

McMenamins Hotel Oregon Wedding Information 2017/2018

All prices for all event spaces are based on food & beverage minimums. This just means that you need to spend that dollar amount in hosted food and drink in order to get the space for free. If you fall short of your minimum, then you would owe us the difference and THAT would be the room rental fee.

Please note: there is an applied 21% service charge on top of all hosted food & beverage that does not apply toward the room minimum.

ROOM MINIMUMS ARE GUARANTEED 6 MONTHS PRIOR TO ARRIVAL. Catering menus, options, fees and service charge are all guaranteed 3 months prior to the event. Beverage pricing is always subject to change.

Included in the minimum:

- the event space
- tables and chairs
- basic linens
- catering staff, including bartenders, for set up, service during the event, and clean up
- china, glassware and silver

Really the only thing you'd need to bring in is centerpieces and any added decorations you would like.

DEPOSITS:

For weddings, our policy for deposits is as follows: 25% of the minimum is due 14 days after booking and the remaining 75% is due 60 prior to event date. Any remaining balance is due immediately upon conclusion. All deposits are non-refundable upon receipt.

Mattie's Room –

- Appropriate for groups up to 90 guests, seated, and 110 guests, reception-style.
- In-house sound system with iPod/iPhone/Laptop/MP3 player connection at no additional cost
- Private bar with antique taps
- **\$3000.00** food and beverage minimum, ceremony and reception
- **\$2500.00** food and beverage minimum, reception only
- **\$1000.00** food and beverage minimum, ceremony only

Paragon Room –

- Appropriate for more casual groups up to 20 guests, seated at one table, and 50 guests, reception-style.
- Television for slideshows
- Eclectic décor including oversized chairs
- Private bar with antique taps
- **\$1000.00 food and beverage minimum**

Cellar Bar –

- Appropriate for more casual groups up to 25 guests, seated, 35 guests, reception-style, and 50 guests standing room only.
- Original, exposed brick work
- Eclectic lighting
- Private bar with antique taps
- **\$700.00 food and beverage minimum**

Rooftop Bar –

- Indoor and outdoor seating, weather pending
- Large windows and skylights – allowing you to see the beautiful city of McMinnville
- Eclectic lighting
- Private bar with antique taps
- **\$700.00 food and beverage minimum**

Take a tour of all of our event spaces [here](#).

Mattie's Room is our largest event space, located on the second floor overlooking 3rd Street. This is the perfect place for an intimate wedding!

Seated, the space can accommodate 80-90 guests (large rounds only).

Cocktail-style, where not everyone has a seat, the room can accommodate no more than 130 guests. The most comfortable number of guests for a ceremony and reception in Mattie's Room, without a room reset, is 50-60.



The Balcony is located on the second floor just outside of Mattie's Room, overlooking 3rd Street. It is an open-air, private dining room. Makes for a great photo op, guest book table, etc.!

***If you are interested in using the space for your wedding, please mention to your coordinator!*



The Rooftop Bar: Host your event on the top of our building, five stories up, with amazing views of the Willamette Valley. What a way to enjoy the sunrise, over breakfast and a Bloody Mary with your closest friends and family!

***Only available 7am – 11am, every day of the week.*



The Paragon Room on our main level is our more funky, “living room” space complete with cozy nooks and crannies and our craft cocktail bar, Carter the Great.

***Due to recent extension of hours for our craft cocktail bar, Carter the Great, this space has limited availability.*



The Cellar Bar - A back alley entrance leads intrepid wine lovers into Hotel Oregon's Cellar Bar – a unique meld of '20s-style speakeasy and modern day wine bar. It's easy to forget the hustle and bustle of life here.

***Due to recent extension of hours for the Cellar, this space has limited availability.*



Here are a couple photos of our cozy guest rooms. We have 42 total guest rooms in our hotel. Depending on availability, we can block some rooms and hold those until 30 days prior to the event. In conjunction with a catered event, the block of guest rooms is included with no additional fee to you, the host.



The Secret Garden: Consider starting or ending your wedding weekend here with your bridal party or closest family members. Tucked away on the 3rd floor, with access by only you and your party

***Use of the Secret Garden is contingent upon occupancy of surrounding rooms. Please ask your coordinator for further information about this special package!*



Call to schedule a tour, today! 503-435-3146



Additional Venue Information:

- We do all of our own in-house catering here at Hotel Oregon. The only food that we allow clients to bring into event spaces would be traditional tiered wedding cakes, cupcakes, and sheet cakes – they **must** come from a professional, licensed, established bakery (i.e.: nothing homemade). Any outside food, beer, wine, or liquor is not permitted on premises and will be confiscated.
- We do not provide cooler space for any outside products – food, flowers, etc.
- We cannot take outside food into our kitchen to be made presentable. Please ask your Sales Coordinator for further details.
- You may provide wine or champagne for your event, but you will be charged a corkage fee – the fee will show up on your final bill and is \$15 per 750mL bottle. It is not applicable towards the minimum.
- There is a 21% service charge added to your final hosted food and beverage bill. The service charge is not applicable towards the room minimum.
- We have buffet, plated, and hors d'oeuvres menus available.
- Only hosted food and beverage is applicable towards the room minimum.
- Venues are available at 10am for decorating / deliveries.
- All bars in event spaces have a 5-hour limit – the bar opens immediately following the ceremony, pending room reset if there is one. After the 5-hours, your bar will close and you then have 1-hour to collect all of your decorations and vacate the event space. Please speak with your Sales Coordinator regarding end times, quiet times, and vacate times. Additional time may not be purchased.
- Groups are responsible for providing and setting up their own decoration. McMenamins prohibits the use of staples, tacks, nails, tape, screws, or any structure altering items from being installed in any of our event spaces. Flower petals, real or synthetic, must be cleaned up before vacating. Confetti, rice, birdseed, loose glitter, tiki torches, sparklers and large open flames are not permitted. A cleaning fee starting at \$75 will be applied to the final bill for removal of such items or for damages to any surface to the event spaces.
- Nothing is to be attached to wall sconces or chandeliers.
- McMenamins does not have ladders available for client use. You are welcome to bring your own, should you need, and sign a waiver.
- All music must be turned off at 10pm to respect our hotel guests.
- If you opt for a room reset (from ceremony chairs to reception tables) you will incur a reset fee. Fee is \$1.00 per person, \$50.00 minimum charge. Please speak with your Sales Coordinator for further details.
- Reception-style means that not everyone will have a table / chair to sit at.
- It is best to invite to the capacity of the venue you have reserved. Please discuss any changes to your expected number of guests to ensure the capacity will still work for your venue.
- Candles are fine as long as they are enclosed in some sort container and set on tables. Candles may not be hung from any surface. All hanging lighting must be battery operated or electrical. No other open flames, including sparklers, tiki torches or sky lanterns.
- Dressing rooms are not included – if you would like an on-site dressing room, please speak with your Sales Coordinator for your options.
- Keg sales of McMenamins beer are not available for private events.
- We guarantee catering menus, options, pricing, fees and service charge 3 months prior to the event. Beverage pricing is always subject to change.
- Leaving valuables and personal items in the venue(s) is at the group's discretion and McMenamins is not responsible for any lost, stolen or damaged items.