



## Frequently Asked Questions

***How do I schedule a tour?***

Please contact our Event Coordination Team:

Paige or Israel Moreland    phone: 503-389-5750    email: [Louizaportland@gmail.com](mailto:Louizaportland@gmail.com)

***How many people can the space accommodate?*** Louiza is a fully furnished flex-space with a casual lounge vibe. We specialize in intimate events with a maximum capacity of 75 guests.

***How can I secure the date and venue?*** In order to secure our venue, Louiza requires a signed contract, and payment of your deposit. All scheduled events are guaranteed with a non refundable deposit equal to 50% of the site rental fee.

***What does the rental fee include?*** The rental fee will include an on-site event staff member the day of your event and a full selection of tables and chairs set lounge style. Overhead projector and screen available for an additional fee.

***What is your payment and cancellation policy?*** Payment of your non refundable deposit is due with contract. Balance is due 30 days prior to the event.

***May I add additional time to my function?*** Yes, additional time may be added (when available) at the hourly rate billed.

***When can I access the facility the day of my event?*** Access to your event space is limited to the hours that you have reserved as specified in your contract.

***Is it possible to decorate the rented space?***

Yes, décor is welcome. However to protect our venues certain restrictions apply.

***What is the parking situation?*** Louiza has 3 reserved parking spaces directly in front of our door. Additional parking is available in our parking lot as well as on street parking.

***Are there any discounts offered?*** Louiza event space is priced to be the most affordable venue of its kind in the community. This high value pricing is extended to all.