



LUXE Autohaus  
410 NE 17<sup>th</sup> Ave.  
Portland, OR 97232

RE: Event Application for LUXE Autohaus Facility Rental

Dear Prospective Client,

Please find attached the LUXE Autohaus Event Application. All of the requested information must be completed and submitted prior to a contract being considered. **Upon approval of the application 30% of the agreed upon fees will be required in order to reserve your date.** The remaining 70% fee must be paid 30 days prior to your event.

#### **FEES CHART**

6 hour event / Facility rental with limited impact upon daily operations  
Including 12 hours of event set up, Facility *access during operational hours* and a on-site  
facility manager = **\$2500**  
Tear down and move out completed by 9:00 the next day  
Additional preparation time = \$500 per every 5 hours during operational hours

6 hour event / Facility rental with loss of ability to maintain daily operations  
Including 12 hours of event set up, Facility *access halting regular operations* for up to 5 hours and an on-site facility  
manager = **\$3500**  
Tear down and move out completed by 9:00 the next day  
Additional preparation time = \$500 per every 5 hours

#### Non-Profit (501c3) Rates

6 hour event / Facility rental with limited impact upon daily operations  
Including 12 hours of event set up, Facility *access during operational hours* and a on-site facility manager = **\$900** (plus  
the additional costs listed below)  
Tear down and move out completed by 9:00 the next day  
Additional preparation time = \$500 per every 5 hours during operational hours

#### **Additional Costs**

##### **Optional**

Heat / AC = \$250 per day  
Electric = \$150 per day (beyond use of existing electric resources / transformer access)  
Water = \$50 per day (beyond regular use restrooms & kitchen)

##### **Mandatory Expenses**

Cleaning = \$300 post event  
Security = \$75 for every 500 event participants (volunteers, staff and guests)

Sincerely,

Shellie Thornton  
LUXE Autohaus, Facility Manager  
503.756.3651 shellie@luxearo.com



## EVENT APPLICATION

**Please print, complete and return application to: Shellie@luxauto.com 503.233.5893 F 503.233.5895**

Event Name: \_\_\_\_\_ Event Coordinator: \_\_\_\_\_

Cell: \_\_\_\_\_ Office: \_\_\_\_\_ Email: \_\_\_\_\_

Event Description:

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Preferred Dates: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Which Space are you requesting? North Showroom or South Showroom

Public or Private Event (circle one)

Please outline the marketing plan (media outlets) to promote the event: *Media kit must be approved by LUXE*

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Estimated Number of Attendees: \_\_\_\_\_ Estimated Number of Staff & Vendors: \_\_\_\_\_

Will there be alcohol? Yes or No

Will there be minors in attendance? Yes or No

Who will be serving alcohol? \_\_\_\_\_ \*See attached Additional Permit Requirements

Event Caterer: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Coordinator: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

- A. Please provide a preliminary production schedule.
- B. Please provide a preliminary list of contractors and vendors that will need access to the space.
- C. Please provide a rough floor plan of the event set up.
- D. Please provide a certificate of event insurance.
- E. Please provide a copy of neighborhood event notification (to be distributed to surrounding residential neighbors).  
There is NO street parking available. The neighborhood association will tow all non-resident vehicles.  
Ample parking is available at 18<sup>th</sup> & Hoyt. Additional parking can easily be secured.
- E. Please indicate all of the Additional Permit requirements that will apply to your event. (\*see attached)

How did you hear about LUXE Autohaus? \_\_\_\_\_

A rough copy of the event application must be received and 30% of the facility fee in order to reserve you date. The final version of the application, including A-E will be required to be submitted to LUXE Autohaus at latest 30 days prior to the event.

**ADDITIONAL PERMIT REQUIREMENTS**

Special Events Program: [Allison.madsen@ci.portland.or.us](mailto:Allison.madsen@ci.portland.or.us) 503.865.2482 F 503.279.3921

*You may need permits from the following agencies for other aspects of your event:*

- Yes or No**      **1. Will a public address system or amplified music be used?**  
**If yes:**  
A permit may be obtained from the Noise Control Officer, 503-823-7350
- Yes or No**      **2. Will food be served at the event?**  
**If yes:**  
Contact Multnomah County Health Division for regulations, 503-988-3400
- Yes or No**      **3. Will alcoholic beverages be sold or served at the event? If yes:**  
A liquor license may be obtained from the Oregon Liquor Control Commission, 503-872-5000