



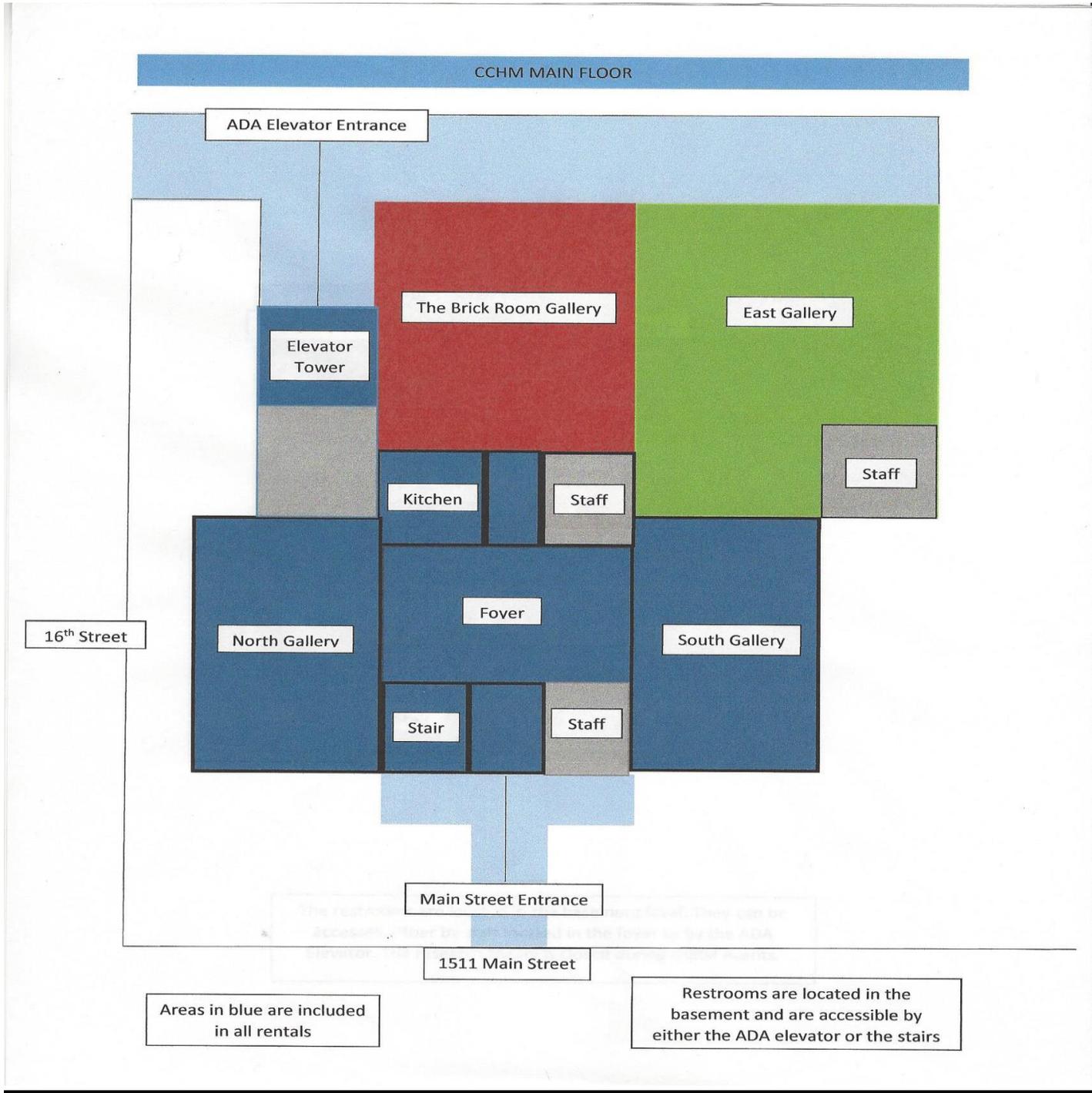
CLARK COUNTY
HISTORICAL MUSEUM

cchmuseum.org | 360.993.5679

1511 Main St. Vancouver, WA 98660

Event Rentals

Rental Information & Contract Packet



Areas in blue are included in all rentals

Restrooms are located in the basement and are accessible by either the ADA elevator or the stairs

CCHM Room Rental Guidelines

Venue Space

Located in a 1909 Carnegie Library Building, The Clark County Historical Museum is dedicated to the collection, preservation, and interpretation of the cultural history of Clark County and the Pacific Northwest. The building is one of the few local examples of Beaux Arts architecture and is accented by thoughtful modernization projects that make the facility more accommodating while maintaining the unique charm of this architectural style. This intimate and inviting space provides the backdrop for your memorable party or meeting in an architecturally unique and historic setting.

CCHM offers two primary rental spaces: The Brick Room Gallery and The East Gallery. 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* functions as the primary rental space and offers an open floor plan with recycled open beam ceiling construction, exposed brick walls, and historical architectural accents. This space can accommodate 60 people in a lecture style set up with use of a lectern for the speaker. The space allows for 80 people for a seated dinner/buffet set up.

The East Gallery, our largest gallery, functions as a secondary rental space accommodating XX people in a lecture style set up and XX for a seated dinner/buffet. This space allows your event to be set in the midst of an exhibition with a 360* view of the exhibition installed.

Tables and chairs are included in your rental and are set up prior to your event start time. We have seven 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 can be set up as a square, U shape, or in rows. Projector and screen are available along with audio set up 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.



Lecture/Presentation Format

Rental Rates

	Business	Individual	Non-Profit/Member
1 st Hour (up to 50 guests)	\$125	\$100	\$80
Additional Hour(s)	75	65	55
Projector & Screen	50	40	35
Audio Equipment	50	40	35
Over 50 guests	60	50	40
Staffing Fee	70	60	50
Sun/Mon Staffing Fee	100	100	100

Each rental begins at the time set up starts and ends when the room is returned to the condition when the rental began. Any additional time needed on either end of the rental requires an additional charge. Rental requests, including a signed Rental Agreement, must be submitted to CCHM a minimum of 14 business days prior to the event date requested.

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.

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. Sunday and Monday rentals will be accommodated with an additional Staffing Fee.

Hours

The museum hours are 11:00 AM to 4:00 PM, Tuesday through Saturday. Blackout dates for rentals include: First Thursday evening programs from 5:00 to 9:00 PM (February through November) and First Friday of each month from 5:00 PM to 9:00 PM for VDA's First Friday Downtown (February through November). If your event is outside regular museum hours (11am to 4pm), a Staffing Fee will be required. If your event request date falls on a Sunday or Monday, an additional Sun/Mon Staffing Fee will be required. Preferred hours for events are post-close 5:00 to 9:00 PM.

Exhibits

The exhibits within the museum are preplanned and designed to meet the Museum mission and goals. Interpretive panels, paintings, artwork, artifacts or other media may be present in the space being rented. The content of these exhibits is predetermined. We ask those interested in renting the Community Room to investigate our current exhibit offering to ensure that the content does not conflict with the event. Additionally, no exhibit cases, art works, or artifacts may be moved or handled by the Host or guests. A member of staff will accommodate these needs prior to the rental start time.

Heating and Cooling

This 1909 Carnegie Library building does not have A/C. The building is air cooled by fans and a small air conditioning unit mounted in the Brick Room. Heat is provided by a steam driven radiator heat system.

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 used by the Host party will be added to the bill using the additional hour price section in the Rental Rates menu of this agreement. The final payments for rentals shall be paid at the conclusion of the event, once the event 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 ten days of the rental event.



Seated Dining

Rules and Regulations

- All foods, beverages, service items, service staff, child care and other accoutrements are the responsibility of the renter.
- 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.
- No cut flowers, except from a florist, may be brought into the building.
- No open flames are allowed inside the building. Only battery operated candles are permitted.
- Smoking and vaping are prohibited in the building and within 25 feet from entrances and windows.
- Supervised children are welcome at any event. However, we do not provide child care. We require children to be supervised at all times.

Parking

There is on-street metered parking including handicapped spaces 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 agreement. Bands and music must not be vulgar or otherwise inappropriate and must remain at a reasonable volume for the space. Any violation of this section of the Rental Agreement may result in immediate termination of the contract at the discretion of CCHM staff.

Decorations

CCHM allows the Host to decorate the rental space with table clothes, table toppers/centerpieces, flowers, dining accoutrement, 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. All decorations are supplied by the Host and must be removed by said Host at the conclusion of the event.

Alcohol

CCHM allows the serving of alcoholic beverages to guests at events providing the Host has obtained the correct banquet permit from Washington State. It is the Host's responsibility to obtain this permit and 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>

- **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

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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

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.

Host: _____ Date: _____