



Lan Su Chinese Garden

EVENT RENTAL INFORMATION PACKET

PORTLAND'S MOST UNIQUE VENUE



Lan Su Chinese Garden is the enchanting location for celebrations large or small. Choose from our list of approved caterers to provide you with delectable food and beverage, plus arrange for all of your equipment needs.

A heated, two-story Chinese Teahouse is available year round and can accommodate up to 50 guests. Furnished with authentic, artisan Chinese furniture and hanging lanterns it has unsurpassed views of Lake Zither and the garden. This not-to-be-found-anywhere-else venue offers you and your guests a spectacular event experience.

The garden and Teahouse can be rented before or after regular public hours. Within walking distance from all downtown hotels and a five minute MAX train ride from the Oregon Convention Center, Lan Su is the easy venue for your next private event.

Experienced event staff are available, at no additional cost, to guide, advise and assist as you plan and stage your event. Docents are available to mingle with your guests to share history and information about this rare space.

Garden Event Staff

Our event staff is available to answer questions and help you envision your event. A member of Lan Su's event staff will also be on-site during your entire event.

Michele Starry, Event Coordinator
503.228.8131 ext. 1002
michele@lansugarden.org

Gary Wilson, Director of Events
503.228.8131 ext. 1010
gary@lansugarden.org



© Evrim Icoz Photography

Catered Events

Lan Su has an approved list of caterers from which you may choose. All of the caterers are familiar with the uniqueness of the garden and will work with you to provide all of your rental needs.

Champagne, beer, white wine and sake are the alcohol choices served at Lan Su events. To protect the rare clay and limestone floors we regret that red wine, red and orange beverages, and hard liquor cannot be served.

Approved Caterers

Artemis Foods
503.233.8539 • www.artemisfoods.com

Art of Catering
503.231.8185 • www.artofcatering.net

Catering at its Best
503.238.8889 • www.caibpdx.com

Devil's Food Catering
503.233.9288 • www.devilsfoodcatering.com

Food in Bloom
503.223.6819 • www.foodinbloom.com

Catering by Bo, A Typhoon! Company
503.222.7991 • www.cateringbybo.com

Vibrant Table Catering
503.297.9635 • www.vibranttable.com

Peak Season Rates

July - September

GARDEN RENTAL	7:00-11:00 p.m.
Saturday	\$3,200
Friday & Sunday	\$3,000
Monday through Thursday	\$2,400

TEAHOUSE (<i>seating capacity of up to 50</i>)	
Additional	\$1,200

Off Season Rates

October - June

GARDEN & TEAHOUSE RENTAL
50% discount off peak season rates

OFF-SEASON EVENT HOURS

October, April - June	7:00-11:00 p.m.
November - March	6:00-10:00 p.m.

Nonprofit Rate

Lan Su Chinese Garden is a 501 c(3) nonprofit organization and offers a 10% discount on rental rates to affiliated nonprofits.



Additional Fees

INSURANCE

Lan Su requires proof of insurance for all private rentals. A certificate of commercial general liability insurance from an insurance company licensed to do business in Oregon naming Lan Su Chinese Garden and The Tao of Tea (if Teahouse included in rental) as insured parties must be received by Lan Su no later than 45 days before the event date. The minimum limit of liability must be \$2 million per occurrence; the insurance company must be acceptable to Lan Su and must have a Best rating of A-IX or higher.

REFUNDABLE DEPOSIT

A \$500 refundable damage and cleaning deposit is required for some events. If required and no clean-up costs occur, damages or overtime costs result from your event, the entire amount will be refunded within 30 days after the conclusion of your event.

SOUND SYSTEM

Lan Su has a built in sound system that can be rented for \$175. This will amplify your audio into the main area of Lan Su. This includes one wireless single ear mic, two wireless hand-held mics, CD player and iPod connection. This system is not suitable for dance music.

CHAIRS

Lan Su owns 100 black wood folding chairs (cushion seat) that may be rented for \$3 each plus a \$50 set up fee.

PROPANE HEATERS

Lan Su owns six (6) propane heaters that can be used in any pavilion or courtyard in Lan Su and are rented for \$55 each.

GARDEN DOCENT

A docent can be added to your event for \$50 per docent. Docents convey the depth of the Chinese Garden to your guests by leading a tour or mingling with the guests and being available to answer questions for up to two (2) hours.

BAMBOO ARCH

Lan Su owns a beautiful, handmade bamboo arch, shaped like a full moon, which is a perfect decorative supplement to any event. It can be used as an arbor, backdrop or used by guests to tie wishes of good fortune and is available for \$125 (which includes red tags and markers for writing wishes).

TELEVISION / DVD PLAYER

A TV / DVD player is available in the Lounge Hall for \$75

Garden Site Map



LOCATION	SIZE	TABLES OF SEATED GUESTS
A Entry Plaza (<i>Outer Courtyard</i>)	29' x 34'	<i>not applicable</i>
B Courtyard of Tranquility (<i>Inner Courtyard</i>)	18' x 20'	<i>not applicable</i>
C Knowing the Fish Pavilion	9' x 9'	1 - 60" or 1 - 48"
D Reflections in Clear Ripples (<i>Lounge House</i>)	13' x 26'	3 - 60" or 4 - 48"
E Celestial Hall of Permeating Fragrance (<i>Scholar's Hall</i>)	14' x 26'	4 - 60" or 5 - 48"
Scholar's Courtyard	24' x 27'	5 - 60" or 6 - 48"
Scholar's Terrace	10' x 14'	1 - 48"
F Moon Locking Pavilion (<i>Gazebo</i>)	8' x 8'	1 - 36"
G Flowers Bathing in Spring Rain (<i>Waterside Pavilion</i>)	9' x 18'	2 - 48" or 3 - 36"
H Hall of Brocade Clouds (<i>Four Sided Hall</i>) interior	13' x 26'	3 - 60" or 4 - 48"
Four Sided Hall Terrace	14' x 44'	5 - 60" or 6 - 48"
I Painted Boat in Misty Rain (<i>Boat House</i>) interior	7' x 11'	<i>not applicable</i>
Boat House covered patio	9' x 9'	1 - 48"
Boat House Terrace	5' x 10'	1 - 36"
J Tower of Cosmic Reflections (<i>Teahouse</i>) 1st floor	15' x 25'	<i>as is - Chinese furniture</i>
Teahouse 2nd floor	15' x 25'	<i>as is - Chinese furniture</i>
Teahouse Patio	10' x 25'	3 - 48" or 4 - 36"
K Fragrance Courtyard		<i>not applicable - service throughway</i>

Booking An Event

1. Contact Lan Su's event department to discuss your event details, rental fees, and all other options. Please remember that we cannot hold a date until a license agreement and deposit are in place.
2. When you are ready to book an event, the event department will send you our license agreement for your requested date. The license agreement needs to be filled out and submitted along with a non-refundable deposit (75% of the rental fee) to hold your date.
3. Upon receipt of the license agreement and payment, Lan Su's event department will confirm your event. The non-refundable deposit is applied to the total charges and the remainder of all fees is due to Lan Su 45 days prior to the event date.
4. The certificate of insurance indicating the required liability insurance coverage is due 45 days prior to the event date.

Things To Keep In Mind

Lan Su Chinese Garden is a lovely location for events all year round. Weather certainly can play a factor since it is primarily an outdoor venue; however, Lan Su can be very comfortable in rain and cooler weather.

- All of the pavilions are covered and can be heated with propane heaters. Propane heaters can also be placed on the terraces, patios and in courtyards.
- The majority of the pavilions are connected by covered walkways.
- The Teahouse is fully covered and heated.
- Tenting the Four Sided Hall Terrace (two 10' x 20' tents) provides an additional covered space that also can be heated with propane heaters.



General Information

SITE VISITS Site visits for clients and vendors are provided at no cost with advance notice. Unscheduled visits without prior notice do require regular admission for entry.

APPROVED CATERERS No outside food or beverage is allowed. Our approved list of caterers can provide you with all your rental, food and beverage needs.

GLASS OR CHINAWARE Lan Su has intricate inlaid mosaic pathways throughout. Due to these pathways, all of our approved caterers use high grade acrylic and plastic service ware for beverage and food service. Stainless flatware is permitted.

ALCOHOL Alcohol beverages are limited to champagne, beer, white wine and sake. Hard alcohol is not allowed. Red wine or red or orange beverages are not allowed due to the stain ability of limestone and clay floors.

VENDORS Ask the event department for a list of event and wedding industry vendors and Chinese performers that have worked in Lan Su.

DÉCOR & CANDLES Firecrackers, sparklers, rice, silly string, dyed flower petals, fake flower petals and tiki torches are not allowed inside Lan Su. Votive candles are welcome on rental table tops. Sparklers are allowed outside Lan Su. All other requests must be pre-approved by the event department.

DRESSING ROOMS Lan Su is a cultural museum, and as such, does not have dressing rooms or changing areas. We recommend any performers arrive completely dressed.

ON-SITE MANAGEMENT All event rentals include an on site event manager for the duration of your event. Our experienced and knowledgeable team will assist you with all your planning needs.

ACCESS FOR SET-UP Lan Su is open to the public every

day. We allow access to Lan Su for clients and vendors 30 minutes prior to closing to begin set-up. This access overlaps with the public hours and we ask that you be respectful to visitors of Lan Su. Cleanup must be completed within 60 minutes of the event's end time.

TEAHOUSE ACCESS FOR SET-UP Access to the Teahouse for setup when included with the rental will be granted 45 minutes after Lan Su has closed to the public.

GUEST ARRIVAL Lan Su is open to the public until 6:00 p.m. in the summer. Due to the set-up time necessary for vendors, the earliest we can facilitate a guest arrival is 6:30 p.m.

GARDEN ENTRANCE & SECURITY Lan Su provides personnel at the entrance door to greet and orient your guests as they arrive and to monitor the door all evening.

NOISE LEVEL Lan Su allows most all types of music from live bands to DJ's. Limited power will be provided when needed. Neighborhood sound restrictions require the sound level to lower to 65 decibels after 10:00 p.m. Events and music must end by 11:00 p.m.

ADA ACCESSIBILITY Lan Su and Teahouse are ADA accessible. Please notify the event department if you know you will be having guests with any special needs.

SMOKING Lan Su is a non-smoking facility.

PETS Due to the delicacy of Lan Su, no pets are allowed. Service animals are always permitted.

PARKING Metered street parking and a pay commercial lot are available in the immediate vicinity of Lan Su for your guests to park. We are two blocks from the Old Town Chinatown light rail stop for Max, on the bus line, and within easy walking distance of all downtown hotels.

GARDEN ADDRESS
239 NW Everett Street
Portland, Oregon 97209



MAILING ADDRESS
Post Office Box 3706
Portland, Oregon 97208

Phone: 503.228.8131

Fax: 503.228.7844

WWW.LANSUGARDEN.ORG