

- Oregon Garden Resort and
Conference Center -



Meeting
Space

Oregon Garden Resort

895 W. Main Street
Silverton, OR 97381

www.MoonstoneHotels.com

Centrally Located

In the heart of the Willamette Valley



Fly into

Portland

Seattle

Bend

Salem

Drive from

Portland

Salem

Bend

Seattle

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Meeting Spaces

Indoor meeting rooms				
Room Name	Number of people*	Size	Area	Location
Orchid Room	316	79' * 41' (24 M*12.5 M)	3240 Ft ² (301 M ²)	Indoors
Lotus Room	80	20'-6" * 39' (6.24 M*11.89 M)	800 Ft ² (36.8 M ²)	Indoors
Trillium Room	70	33'-6" * 19'-6" (10.2M*5.9M)	653 Ft ² (60.7 M ²)	Indoors
Morning Glory Room	42	22'-10" * 20'-6" (6.9 M*6.25 M)	468 Ft ² (43.5 M ²)	Indoors
Outdoor spaces				
Name	Number of people*	Size	Area	Location
Wedding Garden				Outdoors

* Number of people varies with set up options

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Orchid Room

Indoor meeting space

Orchid Room Fast Facts			
<p>The Orchid Room is a casually elegant ballroom that is an ideal location for meetings, conventions, retreats, reunions, receptions, and group meals. The Orchid Room is divisible by an operable wall into two halves, Orchid Room A and Orchid Room B.</p>			
Area	3240 Ft ² (301 M ²)	Set up options	Number of people
Size	79' * 41' (24 M * 12.5 M)	Theater	300
Ceiling Height	9'	Classroom ¹	150
Maximum Number of People	316	U Shape	65
Contact		Hollow Square	80
Kate Cutler KateC@MoonstoneHotels.Com www.MoonstoneHotels.Com		Rounds ²	160
		Reception	316
<ul style="list-style-type: none"> • Column free, unobstructed sight lines. • Divisible into two separate halls. • Controlled lighting, sound, heating and air conditioning. • High Speed Internet connections. • Built-in bar. • Fully carpeted. • Ground floor. <ol style="list-style-type: none"> 1. Classroom capacity based on eight foot long tables with three people per table. 2. Rounds capacity based on eight people per table. 			

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Lotus Room

Indoor meeting space

Lotus Room Fast Facts				
The Lotus Room is an ideal location for meetings, conventions, retreats, reunions, receptions, and group meals.				
Area	800 Ft ² (74.3 M ²)		Set up options	Number of people
Size	20'-6" * 39' (6.24 M * 11.89 M)		Theater	80
Ceiling Height	9'		Classroom ¹	40
Maximum Number of People	80		U Shape	25
Contact			Hollow Square	35
Kate Cutler KateC@MoonstoneHotels.Com www.MoonstoneHotels.Com		Rounds ²	40	
<ul style="list-style-type: none"> • Column free, unobstructed sight lines. • Controlled lighting, sound, heating and air conditioning. • High Speed Internet connections. • Fully carpeted. • Ground floor. <ol style="list-style-type: none"> 1. Classroom capacity based on eight foot long tables with three people per table. 2. Rounds capacity based on eight people per table. 		Reception	80	

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Trillium Room

Indoor meeting space

Trillium Room Fast Facts			
The Trillium Room is an ideal room for meetings, retreats, reunions, receptions, and group meals.			
Area	653 Ft ² (60.7 M ²)	Set up options	Number of people
Size	33'-6" * 19'-6" (10.2 M * 5.9 M)	Theater	70
Ceiling Height	9'	Classroom ¹	30
Maximum Number of People	70	U Shape	20
Contact Kate Cutler KateC@MoonstoneHotels.Com www.MoonstoneHotels.Com		Hollow Square	25
		Rounds ²	40
		Reception	70
		<ul style="list-style-type: none"> • Column free, unobstructed sight lines. • Controlled lighting, sound, heating and air conditioning. • High Speed Internet connections. • Fully carpeted. • Ground floor. <ol style="list-style-type: none"> 1. Classroom capacity based on eight foot long tables with three people per table. 2. Rounds capacity based on eight people per table. 	

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Morning Glory Room

Indoor meeting space

The Morning Glory Room			
The Morning Glory Room is a smaller room ideal for meetings, retreats, reunions, receptions, and group meals. Perfect as a meeting room for smaller groups or as a breakout room, The Morning Glory Room has a fireplace.			
Area	468 Ft ² (43.5 M ²)	Set up options	Number of people
Size	22'-10" * 20'-6" (6.9 M * 6.9 M)	Theater	40
Ceiling Height	9'	Classroom ¹	21
Maximum Number of People	42	Boardroom	20
Contact Kate Cutler KateC@MoonstoneHotels.Com www.MoonstoneHotels.Com		U Shape	20
		Hollow Square	12
		Rounds ²	32
		Reception	42
		<ul style="list-style-type: none"> • Column free, unobstructed sight lines. • Controlled lighting, sound, heating and air conditioning. • High Speed Internet connections. • Fireplace • Fully carpeted. • Ground floor. <ol style="list-style-type: none"> 1. Classroom capacity based on eight foot long tables with three people per table. 2. Rounds based on eight people per table. 	

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Conference Services

High Speed Internet Access	High Speed Internet Access is available in the conference rooms.
Patch Cables	Cat 5 Ethernet patch cables for High Speed Internet Access are available in the conference rooms.
Multiple Access Points	Multiple Access points for High Speed Internet Access are available. Ethernet hubs and additional patch cables can also be provided.
Digital Projector	A Digital Projector is available for the indoor conference rooms or breakout rooms.
Overhead Projector	Overhead Projector, acetates and acetate marker are available for all conference rooms.
Projector Screen	Free standing or Table top Projector Screens are available for the indoor conference rooms or breakout rooms.
TV/VCR	TV & VCR are available for the indoor conference rooms or breakout rooms.
Flip Charts	Flip Charts, stands and markers are available for all conference rooms.
Photocopying	Black & White or Color Photocopying is available for your Conference materials.
Printing	Black & White or Color Printing is available for your Conference materials.
Fax Service	A Fax service for incoming and outgoing faxes is available for guests.
Restaurant	On-Site restaurant.
Meals	Quality food service is a top priority from our on-site kitchen.
Spouse Programs	A number of spouse/partner programs can be arranged. Including educational workshops, tours or guided walks. Private tours of The Oregon Garden can be arranged.
Parking	Free parking is available throughout the facility.

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