



Weddings by Doubletree

Doubletree Hotel Portland

Congratulations!

*Your wedding day is the most special day of your life.
Let us take care of all the details and help you create
memories that will last a lifetime!*

*We are pleased to offer a selection of reception packages
and amenities that will provide all the elements of a
perfect wedding day!*

Doubletree Hotel Portland
1000 NE Multnomah · Portland, OR 97232 · (503) 281-6111

Wedding Guidelines

Ballroom Space / Time Frame: The Hotel has 4 ballrooms that can comfortably accommodate groups from 50 to 600 guests. Each ballroom is newly renovated and decorated. Luncheon receptions are available from 11:00am – 4:00pm and Dinner receptions are available from 6:00pm – 12:00am.

Ceremonies: All ceremonies performed in the hotel must be completed and the room vacated by 4:30pm. This includes any picture taking or prop removal after the ceremony. There will be a charge of \$500 for the ceremony space and includes chairs and risers. Rehearsal space will be provided if available, and may not be in the same room as the actual ceremony. We will do our best to provide you with the same room based on availability.

Date Reservation / Cancellation Policy: The Hotel will hold space on a temporary basis for a period of one week. The Hotel must receive a signed contract and deposit to confirm the arrangements on a definite basis. All deposits are non-refundable and will be applied toward the balance of your event. The Hotel reserves the right to relocate your event to a more appropriate space based on your expected numbers.

Attendance Guarantee: In arranging wedding receptions, the guaranteed attendance must be confirmed three business days prior to the function. For functions of 250 or more this guarantee must be confirmed five business days in advance. Once the guarantee has been confirmed it may be increased but not reduced.

Payment / Pricing: The contract signatory will be responsible for all charges (including any damages should it be deemed necessary by the Hotel Management). 100% of the total estimated charges will be due three business days prior to your event. Any remaining balance will be applied to the credit card on file.

Decorations / Outside Vendors: All centerpieces and decorations must meet Hotel and Fire Code regulations. Candles must be enclosed in glass or other containers. Tacks and nails may not be used. Outside vendors are responsible for their own setup and teardown.

Food Service: We offer a variety of meal options for your receptions. We are delighted to accommodate any special menu requests, however, they must be made in advance. According to Oregon State law you may not bring in outside food or alcoholic beverages, with the exception of wedding cakes from a licensed bakery. State law prohibits any food and beverage from being removed from the premises, with the exception of wedding cake.

Alcoholic Beverage Service: Oregon State law requires that all alcoholic beverages be dispensed by Hotel employees only. They are required to request proper photo identification of anyone appearing under 21 years of age. The Hotel reserves the right to refuse service to anyone who does not have proper photo identification or who appears intoxicated.

Loss or Damage: The Hotel is not responsible for any loss or damage to your property. Music must be kept to an acceptable level as determined by Hotel management.