

Conference and Meeting Room Details for groups not conducting official Port of Astoria business

General Information:

Location: The Pier One Building is located at #10 Pier One, Astoria OR 97103.

Mailing Address: The Port of Astoria Administrative Offices, 422 Gateway Avenue, Suite 100, Astoria OR 97103.

Office Hours: 8:00AM to 5:00PM, Monday through Friday.

Use of the Pier One Building outside of normal business hours and on Saturday may be available by special arrangement.

Conference Room and Meeting Room Rental Rates: There is no charge to use the room(s) for official Port business. The following fees will apply for all non-Port business related events.

Room	Capacity	Square Feet	Full Day	Half Day	Excess Hours
Suite 209 Conference	49 persons	1404	\$200	\$100	\$75
Suite 304 Meeting**	15 persons	412	\$100	\$50	\$75

Excess Hours Fee: This fee applies to any access to the facility outside of the normal office business hours or any access outside of agreed-upon rental time. This fee is charged in full increments.

Full Day: Any event of 6 to 8 hours, or any event that begins on or before 11:00AM and ends on or after 3:00PM.

Half Day: An event of 4 hours or less, or an event that starts at 12:00 noon and ends on or before 5:00PM.

Equipment and Supply Fees: (Rates and availability are subject to change)

Suite 209 Conference Room	Suite 304 Meeting Room**
<p>Room Rental Fee includes the following:</p> <ul style="list-style-type: none"> • 30 stationary chairs • Five (5) 6' tables • Dry erase board with easel • Conference phone (renter must secure their own conferencing service) • Podium 	<p>Room Rental Fee includes the following:</p> <ul style="list-style-type: none"> • One (1) 8' ft oval conference table • Ten (10) stationary chairs • Dry erase board with easel • Conference phone (renter must secure their own conferencing service) • One (1) wooden bench
<p>Available Add-on's:</p> <ul style="list-style-type: none"> • Wi-Fi Internet \$50 • Two flat screen TV's* \$100 • Audio system with microphones..... \$100 • Additional chairs..... \$3/ea • Additional tables \$10/ea 	<p>Available Add-on's:</p> <ul style="list-style-type: none"> • Wi-Fi Internet \$50 • One flat screen TV* \$50 • Additional chairs \$3/ea • Additional tables \$10/ea

*Renter must provide their own HDMI cable to use with TV

**As of May 2020, the Suite 304 Meeting Room is no longer available for day use rental.

For more information, please contact Properties at 503-741-3342 or properties@portofastoria.com.