

# Facility Rental

Plan your next workshop, meeting, conference, seminar, education event, or social function at the Earth Advantage® National Center.



## Conference Training Room (1,540 sq. ft.)

The spacious Rhododendron Room is fully equipped for seminars and other events. Audio-visual equipment includes DVD, VCR, LCD overhead projector, advanced lighting control system, motorized shades, wireless microphones, and a sound system. The space accommodates 72 people for classroom-style seating and can be used in conjunction with the display area for training and events. The demonstration room adjoins the Rhododendron Room and includes the Earth Advantage display house. It makes an ideal reception or display area and includes use of the lobby area.

## Breakout Room (570 sq. ft.)

The smaller Indaba Room accommodates 20 people for roundtable seating.

## Fees

Rooms are available for rent Monday through Friday. Weekend and after-hours rentals can be booked by special arrangement. Conference calling is available for an additional fee.

### Conference Training Room

- \$500 for full day (4 to 8 hours)
- \$325 for half day (Up to 4 hours)

### Breakout Room

- \$35 per hour during business hours

15% discount for 3 or more recurring meetings booked at one time

15% discount for nonprofit groups

## Rental Policies

Rental fees do not include room setup or breakdown, facility staff, consulting resources, or catering. Catering recommendations can be provided upon request.

Full payment is due three days prior to facility use. If a reservation is canceled less than three days in advance, the full rental fee will be charged. We reserve the right to refuse any potential booking.

**Make a difference when you rent our facility. We buy renewable energy from PGE.**

- Room rental includes the use of the display and kitchen area, including a refrigerator and dishwasher.
- Audio-video equipment is in the Rhododendron Room and is included in the rental fee.
- Wireless Internet access is available.
- Free parking is available for all attendees.
- A half-hour grace period is included before and after rental times for your convenience.
- The Earth Advantage National Center is conveniently located less than one mile off I-5 and 28 minutes from Portland International Airport.

*"I've used the Earth Advantage National Center several times for my seminars. It's a great facility for such events. The AV equipment is high quality and the staff support is top notch. In addition, the facility setup is flexible enough for any class or seminar size."*

- Gary Mitchell, Consultant