

Facility Rental Fact Sheet

Thank you for choosing the CRMM for your venue. The Columbia River Maritime Museum is located on the banks of the beautiful Columbia River in charming, historic downtown Astoria, Oregon. The Museum's unique design and multiple meeting spaces can accommodate casual or high-profile events. The campus has convenient on-site parking and is fully accessible. Bus and recreational vehicle parking is included. Access to the Museum Galleries and the Museum Store is available during your event if it occurs during regular Museum hours.

CAPACITY:

- Kern Room offers seminar seating for 150, and can serve as a reception room for 180 participants.
- The Rolf Klep Conference Room can accommodate up to 24 people for small group meetings.

RATES:

- The daily rental rate for use of the Rolf Klep Conference Room within the Museum's operating hours is \$250. Rental of the large Kern Room is \$500.
- There is an additional hourly charge for use of a Duty Officer when the event is scheduled outside the Museum's normal daily operating hours of 9:30 a.m. to 5:00 p.m. or on weekends.
- Additional charges may apply when a Technical Assistant is needed or A/V equipment is used.
- There is an additional charge for full use of the Museum after hours.

RESTRICTIONS:

- Food and drink must be kept within the Kern Room or Rolf Klep Conference Room.
- Berries, red or purple grapes, cranberry juice, red wine and red punches are not permitted inside the Museum.
- Fresh flowers used in the facility must be provided by professional florists.
- Smoking is prohibited in all Museum facilities.
- Open flame (including Sterno or candles) is prohibited in the facility. Caterers can contact the Museum Office for alternative electrical units for chafing dishes.
- The Museum facilities are designed for business and professional use; please contact us for your specific needs.
- Pets are prohibited in all Museum facilities; A.D.A. recognized service animals are permitted.

CATERING:

- CRMM provides access to a catering kitchen and can provide a list of local caterers upon request.
- Kitchen access for catering applies to the Kern Room. The Rolf Klep Conference Room can be entered by nearby outside access.

AVAILABILITY:

Reservations are encouraged well in advance of the event to ensure availability of the date(s) needed. To check availability, or reserve the facility, contact the Museum, info@crmm.org, or call 503/325-2323 during Museum office hours, Monday – Friday, 8:30 a.m. to 5 p.m.

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