

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

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

For more information, please contact Properties at 503-741-3342 or [properties@portofastoria.com](mailto:properties@portofastoria.com).