



**OMSI**<sup>™</sup>

Wedding Reception Packages

VALID THROUGH DECEMBER 31, 2023

# OMSI WEDDING RECEPTION PACKAGES

## Venue: Theory Restaurant



## Theory Restaurant

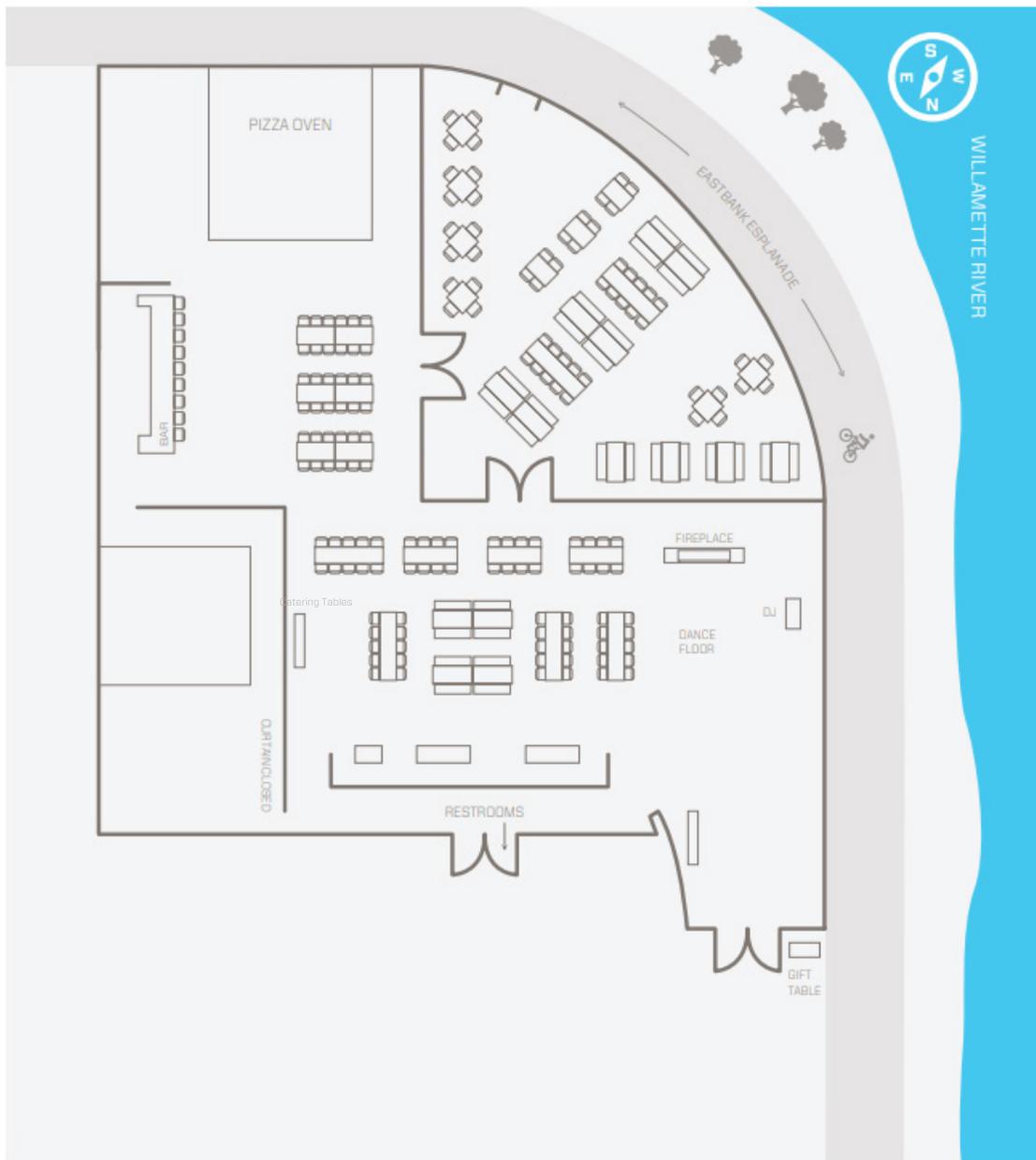
Wedding Reception | \$3,500

Holiday Weekends | \$6,000

- Available year-round
- Restaurant space features a modern and inviting atmosphere with a variety of seating styles
- Gorgeous views of Willamette River, iconic bridges and downtown area
- Small outdoor patio available seasonally
- Fireplace with lounge area
- Max capacity of 160 people for a seated dinner (including a dance area and room for mingling)
- Available for a five hour block of time; events can start as early as 6PM and must end no later than 11PM
- OMSI's rental fees cover event set-up/tear-down, tables and chairs, and complimentary parking for event guests
- House microphone and integrated sound with playlist available
- A/V services are available for an additional fee

# OMSI WEDDING RECEPTION PACKAGES

## Venue: Theory Restaurant



### Theory Restaurant

160 Seated

220 Cocktail Reception

Dance Floor, Bar, Catering and Gift Table shown

## OMSI WEDDING RECEPTION PACKAGES

### Venue: Riverfront Courtyard



### Riverfront Courtyard

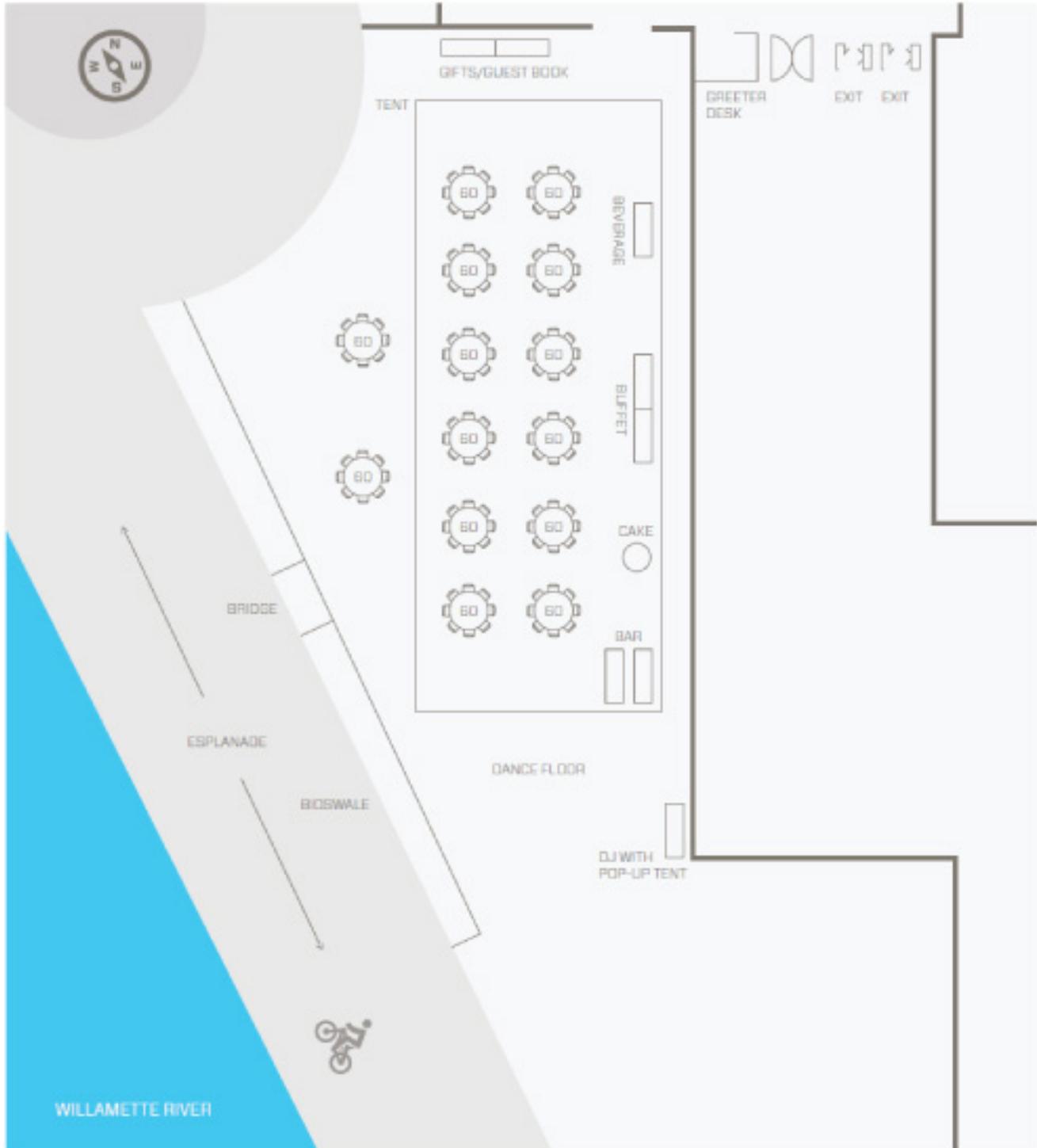
Wedding Reception | \$1,800

Holiday Weekends | \$3,600

- Available late spring through mid-October
- Private outdoor space with riverfront and iconic bridge views
- Max capacity of 150 people for a dinner event, allowing room for a dance floor and catering tables
- 30' x 75' tent with capacity of 96 people seated at 60" banquet rounds underneath the tent
- Available for a five hour block of time (daytime or evening); evening events must end by 11:00 PM
- Rental fees include event set-up/tear-down, tables and chairs, cafe lights and complimentary parking for event guests
- A/V services are available for an additional fee

# OMSI WEDDING RECEPTION PACKAGES

## Venue: Riverfront Courtyard



### Riverfront Courtyard

150 Seated Reception

200 Cocktail Reception

Dance Floor, DJ, Bar and Gift Table shown

# OMSI WEDDING RECEPTION PACKAGES

## CATERING INFORMATION

### Exclusive Caterer

OMSI is pleased to offer full service catering services by Epicurean Group to meet your food and beverage needs. Please reach out directly to Epicurean Group for a catering quote.

### Catering Guarantee

The guaranteed number of attendees is required seven business days prior to the date of the event. Once received, this number is not subject to reduction. Final billing will be based on the guarantee or the actual number of guests served, whichever is greater. In the event the guarantee is not received, final billing will be based on the initial estimate or the actual number of guests served, whichever is greater.

### Alcohol Service

All alcohol service must end 30 minutes prior to your contracted event end time.

### Wedding Cakes

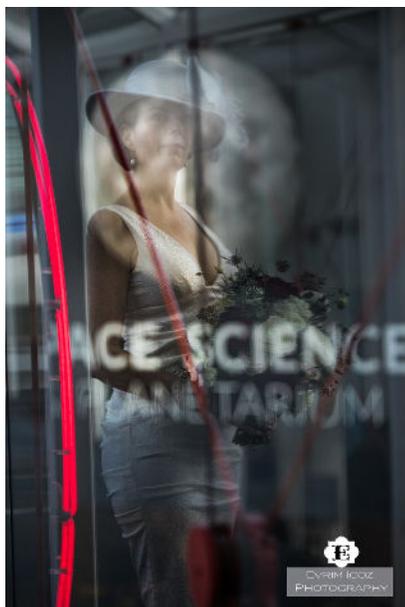
OMSI and your caterer will assume no responsibility or liability for moving, placing or slicing wedding cakes. Prior arrangements must be made for slicing and serving cakes. Equipment fees may apply for additional rentals or serving equipment that the cake requires.

### Alcoholic Beverages

Oregon Liquor Control Commission (OLCC) regulations require that an OLCC licensed bartender dispense all alcoholic beverages. Epicurean Group will adhere to all OLCC rules and regulations during the event including: asking for proper identification and not serving visibly intoxicated guests. Guests are not permitted to bring their own alcoholic beverages or remove them from the premises.

### Rented Service Ware

If rented service ware (specialty glassware, table linens, etc.) is requested, Epicurean Group will manage all outside rentals and charge client appropriately.



# OMSI WEDDING RECEPTION PACKAGES

## FREQUENTLY ASKED QUESTIONS

### Parking

Parking is available free of charge for event guests in two large parking lots adjacent to the building. Handicapped spaces, e-vehicle charging stations, bus and bike parking are also available.

### Insurance

A certificate of event liability insurance providing \$1,000,000 per occurrence and naming OMSI as an additional insured is required for all wedding receptions. A certificate of insurance is due within two weeks of the event date.

### Advanced Rental Deposit

A 50% non-refundable deposit of estimated rental charges is due along with a signed event rental agreement to reserve your event date. The remaining rental balance is due by the event date.

### Payment

A major credit card (Visa, MasterCard, American Express) is required to be on file for all events. Payment can be made with a check or money order, but all checks must clear ten days prior to your event.

### Audio Visual Services

Limited A/V services are available for an additional fee, depending on your event location. Please contact your event coordinator for more information.

### Outside Vendors

Live music, DJs, and photo booths are encouraged, and we'll help you find the perfect spot for your vendors. OMSI will provide tables and power access, but vendors are responsible for providing all of their own equipment, set-up, and tear-down.

### Venue Contact

OMSI will provide one on-site contact person for any venue-related needs for the duration of your event.

### Rehearsals

One-hour ceremony rehearsals may be scheduled for the week of your event, subject to venue availability. Please contact your event coordinator for more information.

### Inclement Weather

Should inclement weather impact your event, OMSI will make a good faith effort to provide an indoor venue option within the museum.

### Museum Exhibit & Attraction Access

OMSI's exhibit halls, Empirical Theater, Kendall Planetarium, and USS Blueback Submarine are great accompaniments to any after-hours event, and are available to rent privately for additional fees. Please contact your event coordinator for options!

### Event Set Up

OMSI will provide set-up and tear-down of our inventory of tables, chairs, and equipment such as the lighting package and PA system.

### Decorations

The client will be responsible for storage and set-up of all decorations, floral arrangements, and centerpieces. OMSI does not provide any on-site storage. Please note that the following items are strictly prohibited: helium balloons, stickers, glitter, fog /smoke machines, fire pits, and open-flame/pillar candles, however, votive candles that are at least 1.5" below the rim of the votive holder are permitted. Semi-permanent adhesives such as thumb tacks and duct tape are also not permitted when installing décor.

### Site Tours

Two one-hour site tours are included with a contracted event. Please contact your event coordinator for more information.

### Security

OMSI provides one designated security guard for evening events, helping to ensure that your event area is exclusive to your guests only.

