.
- The House has air conditioning and heating. There are also two gas fireplaces: one in the front room and one in the conference room.

- The House is currently open to the public Monday-Friday, 9–5 pm (subject to change as staffing allows). Groups of 8 or more should schedule tours in advance, and admission fees will apply. The House may be closed to the public for tours during events.

### **Security**

- Depending on the size and nature of the event, the event client may be required to have additional security beyond the on-site House staff. Additional fees will be assessed if security is required and will be contracted at the discretion of the House Manager.

### **Park Blocks Area Notes**

- If your event includes Park Blocks' area, non-PSU affiliated groups are required to obtain a Permit from Portland Parks & Recreation prior to your event, as this is a city park.
- The Simon Benson House Coordinator does not schedule activities and events in the Park Blocks. Please be aware that there may be events in the Park during your event.

### **Parking Information**

- Parking is not included in any rental agreement with the Simon Benson House.
- Metered parking is available on the streets in close proximity to the Simon Benson House. Meter fees are required Monday-Saturday, 8 am–7 pm
- For more information on parking or to speak to a representative in PSU's Transportation and Parking Services, call 503/725-3442 or visit <http://transportation.pdx.edu/visitors/index.htm>.

***Thank you for considering the Simon Benson House for your event.  
Please do not hesitate to contact us with any questions.***