



Grand Hall			
The spacious Grand Hall is equipped with a state-of-the-art sound system and a 12' by 24' stage that is a focal point for performances and speakers. The building provides easy access for move-in and set up of exhibitions.			
Area	9380 Ft ²	Set up options	Number of people
Size	70' * 134'	Theater	800
Ceiling Height		Classroom	450
Maximum Number of People	1200	U Shape	
Contact		Hollow Square	
Christine Bradbury Tel (503) 874-2510 ChristineB@MoonstoneHotels.Com		Rounds	600
		Reception	1200

Set up options explained:

Theater

Chairs are set up in rows, all facing the front. This set-up is used primarily for meetings where attendees do not have to take notes. It is an ideal set-up option for showing presentations or for a non-interactive internet seminar or broadcast.

Classroom

Long (6' or 8') tables are set up in rows with 3 or 4 chairs at each table, all facing the front. This set-up is used mainly for meetings where people are expected to take notes. It is an ideal set-up option for interactive presentations or training.

U Shape

Chairs are set up around a series of tables set up in a U shape. This set-up is used mainly for meetings where people have to interact with each other and take notes. It is an ideal set-up option for a group discussion and a smaller presentation.

Hollow Square

Chairs are set up around a series of central tables, which form a hollow square inside the tables. This set-up is used mainly for formal meetings where people have to interact with each other and take notes. It is an ideal set-up option for larger group discussions. It is not ideal for presentations, as people are facing each other across a table.

Rounds

Chairs are set up around a series of circular tables throughout the room. This set-up is used mainly for banquets, weddings, dinners, or social dining events. It is also used for larger meetings or retreats, with participants turning chairs toward a speaker or audio-visual presentation.

Reception

Participants stand and mingle during a reception-style event. Tables are used only for food and beverage or group materials.

The Oregon Garden

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