



FORT VANCOUVER
National Trust

RESERVATION APPLICATION & EVENT FACILITY USE POLICY

The Fort Vancouver National Site has been a cornerstone in the Vancouver community for over 175 years. In keeping with the long-held spirit of a gathering place, various properties on the site have been made available for private and corporate rentals. In 2014 the Providence Academy was added as a new event venue under the jurisdiction of the Fort Vancouver National Trust (FVNT).

This reservation application does not guarantee a reservation. Once the application is submitted and reviewed by FVNT staff, a formal Confirmation / Invoice will be created and submitted for your review. Your signature and payments will secure your rental.

APPLICANT INFORMATION		Proposed Event Date:		Proposed Time:	
Event Title/Name:				Today's Date:	
Applicant Name Last:			First:		
Address:				Apartment/Unit #:	
City:				State:	Zip:
Organization/Business: (if applicable)			Nonprofit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Tax ID #:	
City:				State:	Zip:
Phone:			Email:		
Bride's Name		Cell Phone:			
Groom's Name		Cell Phone:			
Event Day Contact Name		Cell Phone:			
Emergency Contact Name		Cell Phone:			
Your refundable DEPOSIT is collected to insure that the facility is left in its original rented condition. A REFUND CHECK when due, will be made out to the Applicant and sent to the Billing Address above unless otherwise indicated. Please allow up to 30 days for receipt of check.			Alternate Name & Address – Refund Check payable to:		

RENTAL INFORMATION			
Event Title/Name:			Estimated Guest Count: _____
Event Date 1 st Choice: _____ Day of week: _____	2 nd Choice: _____ Day of week: _____	3 rd Choice: _____ Day of week: _____	
VENUE CHOICE			
Please indicate which venue(s) you are requesting.			
Red Cross Building: <input type="checkbox"/> Main Room Max - 120 table set Max -170 theater set <input type="checkbox"/> Sun Room <input type="checkbox"/> North Room <input type="checkbox"/> Courtyard - Max-100 <input type="checkbox"/> Porch	Marshall House: <input type="checkbox"/> Full Main Floor - Max-100 <input type="checkbox"/> West Parlor - Max -70 <input type="checkbox"/> East Parlor - Max-30 <input type="checkbox"/> Multi Media Room - Max-30 <input type="checkbox"/> Library (Brides Room) <input type="checkbox"/> Outdoor Grounds <input type="checkbox"/> Porch	Artillery Barracks: <input type="checkbox"/> CONFERENCE ROOM Max- 150 theater set Max- 100 table set <input type="checkbox"/> BANQUET ROOM Max- 150 theater set Max- 120 table set <input type="checkbox"/> Board Room - Max-30	
OO Howard House: <input type="checkbox"/> Conference Room - Max-50 <input type="checkbox"/> Upstairs Conf. Rm. - Max-10 <input type="checkbox"/> Garden Courtyard - Up to 200 <input type="checkbox"/> Outdoor Grounds - Up to 2000 <input type="checkbox"/> Porch	Providence Academy: <input type="checkbox"/> Chapel - Max-230 <input type="checkbox"/> Ballroom - Max-160 seated / 250 standing <input type="checkbox"/> Indoor Courtyard - Max-50 seated / 75 standing <input type="checkbox"/> Brides Room <input type="checkbox"/> Grooms Room		
Catered Event <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD <input type="checkbox"/> Service Only Caterer A service only caterer will serve what you supply or have professionally delivered. See Alcohol & Catering for further details. Pg. 6 Caterer: _____	Purpose of Event (check all that apply) <input type="checkbox"/> Wedding Ceremony <input type="checkbox"/> Wedding Reception <input type="checkbox"/> Private Event (other than wedding) _____ <input type="checkbox"/> Fund raiser <input type="checkbox"/> Celebration of Life <input type="checkbox"/> Business Meeting <input type="checkbox"/> Public Event For Profit <input type="checkbox"/> Public Event Non-Profit Other _____		
Alcohol Served <input type="checkbox"/> Yes \$500.00 Deposit* <input type="checkbox"/> No \$250.00 Deposit * Insurance & Banquet Permit Required			
Chair and Table Set-Up	<input type="checkbox"/> Theater <input type="checkbox"/> Banquet <input type="checkbox"/> Buffet <input type="checkbox"/> Hollow Square <input type="checkbox"/> Classroom <input type="checkbox"/> Mix & Mingle <input type="checkbox"/> Other (please specify): _____ We are happy to customize any seating/table arrangement you desire. Please see our room layout form for tables and chairs available. Your room diagram is required 30 days prior to your event. Tables and chairs are included in your rental fee.		
Event Time Schedule	Set-up Time From: _____ to _____	Event Time From: _____ to _____	Clean-up Time From: _____ to _____

Audiovisual : (Equipment varies per venue.)

Some venues offer audiovisual equipment for your use. Please discuss with the Event Facility Manager at your choice of venue for availability.

Audio Visual Requests (select all that apply) *AV not available at Marshall House and Providence Academy.

Red Cross Building: Conference Phone 75" TV Projection Laptop Wireless Microphone #____

Artillery Barracks: Conference Phone Projector and Screen Laptop Wireless Microphone #____

OO Howard House: Conference Phone Projector and Screen Laptop

Infrastructure

Do you plan to bring any additional infrastructure or design elements to your event?

Stage Sound DJ Lighting Tent(s) Archway Aisle Runner Special Furniture

Other _____

Special Instructions:

HOLD HARMLESS & SIGNATURE

By signing this document, I acknowledge and agree to the following:

I have read and understand the FORT VANCOUVER NATIONAL TRUST'S - FVNT- FACILITY USE POLICY. Though I have rented space in the FVNT managed facility, I have not rented the entire building and the balance of the building not within my rental agreement remains open to other tenants and/or the public during my event.

I understand that there may be noise pollution as a result of surrounding streets, air traffic, and members of the public present in areas surrounding the building. **In addition, I understand that beginning in January 2016, continuing through December 2017, there may be additional construction noise at some venues, due to on-site historical building renovations. Arrangements have been made to keep disturbances of any kind in connection with this work to a minimum. Parking may be limited in some instances.**

Initial_____

I understand that by renting a space in the facility, FVNT does not guarantee that the public will not interfere with my event space. FVNT reserves the right to perform construction or maintenance to the building at any time. Public events occasionally take place on the site; i.e., outdoor movies, baseball games, etc... that may impact my event.

Initial_____

I understand that FVNT facilities crew member will empty all trash cans prior to the start of my rental, but will not manage garbage removal throughout my rental. I am responsible for coordinating garbage collection and removal during and after my event.

Initial_____

I, as the renting party, shall have sole responsibility for the means, methods and manpower to competently supervise, control, coordinate, clean and manage my event, so that the event is orderly, contained within the agreed upon rental area(s) and time frame and does not interfere with other facility rentals, events and activities or cause public disruption. Initial_____

I, as an authorized representative of the renting party, agree that the renting party shall, to the extent permitted by law, indemnify and hold harmless the Fort Vancouver National Trust and their employees, members, volunteers, representatives, agents and assigns from and against claims, damages, losses, and expenses, including but not limited to attorneys fees, arising out of or resulting from the Renter's event(s).

Initial_____

Signature:_____Date:_____



FORT VANCOUVER
National Trust

EVENT FACILITY USE POLICY

SECURE DATE & VENUE: The full refundable DEPOSIT amount and 50% of the RENTAL fee along with a signed rental contract confirms your rental agreement and secures the facility making it unavailable to any other renting party.

DEPOSIT: A refundable deposit in the amount of \$250.00 with no alcohol service or \$500.00 for events serving alcohol and/or large events as determined by FVNT staff is required. This deposit is in addition to the rental fee and will be refunded if the facility and contents are left in “as rented” condition, and if the rental occurs within the scheduled time. If special cleaning or repairs are required, FVNT will deduct the actual costs from the deposit. If special cleaning and/or repair costs are in excess of the deposit, FVNT will retain the entire deposit and bill the renting party for the balance owed.

If the rental time exceeds the scheduled time, additional rental charges will apply and a penalty fee may be charged. In some cases, it may not be possible to exceed the scheduled time due to other bookings.

RENTAL: The rental fee covers the use of the facility that you have secured. Fifty percent (50%) of the rental fee plus the full deposit is due at the rental agreement signing. The balance of the rental fee is due 30 days prior to the event.

PAYMENTS: Payments may be made in cash, by check or with *credit card.

**Please note: If paying with a credit card, we ask that you pay the entire amount due in order to keep processing fees manageable.*

Please make checks payable to: “FVNT”

Mail check to:

Fort Vancouver National Trust
O.O. Howard House
750 Anderson Street
Vancouver, WA 98661

*A \$50.00 fee for returned NSF checks.

CANCELLATIONS:

181 Days or more prior to the event: Full refund of both Rental Fee and Deposit.

180 Days or less prior to the event: 50% of Rental Fee refunded. No refund of Deposit.

All cancellations must be made in writing.

MANDATORY INSURANCE FOR ALL EVENTS

ALL Rentals are required to provide a *Certificate of General Liability Insurance* naming the FVNT as “additional insured” and “certificate holder” in the amount of \$1million per occurrence, and \$2million general aggregate.

Contact your insurance agent for details or assistance is available at www.theeventhelper.com.

Please supply a copy of this certificate to FVNT 30 days prior to your event.

ALCOHOL SERVICE

If alcoholic beverages will be served, 3 or 4 requirements must be met with copies of the permit and insurance submitted to FVNT **30 days** prior to your event. Alcohol cannot be allowed at your event without the following:

1. A Washington State Liquor Control Board Banquet Permit must be obtained by the renter. Cost \$11.00 www.liq.wa.gov/licensing/banquet-permits.
2. *Certificate of General Liability Insurance* must be obtained by the renter. (See Mandatory Insurance)
3. Only bartenders approved by the FVNT with current, valid server’s licenses may serve alcohol of any kind. No self-service of alcoholic beverages is allowed. State laws require bartenders to confirm age, and have the right to refuse service to any person at their discretion. Bartenders must remain at the bar for the duration of the event.
4. “No Host” alcohol service where a guest purchases alcohol during the event requires an additional insurance certificate obtained by the renting party: *Certificate of Liquor Liability Insurance*.

All alcoholic beverages and food must remain within the rented venue parameters. For alcohol service outside of the venue, (lawn, patio etc.); Washington State Liquor Control Board requires the area to be enclosed with a barrier/fence that is a minimum of 42” high. The fencing plan must be approved by a FVNT Event Facility Manager 30 days in advance.

All types of alcohol are allowed at each venue. Please notify your FVNT Event Facility Manager of the types of alcohol to be served. Venues with carpet must limit red wine pours to a half glass at a time.

CATERING & FOOD SERVICE

For FULL service food and beverages, a professional catering service should be selected from the FVNT’S approved caterers list. Approved caterers have obtained all necessary permits, licenses and insurance as required by local, state and national laws and policies, and are familiar with the operations, policies and procedures of the FVNT’S various facilities.

*Additional caterers may be allowed with appropriate credentials.

Any set-up and clean-up by the caterer or renting party should take place within the rented time period. This applies to the delivery and pick-up of cakes, flowers, music, and rental items such as dishes, extra chairs, etc.

Please Note: FVNT venues have service only kitchens; no ovens or stoves are available.

NOTE: If you choose not to obtain a caterer; food and/or beverages such as coffee, tea, prepackaged items, cookies, and basic sandwich trays may be self served but must come from a commercial-grade kitchen. (Costco, Fred Meyers, Safeway etc.) All kitchen duties, clean up and trash removal then becomes the responsibility of the renting party.

DECORATIONS

DÉCOR TIME FRAME: All set-up, take-down and cleanup of decorations, displays or signage must be completed within the rented time period. Please do not arrive early or stay late. It is not possible to store your decorative items at the venue and we request that all items be removed from the facility by the conclusion of the rental period.

ATTACHING DÉCOR: Tape, tacks, staples and/or wire are not permitted for attaching decorations in any of the historic facilities. Ribbon, fishing line and zip ties may be used in most areas of each facility. In some instances, blue painters tape can be used, please confirm with staff. "S" hooks may be used in facilities that have picture rails. Please note that easels are available for display purposes.

CANDLES: For safety reasons; only LED style or battery operated candles are allowed in any of our historic buildings. *Unity candles are allowed in some instances. Please discuss with the facility manager the parameters regarding their use.

RICE- PETALS ETC.:

These items are not allowed inside or outside any of our venues for various ecological and safety reasons. Please No: Rice - Birdseed – Silly String – Confetti – Glitter Confetti – Glitter-Fireworks – Sparklers – Crepe Paper or Floating Sky Lanterns. You may use the following outdoors only: Natural flower petals and bubbles. Please remove all petals at the end of your event.

Artificial petals are acceptable inside the venue only.

GLITTER: Please note that there is a \$100.00 fee for glitter or glitter confetti found in the venues. It is particularly difficult to remove and harmful to our historic flooring.

Please be sure to remove any vehicle decorations from the property or surrounding area.

LINENS: Table Linens are not included in your rental fees. Linens are mandatory on all food service and dining tables. Please contact us for a list of linen rental services.

HISTORICAL PROTECTION/PRESERVATION: Any of the buildings managed by the FVNT may have exhibits that interpret the historical nature of that building and events that have occurred there. Materials mounted on the walls and in display cases cannot be moved out from the facilities for rentals. Extra care must be taken by the renting party to ensure that guests do not handle the exhibits and that surfaces of the exhibits are protected from spills, stains, burns and watermarks.

FIREPLACES: Fireplaces in the Red Cross Building and the Marshall House are inoperable.

FLAGS: Display flags located in the Red Cross Building are a character-defining element of this historic building; however, they may be removed for a \$100.00 fee.

TENTS: Due to the historic nature of the site and potential archeology sites no staking is permitted on any of the exterior grounds. Tents and any other top-heavy items should be weighted.

NON-COMPLIANCE: Please note that any and each incident of non-compliance is subject to a minimum \$50.00 fine per incident.

LOGISTICS & RENTER'S RESPONSIBILITIES

At least one FVNT staff person will be onsite during all rentals. Renting parties are encouraged to consult with their staff person regarding the use of the facilities, heat, lighting, electricity, access, parking, etc... All FVNT staff has full authority to enforce all policies.

ROOM FLOOR PLANS: The renting party should meet with FVNT staff at least 30 days prior to the scheduled rental to complete a floor plan and determine the furniture placement for the rental. Please be aware that our staff may not be able to accommodate last minute changes to the floor plan. Our insurance regulations and liabilities do not allow any members of the renting party to move furniture themselves.

CLEAN UP: The renting party is responsible for returning all rented areas to their pre-rented condition. This applies to any rented space including but not limited to indoor spaces, kitchens, parking lots, grounds, patios and porches. Deposits are withheld for non-compliance of this responsibility and will be strictly adhered to. Cleaning must fall within the allotted rental period.

GARBAGE DISPOSAL: The Renting Party is responsible for the collection and removal of all garbage from the rented areas and placing it in the facility dumpsters and recycling bins. FVNT will provide receptacles and bags for garbage in each rented space. It is the responsibility of the renting party to empty the provided receptacles when full and remove all garbage at the conclusion of the event.

*Any garbage or recycling that exceeds the capacity of the facility dumpsters and recycling bins must be removed from the site by the renting party.

*Some larger events may require the renter to provide additional dumpster and receptacle capacity to be coordinated in advance with the FVNT Event Facility Manager.

Please note: A clean-up fee for any trash left in the building and/or outside of the designated containers and dumpsters will be charged against the deposit.

DELIVERIES: The Renting Party should arrange to be present for deliveries of cakes, flowers, music, and rental items such as dishes, extra chairs, etc. All such items should be delivered and picked up within the rental period. FVNT staff is not able to accept deliveries or store event items prior to your scheduled event. For safety reasons, please do not leave or hold items in hallways or other common areas. Delivery and Pick-up infringements are charged against the deposit.

SMOKING: The use of tobacco products and smoking of any substance is not permitted inside any of the facilities or outside on any attached porches, courtyards or patios. Outdoor tobacco smoking must occur at least 25 feet away from any facility entrance and well away from the building. Please dispose of cigarette butts in the supplied receptacles. Any additional clean up due to smoking will be charged against the deposit. Any evidence of smoking in undesignated areas will result in loss of the full security deposit.

CHILDREN: Children are welcome at any of our event facilities, however for safety reasons children must remain within the rented event area and under adult supervision at all times.

MUSIC-ENTERTAINMENT: Live, non-amplified music is permitted inside the facilities and/or outside on the grounds with approval from FVNT staff. Generally, amplified music is permitted inside only; however, some exceptions may be made within certain parameters such as time and volume/decibel level. All outdoor music must conclude by 10 p.m. per the city noise ordinance.

EARLY OPEN / LATE CLOSE FEES: An additional \$100.00 per hour will be added to any event rentals that request the venue open prior to 7:00 am. The same additional \$100.00 per hour fee applies to rentals past midnight.

LICENSING: The renting party shall obtain and pay for public agency or entity approvals, licenses, permits, registrations, inspections and other permissions and conditions required for the renting party to fulfill all statutory requirements to conduct its event, and shall call for agency or other entity required inspections, monitoring, or other oversight directed by the public agencies and other entities having jurisdiction. The FVNT requires proof of approved permits and licenses 30 days in advance of the event.

Special Discounts

The following will receive 20% off rental fees: (discounts may not be combined)

Active Military Personnel (Please show your military ID)

Nonprofit (non-political groups)

Government Agencies

Tenants of FVNT properties

No discounts granted for Political Candidacy Events, regardless of whom the renting party is.

Only one discount will apply to any facility rental at a time.

Holidays

Event facilities are NOT available on the Fourth of July, Thanksgiving Day and Christmas Day.

Space may be rented on the following days for 150% of the weekend rate:

- January 1 – New Years Day
- Third Monday in January - Martin Luther King Jr. Day
- Third Monday in February - Presidents Day
- Last Monday in May – Memorial Day
- First Monday in September – Labor Day
- Fourth Friday in November - Day after Thanksgiving
- December 24 – Christmas Eve
- December 31 – New Years Eve

RENTERS EVENT CHECK LIST

Please remember that the FVNT is not an event planning service. We offer our expertise only in regards to the venues under our jurisdiction. Please keep these important time frames in mind.

1. Secure the event venue and date with a signed rental contract, deposit and 50% of the rental fee.
2. Cancellation: 181 Days or more prior to the event - Full Refund of rental fee and deposit.
3. Cancellation: 180 Days or less prior to the event - 50% Refund of rental fee. Full deposit retained.

30 DAYS BEFORE THE EVENT:

- Pay the balance of the rental fee.
- Finalize Caterer and Bartender.
- Confirm floor plan.
- Secure mandatory insurance – “Certificate of General Liability Insurance”.
- Confirm rehearsal date and time. (when applicable)
- In order to serve alcohol at your event you must obtain:
- WA State Banquet Permit. (see page 6)
- Certificate of General Liability Insurance. (see page 6)