

Banquet Floors:

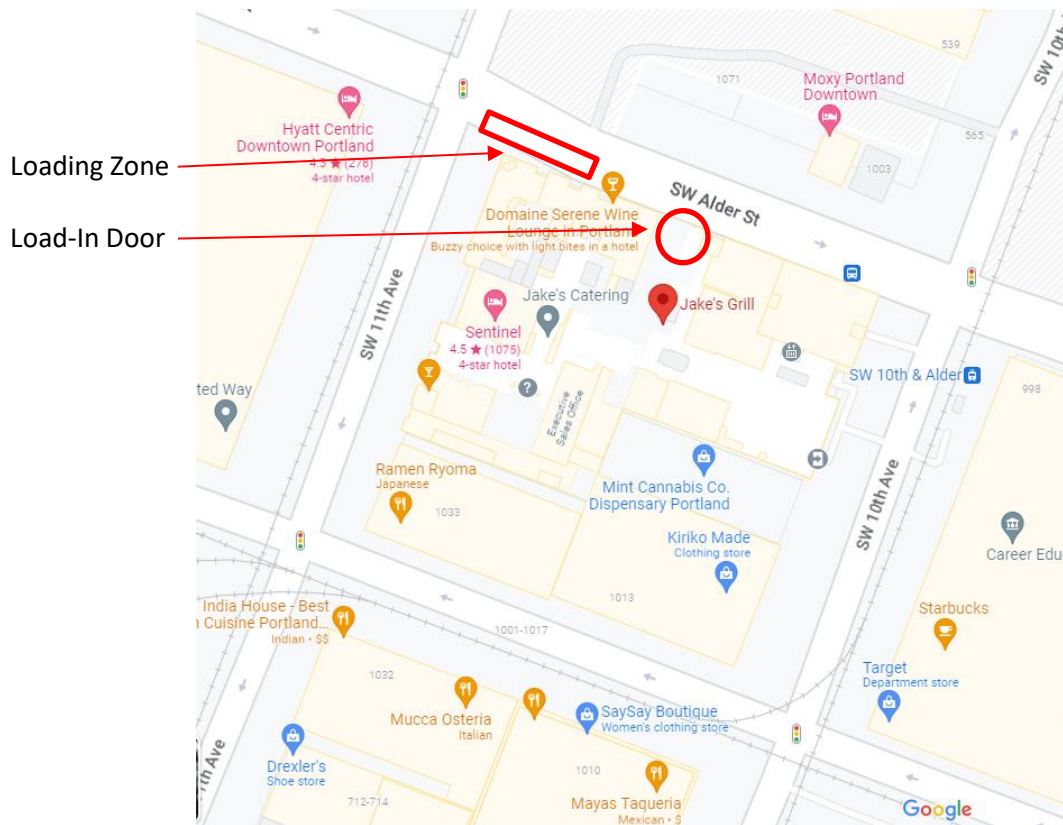
- 2nd: Fireside, Library, Card, Billiard, Lodge
- 3rd: Grand Ballroom, Renaissance
- 4th: Governor Ballroom, Pre-Function, Green Room

Vendor Loading/Unloading and In-Person Deliveries:

All in-person deliveries are to be made through the service entrance located on Alder Street between 10th and 11th Avenues. **Absolutely no load-in or delivery may be done through the hotel front entrance or guest elevators.** Jake's Catering will provide carts and will assist you with loading in your items if needed.

Service Entrance:

The vendor/load-in access door is located on SW Alder between 10th and 11th Avenues, as is depicted in the below image. It is a large grey steel door. The code for the entry door on Alder is 7102#



Vendor load in is to be scheduled around the meal periods as the elevator in use is also utilized by our kitchen. Please contact us to set up a time for load in.

DO NOT prop the outside door open. Load all of your items into the hallway, securely shut the door behind you, and then use the elevator. Our freight elevator is in constant use and requires extra care. Should you need to have the elevator doors held open to load items, you must get a key from the Banquet Captain or Banquet Manager to hold the door open. **Do not prop the elevator doors open as it will cause the elevator to freeze and all use will be halted indefinitely.**



Advanced Package Delivery & Pick-Up:

Oversized items and large deliveries require prior arrangements with your Catering Sales Manager and may arrive no earlier than 48 hours in advance. Packages are to be shipped to:

Jake's Catering
Attn: (your catering sales manager)
611 SW 10th Avenue
Portland, OR 97205

Shipping labels from clients or vendors must show:

- Event name
- Event date
- Recipient's name
- Company name

Any boxes to be shipped after your event must be fully packed with a shipping label and given to the onsite banquet captain. Client is responsible for scheduling a pick up.

Wedding Décor and Cake Delivery:

For personal décor drop-offs please follow the vendor instructions.

Arrangements for personal décor and cake delivery must be scheduled directly with your sales manager. All items must be removed at the conclusion of your event.

Vendor Parking During Your Event:

Do not use the valet zone located in front of the Sentinel lobby. Commercial vehicles may use the loading zone on Alder Street while loading or unloading, but may not be able to leave their vehicles there if other vendors arrive who have not yet loaded or unloaded. Private vehicles must park at metered street parking spots or in one of the area's pay-to-use parking lots. There is a Smart Park garage on 10th and Morrison, one block away. City of Portland parking laws apply to all vehicles.