



# Lan Su Chinese Garden

WEDDING RENTAL INFORMATION PACKET

# PERFECT FOR YOUR DREAM WEDDING

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© Erin Grace Photography

Whether an intimate rehearsal dinner, an elegant ceremony or a ceremony followed by a catered reception, Lan Su Chinese Garden stands alone in being a breathtakingly one-of-a-kind wedding site. A bridged lake, waterfall, winding pathways, exquisite pavilions and lush flora provide a stunning stage for sharing your romantic moment-in-time with friends and family.

Your guests will savor the view across Lake Zither as you exchange your wedding vows in the Garden's Moon Locking Pavilion—a gazebo located in the heart of the Garden.

A site perfect for both a ceremony and reception, your caterer can begin the evening with tray passed appetizers as your guests stroll the pathways with a glass of wine. Later, your event moves to a buffet dinner staged in the Scholar's Courtyard and ends with dancing the night away, on the main terrace. The Garden offers an enchanting and elegant evening that will create a lifetime of memories.

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## Garden Event Staff

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

Michele Starry, Event Coordinator  
503.228.8131 ext. 1002  
mstarry@portlandchinesegarden.org

Gary Wilson, Director of Events  
503.228.8131 ext. 1010  
gwilson@portlandchinesegarden.org



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## Catered Events

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The Garden 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 Garden events. To protect the rare clay and limestone floors we regret that red wine, red and orange beverages, and hard liquor cannot be served.

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## Approved Caterers

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Artemis Foods

503.233.8539 • [www.artemisfoods.com](http://www.artemisfoods.com)

Art of Catering

503.231.8185 • [www.artofcatering.net](http://www.artofcatering.net)

Catering at its Best

503.238.8889 • [www.caibpdx.com](http://www.caibpdx.com)

Devil's Food Catering

503.233.9288 • [www.devilsfoodcatering.com](http://www.devilsfoodcatering.com)

Food in Bloom

503.223.6819 • [www.foodinbloom.com](http://www.foodinbloom.com)

Catering by Bo, A Typhoon! Company

503.222.7991 • [www.cateringbybo.com](http://www.cateringbybo.com)

Vibrant Table Catering

503.297.9635 • [www.vibranttable.com](http://www.vibranttable.com)

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## Peak Season Rates

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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

WEDDING CEREMONY ONLY	7:00-8:30 p.m.
( <i>food or beverage not allowed</i> )	
Monday through Thursday	\$1,600
Friday & Sunday	\$2,000
Saturday	<i>Not available</i>

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## Small Wedding Ceremony

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\$300

For small groups of 15 people or fewer, this brief wedding ceremony in the Garden during regular operating hours is the perfect choice. You will have 30 minutes of access to the Garden to perform your vows and take a few brief group photos.

- October through May availability
- Garden access can be scheduled between 9:00-11:00 a.m. or 2:00-4:00 p.m.
- Your standing ceremony will take place in either the Scholar's Courtyard or on the Four Sided Hall Terrace, overlooking the Lake.
- Chairs will not be set up.
- Additional decoration or setup is not available.
- Food or beverage or not permitted.
- Musical accompaniment is not permitted.

Weddings booked during open hours have an impact on the general Garden visitor, who has paid admission to enjoy the tranquility of the Garden. It is our hope that your simple ceremony in the Garden will not take away from their experience.

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## Off Season Rates

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October - June

GARDEN & TEAHOUSE RENTAL  
50% discount off peak season rates

### OFF-SEASON EVENT HOURS

October, April - June

Ceremony Only	7:00-8:30 p.m.
Reception	7:00-11:00 p.m.

November - March

Ceremony Only	6:00-7:30 p.m.
Reception	6:00-10:00 p.m.



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## Photo Shoots

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\$250



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Lan Su Chinese Garden does not allow portrait photography within the Garden during the times we are open to the public. The Garden may be rented for \$250 for a 1.5 hour photo shoot, which can take place either before the Garden opens or after the Garden closes. Photo shoots are only scheduled within 30 days of the requested date.

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## Additional Fees

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### INSURANCE

The Garden 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 the Garden 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 the Garden and must have a Best rating of A-IX or higher.

### REFUNDABLE DEPOSIT

A \$500 refundable damage and cleaning deposit is required for all wedding receptions. If no clean-up costs, 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

The Garden has a built in sound system that can be rented for \$175. This will amplify your audio into the main area of the Garden. 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

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

### PROPANE HEATERS

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

### GARDEN DOCENT

A Garden 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

The Garden 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, a 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).



© April Greer Photography

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## Booking An Event

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1. Contact the Garden'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, the Garden'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 the Garden 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.



© Jessica Hill Photography

## Garden Site Map



LOCATION	SIZE	TABLES OF SEATED GUESTS
<b>A</b> Entry Plaza ( <i>Outer Courtyard</i> )	29' x 34'	<i>not applicable</i>
<b>B</b> Courtyard of Tranquility ( <i>Inner Courtyard</i> )	18' x 20'	<i>not applicable</i>
<b>C</b> Knowing the Fish Pavilion	9' x 9'	1 - 60" or 1 - 48"
<b>D</b> Reflections in Clear Ripples ( <i>Lounge House</i> )	13' x 26'	3 - 60" or 4 - 48"
<b>E</b> 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"
<b>F</b> Moon Locking Pavilion ( <i>Gazebo</i> )	8' x 8'	1 - 36"
<b>G</b> Flowers Bathing in Spring Rain ( <i>Waterside Pavilion</i> )	9' x 18'	2 - 48" or 3 - 36"
<b>H</b> 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"
<b>I</b> 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"
<b>J</b> 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"
<b>K</b> Fragrance Courtyard		<i>not applicable - service throughway</i>



© Evrim Icoz Photography



© Jingzi Photography

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## Things To Keep In Mind

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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, the Garden 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 provides an additional covered space that also can be heated with propane heaters. Renting two 10' x 20' tents will cover most of the terrace.

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## General Information

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**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.

**WEDDING REHEARSALS** If you have booked the Garden for your wedding ceremony, a complimentary wedding rehearsal with an event manager is provided the day prior to your event date. The rehearsal will be scheduled at 3:00 p.m. unless prior arrangements have been made.

**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** The Garden 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 the Garden.

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

**DRESSING ROOMS** The Garden is a cultural museum, and as such, does not have dressing rooms or changing areas. We recommend the wedding party 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** The Garden is open to the public every day. We allow access to the Garden 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 the Garden. 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 the Garden has closed to the public.

**GUEST ARRIVAL** The Garden 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. If you are planning a wedding ceremony, you may list 7:00 p.m. as your ceremony time and we will have the door open by 6:30 p.m. for guest arrival.

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

**NOISE LEVEL** The Garden 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** The Garden and Teahouse are ADA accessible. Please notify the event department if you know you will be having guests with any special needs.

**SMOKING** The Garden is a non-smoking facility.

**PETS** Due to the delicacy of the Garden, 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 the Garden 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.



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