

Literary Arts

Portland Arts & Lectures

Writers in the Schools

Oregon Book Awards & Fellowships

Delve



Literary Arts Center

Literary Arts is located in a street-level space in downtown Portland, Oregon. Half of the center is our administrative offices, while the other half is a dynamic event space for readings, meetings, and receptions. Our center also includes an ADA-approved restroom and a small catering kitchen equipped with a convection microwave, refrigerator, and several items for receptions/

Our event space can be set up in several different configurations: one large board table seats up to 20, four smaller tables seat 8 each, or folding chairs arranged in auditorium-style seat for up to 55. Receptions can accommodate up to 75 standing.

For presentations, we are equipped for both audio and visual. We have a ceiling-mounted EIKI projector, stereo speakers, microphones, and boom stands. Our PA system accommodates VGA, stereo audio, and HDMI connections. We also have a freestanding whiteboard, wireless internet, a conference phone, a lectern, and either tall chairs or lounge chairs for interview-style events. Our center is wired for broadcasting. (See reverse for a full description of amenities.)

Rental Rates

Business hours (Mon-Fri, 8am to 5pm)

Nonprofit/Sponsor: \$50/hour

Standard: \$100/hour

Evenings and weekends

Nonprofit/Sponsor: \$75/hour

Standard: \$150/hour

All events that are open to the public require an additional fee of \$28/hour for security. There are no other catering or corkage fees. We have a limited on-premises OLCC license and are diligent about compliance. Please contact Mel at mel@literary-arts.org for more information.

Literary Arts Center Amenities

Furniture

55 folding chairs
board table for 20 that breaks into 4 tables with seating up to 16
1 rolling double-sided whiteboard
1 lectern (black metal pedestal)
3 folding tables (2" x 4")
1 rolling coat rack

Technology

Wireless high-speed internet (and one wireless plug)
Conference phone
Built-in EIKI Projector (3,000 lumens, 500:1 contrast ratio, 1280 x 800)
Portable NEC XGA LCD projector
Cables: HDMI to HDMI, VGA w/audio to VGA w/Audio, and standard 3-pin mic
3 microphones
3 microphone boom stands
2 music stands

Our PA System is compatible with HDMI, VGA/audio, and up to 4 mics. It also has two audio out plugs: 3.5MM stereo-mini or 3-pin female.

Catering supplies

70 wine glasses
50 water glasses
35 coffee mugs
70 small plates
Various serving platters (plastic/wood/porcelain)
Various serving bowls
Serving utensils
2 chafing dishes
refrigerator/freezer
convection microwave oven
2-burner hot plate
toaster
dishwasher