Rental Information Packet
Venue and Reservation Information

The Clark County Historical Museum (CCHM) is located on the corner of 16th and Main Streets in downtown Vancouver, Washington. The building was built with a grant from industrialist Andrew Carnegie as the Vancouver Public Library in 1909 and is one of the few local examples of Beaux Arts architecture in the area. In 1963 the library relocated to a larger location, and the historical society was given the opportunity to open the museum in May of 1964.

CCHM offers The Brick Room Gallery* as our rental space. All rentals include access to a staging area with sink and non-commercial refrigeration (no oven or stove) and access to all open galleries on the main floor of the museum. ADA compliant restrooms are located in the basement level and can be accessed by either a staircase in the entry foyer or by way of the elevator tower.

The Brick Room Gallery features an open floor plan with exposed beam ceiling, brick walls, and historic architectural accents. This space can accommodate 70 people in a lecture style setup with use of a lectern for the speaker. The space allows for 65 people for a seated dinner/buffet setup.

Tables and chairs are included in your rental. We have eight, 6'x2' rectangular tables, and 85 metal folding chairs. Any additional tables or chairs are the responsibility of the host. The seated dinner/buffet arrangement provides seating for 50 people and tables. Projector, screen, and audio setup are available at the request of the host for an additional fee.

*Please be aware that ADA elevator access must remain available during open hours. If your rental takes place during our regular business hours, museum patrons may pass through The Brick Room Gallery in order to access the ADA elevator entrance and restrooms.
Rental Rates

<table>
<thead>
<tr>
<th>Fee Breakdown</th>
<th>Individual</th>
<th>Non-Profit</th>
<th>Associate Museum Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Hour &amp; Deposit (up to 50 guests)</td>
<td>$125</td>
<td>$100</td>
<td>$80</td>
</tr>
<tr>
<td>Additional Hour(s)</td>
<td>$75</td>
<td>$65</td>
<td>$55</td>
</tr>
<tr>
<td>Projector &amp; Screen</td>
<td>$50</td>
<td>$40</td>
<td>$35</td>
</tr>
<tr>
<td>Audio Equipment</td>
<td>$50</td>
<td>$40</td>
<td>$35</td>
</tr>
<tr>
<td>Staffing Fee</td>
<td>$70</td>
<td>$60</td>
<td>$50</td>
</tr>
<tr>
<td>Add'l Staffing (50+ Guests)</td>
<td>$70</td>
<td>$60</td>
<td>$50</td>
</tr>
<tr>
<td>Cleaning Fee</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
</tbody>
</table>

Each rental begins at the time setup starts, and ends when the room is returned to pre-event condition. This includes sweeping the rental space, and the removal of all trash. (Failure to do so will result in a $200.00 cleaning fee.) Any additional time needed on either end of the rental requires an additional charge and is not always available. Rental requests, including a signed Rental Agreement, must be submitted to CCHM a minimum of 14 business days prior to the event date requested. All food, beverages, service items, service staff, child care and other accoutrements are the responsibility of the renter. Supervised children are welcome at any event. We do not provide child care and require children to be supervised at all times.

Deposits

A non-refundable deposit in the form of prepayment of the first hour is required for rental reservations. The deposit must be accompanied by a signed rental agreement. Credit card information will be stored securely for processing final payments.

Availability

CCHM offers a variety of public programming that must take precedence over rental requests. However, we will work with the host to find a suitable alternative in the event the requested day is unavailable.
**Days and Hours**

The museum’s open hours are 11:00 AM to 4:00 PM, Tuesday through Saturday. If your event is outside regular museum hours, a **Staffing Fee** will be required. We do not accommodate rentals on Sunday or Mondays. Rentals, including set up and breakdown, must fall between 8:00 AM – 8:00 PM. This means that rental events must end with enough time for breakdown, no later than 7:30 PM.

Standing blackout dates for rentals include:

- First Thursday evening programs from 5:00 to 9:00 PM (February through November)
- First Friday of each month from 5:00 PM to 9:00 PM for VDA’s First Friday Downtown

**Exhibits**

The exhibits within the museum are preplanned and designed to meet our mission and goals. Interpretive panels, paintings, artwork, artifacts or other media may be present in the space being rented. We ask those interested in renting the Brick Room Gallery to investigate our current exhibit offering to ensure that the content does not conflict with the event. **Exhibit cases, art works, or artifacts may not be moved or handled by the host or guests.**

**Payments & Cancellation**

All hosts will receive a verbal quote when a request for a rental is received. This quote may change if any additional time is requested by the host party. This charge will be added to the bill using the additional hour price section in the Rental Rates menu of this agreement. Additional time may not be available on the day of the event. Please plan ahead and account for breakdown time. If additional time is needed but not available the day of the event, the event will be required to end at the original agreed time and a **$200.00 cleaning fee** will be assessed. The final payments for rentals shall be **paid at the conclusion of the event**, once breakdown and cleanup is complete and museum staff have walked the room.

**Cancellations** must be received and acknowledged by the museum staff in writing at least 48 hours before the rental start time. The host will forfeit any deposits in the event of a cancellation.
**Damages**

Any damages to museum property caused by either the host or guests of the host, before, during, or after the event will be invoiced to the host and must be paid in full within 10 days of the rental event.

**Parking**

On-street metered parking, including handicapped spaces, are available on the north side of the Museum building. Meters are active 7:00 AM to 6:00 PM, Monday through Friday. CCHM is not responsible for tickets or fines incurred by guests of the host or the host party.

**Music/Bands**

CCHM does not provide music, DJ, or musical accompaniment. If required for the event, the host must make prior arrangements and inform CCHM of these plans at the time of the rental consultation.

**Decorations**

CCHM allows the host to decorate the rental space with table cloths, table toppers/centerpieces, flowers, dining essentials, and signage or display boards. We do not allow items to be hung from beams, or attached in any way to walls, floors or over any interpretive panels in place. No exhibit cases or artifacts may be moved by the host. CCHM reserves the right to decline any requests by the host for CCHM staff to move cases, panels, or objects. All decorations are supplied by the host and must be removed by said host at the conclusion of the event. **No cut flowers,** except from a florist, may be brought into the building. **No open flames,** including Sterno food warming candles are allowed inside the building. Only battery operated candles are permitted.

**Trash & Cleaning**

CCHM requires that all chairs and tables be broken down and returned to their respective locations after the rental event. All trash and recycling must be taken out to the trash enclosure (a member of staff will provide a key to the lock), and **any trash that does not fit within the cans provided must be taken with the host.** Failure to follow this guideline will result in the assessment of a **$200.00 cleaning fee.**

**Smoking**

Smoking and vaping are prohibited in the building and within 25 feet from entrances and windows. The use of marijuana is strictly prohibited on museum property.
**Alcohol**

CCHM allows the serving of alcoholic beverages to guests at events providing the host has obtained the correct banquet permit from Washington State. No alcohol may be consumed outside of the museum during or after events. Kegs are not permitted.

It is the host’s responsibility to obtain any permits related to their event and must provide a copy of said document to CCHM a minimum of **7 days prior to the rental date**. The following outlines some of the state requirements. More information can be accessed via the following link: [http://liq.wa.gov/licensing/order-banquet-permits-online](http://liq.wa.gov/licensing/order-banquet-permits-online)

- **A banquet permit is** a permit you apply for that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization or church events. Banquet permits cost $11 per day for your event.

- **A banquet permit is not required when ALL of the following apply:**
  1. The event is hosted by an individual, not an organization or business entity
  2. Guests are not charged for admission or anything provided at the function (e.g. ice, setup, food, hors d’oeuvres, etc.).
  3. "Charge" includes donations, dues, fees, or otherwise
  4. The event would normally be held in the individual’s private home, but is so large that a separate facility is needed to accommodate it
  5. The facility where the event is held is closed to the general public during the event and does not have a liquor license
  6. There is no business purpose for the event or any financial gain
Rental Agreement

Host Information
Name of Host/Renter ____________________________________________
Date of Rental ____________________ Date of Request ______________
Email Address __________________________________________________
Billing Address _________________________________________________
City _____________________________ State _____ Zip ______________
Phone #s: Cell Home Office ______________________________________
Deposit Paid:   Y   N
Special Requests _______________________________________________

Additional Needs
PowerPoint presentation? Y   N   Projector and screen? Y   N
Audio Equipment? Y   N   Staffing Fee? Y   N

Event Information
Start time ________________ Expected End time _________________
Estimated set-up time ____________ Tear down _________________
Number of people expected __________

Billing Information (to be completed by CCHM)
Rental amount first hour/ deposit $   .
How many additional hours? _____ x $ _______ = $   .
Equipment $   .
Staffing Fee $   .
Over 50 guests Fee $   .
Cleaning Fee $   .
Total $   .

I, the undersigned “host”, acknowledge that I have read and understand the rules and regulations outlined in the Rental Information Packet and that any violation of these terms at any time before, or during my rental event will result in the termination of my rental by museum staff and that I will be responsible for the full payment of the quoted price and any additional fees.

Host: ___________________________________________________ Date: ______________

Attach any payment receipts, notes, or correspondence to this document for our records