



PORTLAND'S
CENTERS FOR THE ARTS
1111 SW Broadway
Portland, OR 97205

Booking and Scheduling Policies

February 2026

All Portland's 5 theatres are available for rental to qualified presenters. Portland's 5 management is responsible for operating the facilities in a business-like manner to fulfill the organization's mission and support financial stability. When booking and contracting for use of the facilities, the following factors are considered: projected revenue (including direct rental revenue, user fees, concessions, and other facility charges); supporting local arts organizations; potential for repeat booking; and projected economic impact on the community.

Portland's 5 reserves the right to promote, solicit, develop and make reservations for any activity that aligns with its objectives, and to qualify all activities requesting use of the facilities.

Client Types

Portland's 5 has four tiers of clients who may rent our venues:

Tier 1: Commercial

A client who does not meet the criteria of Tiers 2-4. Commercial clients do not receive a rental discount.

Tier 2: Non-Profits

A tax-exempt organization recognized under Section 501(c)(3) of the IRS and the State of Oregon. It must be locally based with a local Board of Trustees or Board of Directors. "Local" includes Clackamas, Multnomah, Washington Counties, in Oregon, and Clark County, Washington. Organizations must be current on any payments to Portland's 5.

Non-profit clients receive a **20% discount** on rental rate.

Tier 3: Featured Tenants

Organizations that meet all Tier 2 requirements and:

- have operated continuously for at least three years,
- primarily produce or present performing arts events open to the public, and

- have a subscription season at Portland's and/or book at least six performances with an average of 60% attendance.

Featured Tenants receive a **50% discount** on rental rate.

Featured Tenants as of July 2025: Jefferson Dancers, Literary Arts, Metropolitan Youth Symphony, PDX Jazz, Portland Institute for Contemporary Art, Stumptown Stages, and White Bird.

New Featured Tenants: Featured Tenant qualifications are reviewed annually. If venue and financial capacity exist, Portland's may offer Featured Tenant status to clients who meet Tier 3 criteria.

Tier 4: Resident Companies

The number of Resident Companies varies based on Portland's capacity to provide event dates and financial subsidy through discounted rent. Resident Companies must meet all Tier 3 requirements and:

- have a subscription season at Portland's,
- book at least three events and 20 performances annually with an average attendance of 60%,
- provide some events at low- or no-cost to the public, and offer some low-cost tickets to standard performances, and
- provide educational activities such as student performances.

Resident companies receive a **70% discount** on rental rates.

Resident Companies as of July 2025: Oregon Ballet Theatre, Oregon Children's Theatre, Oregon Symphony, Portland Opera, and Portland Youth Philharmonic.

New Resident Companies: Portland's is not currently accepting new Resident Companies.

Other conditions may apply to Tier 2-4 clients. Any exceptions must be approved by the Executive Director.

Scheduling Policy

Scheduling policy determines the timing and priority of event bookings. The goal is to manage theatre calendars in a way that:

- best serves the residents of the Portland Metro area,

- provides access for a wide variety of disciplines and arts organizations, and
- allows for the financial stability of Portland5 Centers for the Arts.

Priority Order for Holds:

1. Resident Companies and Broadway Across America (in accordance with company specific guidelines)
2. Featured Tenants (in accordance with company specific guidelines)
3. Clients with longstanding, date-specific history
4. Resident Company and Featured Tenant season expansions
5. Other non-profit, in-house promoted, and commercial clients

The Executive Director may approve exceptions.

Hold Request Timing:

- Resident Companies, Broadway Across America, and Featured Tenants submit calendar hold requests in the summer for the subsequent fiscal year (e.g., summer 2025 for 2026-2027 season).
- Other non-profit, in-house promoted, and commercial clients submit calendar hold requests in the fall for the subsequent fiscal year (e.g., fall 2025 groups for 2026-2027 season).
- Holds are entered in the order received.

Portland's reserves the right to address scheduling conflicts by considering:

- history of events with that date or similar dates,
- total number of requested dates as compared to previous years,
- similarity to existing bookings,
- estimated attendance from the event, and
- estimated Portland's revenue from the event.

Challenging Holds:

Approved clients may place holds as outlined above. If a client is not the first hold on a date, they may issue a challenge to any holds ahead of them.

- Mid-September: Clients may challenge holds for September – December dates of the following year.
- Early January: Clients may challenge holds for January – August dates of the following year.
- The exact challenge dates vary each year. Portland's will notify all clients with holds when the challenge period opens.

Once the challenge is issued, higher priority holds have one to two business days, determined by Portland'5, to either contract the date or release their holds. If all higher holds release, Portland'5 will issue a contract and collect the non-refundable rental deposit.

Application for New Presenters

First-time clients must have an approved application before placing holds. Portland'5 requires references from other venues to verify experience.

- Keller Auditorium and Arlene Schnitzer Concert Hall: applicants must have experience renting a similarly sized theatre (preferably a union house) and a proven record of successful event marketing.
 - Nemark, Winningstad and Brunish Theatres: applicants may have less venue rental experience.
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Free Events

Free, public events may be booked 12 months in advance. All estimated expenses, including rent, labor, equipment rental, and per person User's Fee, are due at the time of date confirmation. Events will be listed on the Portland'5 website calendar and social media.

Private Events

Private events (not open to the public) may be booked 60 days in advance. All estimated expenses, including rent, labor, equipment rental, and per person User's Fee, are due at the time of date confirmation.

Cancellations

Cancelled events will be charged the base rental rate and applicable ticket and labor charges, including but not limited to staff required on-site to provide refunds. If Portland'5 can rebook the date, the deposit will be refunded.

Alternatively, the licensee may rebook the event within 12 months of the original event date and apply the rental deposit to the new date. If the rescheduled date is cancelled, the deposit will be forfeited.

Clients who book five or more events per fiscal year will receive one cancellation fee waiver annually. Any applicable ticket and labor costs will still be charged. Additional cancellations will incur the base rental charge and ticket and labor charges.

Contact

For more information on any of these items, please contact the Portland'5 booking department at booking@portland5.com.