



Providence  
Academy

### EVENT FACILITY RENTAL USE POLICY & RESERVATION FORM

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. The Providence Academy has been added as a new event venue under the jurisdiction of the Fort Vancouver National Trust.

This reservation form does not guarantee a reservation. Once a reservation form is submitted, it will be reviewed by Providence Academy staff that will then create a rental agreement and confirmation which will be sent to you. Your signature and payments, will secure your rental.

<b>APPLICANT INFORMATION</b>		Proposed Event Date:		Proposed Time:	
Event Title/Name:				Today's Date:	
Applicant Name Last:			First:		
Address:				Apartment/Unit #:	
City:				State:	Zip:
Organization/Business: <small>(if applicable)</small>			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 <i>Applicant</i> and sent to the <i>Billing Address</i> unless otherwise indicated. Please allow up to 30 days for receipt of check.			Alternate Name & Address – Refund Check payable to:		

RENTAL INFORMATION			
<b>Event Title/Name:</b>			<b>Estimated Guest Count:</b> _____
<b>Event Date</b> 1 <sup>st</sup> Choice: _____	2 <sup>nd</sup> Choice: _____	3 <sup>rd</sup> Choice: _____	
<b>Day of week:</b> _____	Day of week: _____	Day of week: _____	
VENUE CHOICE			
Please indicate which venue(s) you are requesting.			
<b>Providence Academy:</b> <input type="checkbox"/> Chapel - Max-230 <input type="checkbox"/> Ballroom/Conference - Max-350 <input type="checkbox"/> Indoor Courtyard - Max-60 <input type="checkbox"/> Brides Room	<b>Marshall House:</b> <input type="checkbox"/> Full Main Floor - Max-150 <input type="checkbox"/> West Parlor - Max -70 <input type="checkbox"/> East Parlor - Max-12 <input type="checkbox"/> Multi Media Room - Max-30 <input type="checkbox"/> Library ( Brides Room) <input type="checkbox"/> Outdoor Grounds <input type="checkbox"/> Porch	<b>Artillery Barracks:</b> <input type="checkbox"/> Conference Room - Max-140 <input type="checkbox"/> Banquet Room - Max- 125 <input type="checkbox"/> Board Room - Max-30 <input type="checkbox"/> Outdoor Grounds - Max-140 <input type="checkbox"/> Porch	
<b>Red Cross Building :</b> <input type="checkbox"/> Main Room - Max-120 <input type="checkbox"/> Sun Room <input type="checkbox"/> North Room <input type="checkbox"/> Courtyard - Max-100 <input type="checkbox"/> Porch	<b>O.O. Howard House:</b> <input type="checkbox"/> Conference Room - Max-50 <input type="checkbox"/> Upstairs Conference Room - Max-10 <input type="checkbox"/> Garden Courtyard <input type="checkbox"/> Outdoor Grounds <input type="checkbox"/> Porch		
<b>Catered Event</b> <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 _____	<b>Purpose of Event</b> (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"/> Celebration of Life <input type="checkbox"/> Business Meeting <input type="checkbox"/> Public Event (produced by a <b>for-profit</b> business) <input type="checkbox"/> Public Event (produced by a <b>nonprofit</b> organization) <input type="checkbox"/> Fund Raiser <input type="checkbox"/> Other (please specify): _____		
<b>Alcohol Served</b> <input type="checkbox"/> Yes \$500.00 Deposit <input type="checkbox"/> No \$250.00 Deposit See Alcohol & Catering for further details. Pg. 6			
<b>Chair and Table Set-Up</b>	<input type="checkbox"/> Theater <input type="checkbox"/> Banquet <input type="checkbox"/> Buffet <input type="checkbox"/> Hollow Square <input type="checkbox"/> Classroom <input type="checkbox"/> Bistro <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 4 weeks prior to your event.		
<b>Event Time Schedule</b>	Set-up Time From:  _____ to _____	Event Time From:  _____ to _____	Clean-up Time From:  _____ to _____

**Audio Visual: (Equipment varies per venue.)**

Some venues offer audio visual 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)

- Conference Phone
- Projector & Screen
- Laptop
- DVD Player
- Wireless Microphone # \_\_\_\_\_
- Lavalier Microphone
- Stage

**Infrastructure**

Do you plan on bringing any additional infrastructure /design elements to your event?

- Stage Portable
- 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 PROVIDENCE ACADEMY'S Facility Use Policy.

Though I have rented space in the PROVIDENCE ACADEMY'S 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 the surrounding streets, air traffic, and members of the public present in areas surrounding the building. **I understand that beginning in November 2015, continuing through December 2017 there may be additional construction noise due to on-site historical building renovations and that arrangements are currently being made to keep disturbances of any kind in connection with this work to a minimum.**

Initial \_\_\_\_\_

I understand that by renting a space in the facility, PROVIDENCE ACADEMY does not guarantee that the public will not interfere with my event space. PROVIDENCE ACADEMY 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.

I understand that PROVIDENCE ACADEMY'S 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.

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.

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 Providence Academy and 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).

Signature:	Date:
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Printed Name	Authorized Agent
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**FOR OFFICE USE ONLY**

Date Received	Walk-through scheduled:
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Staff Assigned	EMS Contract #
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Deposit Amount	Date Paid
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Rental Amount	Date Paid
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## EVENT FACILITY RENTAL 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(s) making it unavailable to any other renting party.

**DEPOSIT:** A refundable deposit in the amount of \$250, or \$500 for large events and/or events with alcohol as determined by PROVIDENCE ACADEMY staff is required. This deposit is in addition to the rental fee and will be refunded if the facility(s) and contents are left in “as rented” condition, and if the rental occurs within the scheduled time. If special cleaning or repairs are required, PROVIDENCE ACADEMY will deduct the actual costs from the deposit. If special cleaning and/or repair costs are in excess of the deposit, PROVIDENCE ACADEMY will retain the entire deposit and bill the renting party for the balance owed. If the rental time exceeds the scheduled time, a penalty fee will be charged, and in some cases it may not be possible to exceed the scheduled time due to the facility’s capacity.

**RENTAL:** The rental fee covers the use of the facility(s) 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:** All payments must be made in cash or check.

Please make checks payable to

### “PROVIDENCE ACADEMY”

Mail check to:  
Fort Vancouver National Trust  
O.O. Howard House  
750 Anderson Street  
Vancouver, WA 98661

\*A \$50.00 fee will be charged 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 will be 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 PROVIDENCE ACADEMY as “additional insured” and “certificate holder” in the amount of \$1 million per occurrence, and \$2million general aggregate.

Contact your insurance agent for details or assistance is available at [www.theeventhelper.com](http://www.theeventhelper.com). Please supply a copy of this certificate to PROVIDENCE ACADEMY 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 PROVIDENCE ACADEMY **30 days** prior to your event:

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](http://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 PROVIDENCE ACADEMY with current, valid server’s licenses may serve alcohol of any kind. NO self serve 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 renter: *Certificate of Liquor Liability Insurance*.

For alcohol service outside of the venue, (lawn, patio etc.); Washington State Liquor Control Board requires the area to be completely fenced. The fencing plan must be approved by the PROVIDENCE ACADEMY Event Facility Manager 30 days in advance.

All Alcoholic beverages and food must remain within the rented venue parameters.

All types of alcohol are allowed at each venue. Please notify your 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 must be selected from the approved caterers list. Approved caterers are those that have obtained all necessary permits, licenses and insurance as required by local, state and national laws and policies, and they are familiar with the operations, policies and procedures at PROVIDENCE ACADEMY. Any set-up and clean-up done by the caterer or renter must take place within the rented time period. This also applies to the delivery and pick-up of cakes, flowers, music, and rental items such as dishes, extra chairs, etc. PROVIDENCE ACADEMY has service only kitchens; no ovens or stoves. NOTE: If you choose not to obtain a caterer, food and/or beverages such as coffee, tea, prepackaged items, cookies, and basic sandwich trays must come from a commercial-grade kitchen. (Costco, Fred Meyers, Safeway etc.) All kitchen duties, clean up, trash removal etc. then becomes the responsibility of the renter.

## Decorations

**DÉCOR TIME FRAME:** All set-up, take-down and cleanup of decorations, displays or signage must be completed within the rented time period. Renters may not arrive early or stay late. You may not store your decorative items at the venue; all items must 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 facilities. Ribbon, fishing line and zip ties may be used for attaching decorations 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. Special regulations for the CHAPEL include: No Balloons. Artificial Flower petals only may be strewn or thrown in the CHAPEL. Pew hooks are available for use in the CHAPEL.

**CANDLES:** For safety reasons ONLY LED style or battery operated candles are allowed in any of our historic buildings. \*Unity candles and free standing candelabra are allowed in the Chapel only. Please discuss with the facility manager the parameters regarding their use.

### **RICE- PETALS ETC.:**

STRICTLY PROHIBITED INSIDE or OUTSIDE: NO Rice – NO Birdseed – NO Silly String – NO Confetti – NO Fireworks – NO Sparklers – NO Crepe Paper - NO Floating Sky Lanterns.

OUTDOORS ONLY: Natural rose/flower petals and bubbles may be used outdoors only at the sidewalk areas, and must be completely removed prior to the end of the event rental.

INSIDE ONLY: Artificial petals are acceptable inside the venue only.

Vehicle decorations may not be left behind on the property or surrounding area.

**HISTORICAL PROTECTION/PRESERVATION:** The PROVIDENCE ACADEMY and any of the buildings managed by the FVNT may have exhibits that interpret the historical nature of the buildings and events that have occurred there. Materials mounted on the walls and in display cases will not be moved out of 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.

**TENTS:** Due to the historic nature of the site and potential archeology, absolutely no staking will be permitted on any of the exterior grounds. Tents and any other top-heavy items must be weighted down.

**NON-COMPLIANCE:** Any and each incident of non-compliance is subject to a minimum \$50.00 fine per incident.

## Logistics & Renter's Responsibilities

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

**ROOM FLOOR PLANS:** The renting party will meet with PROVIDENCE ACADEMY staff at least four 30 days prior to the scheduled rental to complete a floor plan and determine the furniture placement for the rental. Onsite PROVIDENCE ACADEMY 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 handling the collection and removal of all garbage from the rented area(s) and placing it in the facility dumpster(s) and recycling bin(s). PROVIDENCE ACADEMY 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. **Please note: A clean-up fee for any trash left in the building and/or outside the designated containers and dumpsters will be charged by the hour against the deposit.** *\*Some larger events may require the renter to provide additional dumpster and receptacle capacity to be coordinated in advance with the PROVIDENCE ACADEMY Event Facility Manager.*

**DELIVERIES:** Renters must arrange for and be present for deliveries of cakes, flowers, music, and rental items such as dishes, extra chairs, etc. and must be delivered and picked up within the rental period. No deliveries will be accepted prior to your event time. We cannot accept any event items for storage before the event or store any such items after the event. No event items can be held in hallways or other common areas. Delivery pick-up infringements are charged against your deposit.



**SMOKING:** Smoking is NOT permitted inside any of the facilities or outside on any attached porches, courtyards or patios. Outdoor smoking must occur at least 25 feet away from any facility entrance and well away from the building. Proper disposal of cigarette butts in supplied receptacles is mandatory. 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 PROVIDENCE ACADEMY staff. Generally, amplified music is permitted inside only; however, some exceptions may be made within certain parameters such as time and volume/decibel level. Bands and/or DJ equipment; speakers, lighting etc., must be set up on the PROVIDENCE ACADEMY stage. All outdoor music must conclude by 10 p.m. per the city noise ordinance.

**RECEIVING LINES:** Due to fire restrictions NO receiving lines or congregating are allowed in the hallway outside of the Providence Chapel. A \$100.00 fine is applicable for any violation. Please establish receiving lines within the chapel or in the ballroom.

**LICENSING:** The renting party shall obtain and pay for public agency or entity approval(s), license(s), permit(s), registration(s), inspection(s) and other permissions and conditions are required for the renting party to fulfill all statutory requirements to conduct its event(s), 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 PROVIDENCE ACADEMY requires proof of approved permit(s) and license(s) at least 4 weeks-30 days in advance.

## Special Discounts

The following will receive 20% off rental fees during regular business hours Monday- Friday (7:00am -5:00pm) and after hours Monday-Thursday (after 5:00pm).

Active military personnel (full time and reserve) renter must show military ID

Nonprofit, (non-political groups)

Government Agencies

Tenants of FVNT properties.

No discounts are granted for Political Candidacy Events, regardless of who 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 Time Frame

Please remember that the Providence Academy is not a wedding planning service. We offer our expertise in regards to the venues only under our jurisdiction. Here are time frames that you will need to keep in mind in order to complete the rental process.

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.
4. **8 weeks before the event:**  
Pay the balance of the rental fee.  
Secure all permits and licenses.
5. **4 weeks before the event:**  
Confirm floor plan.  
Finalize Caterer and Bartender.  
Confirm rehearsal date and time.

## Providence Chapel Particulars

**Absolutely no food or beverage in the chapel.**

**No Chapel Receiving Lines:**

Due to Fire Code Restrictions NO receiving lines or congregating is allowed in the hallway outside of the Providence Chapel. A \$100.00 fine is applicable for this violation. Please establish receiving lines within the chapel or in the ballroom.

**Candle Limitations:**

Candles are permitted on the main altar only and must be free-standing candelabras approved by management. Unity candles are allowed with prior approval.

**Receiving Lines:** Due to fire restrictions NO receiving lines or congregating are allowed in the hallway outside of the Providence Chapel. A \$100.00 fine is applicable for any violation. Please establish receiving lines within the chapel or in the ballroom.

**No Helium Balloons:**

There will be a \$50.00 fee for each balloon that must be retrieved from the ceiling.

**Decorations:**

Only Silk flower petals are permitted on the Chapel floors. Pew decorations must be attached using pew clips available on request from management. All décor must be removed and floors cleaned by the renting party after the ceremony.

**Balcony is limited to 30 guests only.**

**No access to the Chapel is allowed through the back altar doors.**

**No entry to the Chapel is allowed prior to the contracted time.**

**No deliveries may be made ahead of the event or stored in the hallway - \$100.00 per hour fine for non-compliance.**

**Rehearsal:**

A one hour rehearsal is included in the rental fee. Please make arrangements for your rehearsal one or more day(s) prior to your ceremony.

I have read and understand the above:

Signature \_\_\_\_\_ Date \_\_\_\_\_