



Payment

- A non-refundable deposit of 25% of the rental fee is due when booking (retainer). The remaining balance and damage deposit is due on the first day of the month prior to the month in which the event occurs.
- Rental bookings are not confirmed until you have either paid your non-refundable 25% deposit (retainer), or have paid for your rental in full.
- To obtain a nonprofit discount the event must be paid for by the nonprofit entity listed on the 990 Tax Form or Unified Business Identifier (UBI) provided on the reservation. Proof of tax exempt status must be supplied at the time of booking.
- Refunds for deposits paid by credit card take 3 to 5 business days to process when being refunded to the same credit card the deposit was paid with.
- Refunds for deposits paid by cash, check, multiple payment types and/or instances where the credit card used to pay deposit is no longer valid at the time of the refund, will take 3 to 4 weeks to be processed and can only be refunded in check form regardless of form of initial deposit payment. Checks will be made payable to the permit holder or organization and will be sent to the address on record at the time of the refund.

Cancellations and General Use

- No refunds will be issued for cancellations within 30 days of scheduled event.
- The City of Vancouver reserves the right to cancel an event due to emergencies or other extenuating circumstances. Full refunds or other accommodations may be made in such circumstances.
- Reservations can be booked up to December 31 of the following calendar year.
- Rental Rates will reflect the rate the year event is held and not the year event is booked (if different).
- You agree to reimburse the City of Vancouver for any damages to City property or costs incurred as the result of your actions.
- Users are responsible for securing their own personal belongings and possessions.
- Damage deposits are not factored in as part of the rental fee as they are refundable.
- If continued occupancy causes disruption to another renters' contracted times or facility programming, an additional fee may be assessed.



Rental Times

- Minimum three hour rental for Oak and Elm rooms. Individually. The combined Oak and Elm rooms have a minimum 3-hour rental time during open center hours and 5-hour minimum if the rental goes past standard business hours.
- The party room requires a minimum 2-hour rental time.
- Luepke Center Community Room requires a minimum 4-hour rental time Monday-Friday and a minimum 5-hour rental time on Sundays.
- All decorating and clean up is to take place within the contracted rental times. This includes dropping off and picking up supplies.
- Occupation of the rented area exceeding the contracted rental time period will incur a charge of a fee equal to or more than 1-hour at the hourly rate. Extra time will not be prorated.
- If continued occupation causes disruption to another renters' contracted times or facility programming, an additional fee may be assessed.

Decorations

Decorator's information must be provided to rentals staff at least one week prior to the event. Please advise us of any decorations you plan to use, including any special accommodations that are not listed below.

Allowed: 3M non-marring removable hooks, painters tape, ribbon, string, and helium balloons with retrieving tethers. Stages and other equipment must be on carpet or non-marring mats. Use of candles or incense requires approval prior to use. Bird seed and bubbles are only allowed outside.

Not allowed: Nails, staples, tape; including but not limited to duct, masking, packing, scotch or any tape except painters tape. Confetti, confetti poppers, piñatas, or hay. Animals of any kind are not allowed (exception made for service animals.) No fog machines. No fireworks including sparklers.

Policy infractions or decorations left after event requiring disposal by staff will incur a charge against the damage/cleaning deposit.

All equipment necessary for and used in decorating and room set-up purposes including ladders, step-ladders, small tools and fastening devices are to be supplied by the permit holder and/or permit holder's approved decorator. City of Vancouver provided equipment such as chairs, tables, carts and dollies are not used for decorating purposes.



Cleaning

Please leave all rooms in the condition you received them (see Rental Cleaning Checklist on page 5.)

- Cleaning supplies and extra garbage can liners are supplied by the facility.
- In the kitchen: countertops and sinks should be wiped clean.
- All tables and chairs must be wiped clean from smears, particulates and spills.
- Floors must be swept and mopped as needed.
- All decorations including balloons and adhesives must be removed.
- Any trash in front of the entrances, in the hallway, breezeway, outdoor patios, or restrooms must be cleaned up and thrown into the dumpster and the trash receptacles are to be relined.
- Any tobacco use must be done at least 25 ft. from the building. Cigarette butts must be picked up and thrown away in proper containers. Failure to do so may result in forfeiture of your refundable deposit.

Estimated Cleaning Time

- Community Room: 1 hour
- Oak and Elm Rooms Combined: 45 minutes
- Oak or Elm Rooms Individually: 20 minutes
- Party Room or Conference Room: 10 minutes

Catering

- You may bring your own food or have it professionally catered. This facility does not provide any type of cooking, eating or serving dishes/utensils.
- The Permit Holder is ultimately responsible for all areas being left clean.
- Limited service of alcohol is allowed in the Luepke Community Room and in the Oak and Elm Rooms, with certain restrictions (see Alcohol Policy on page 4.)
- Marshall/Luepke Community Center DOES NOT provide utensils, pot/pans, dinnerware, glasses or table linens.



Alcohol Fees

Proper licenses and permits are required to serve alcohol on public grounds. A non-refundable fee, payable to the City of Vancouver, is required to serve alcohol at your event. Alcoholic beverages are strictly prohibited if fees and permits are not paid for and obtained. Violation of "No-Alcohol" policy may warrant immediate termination of the event without a refund.

Rules

1. Alcohol may ONLY be served by a licensed bartender, with a state-issued service permit. A copy of the bartender's license is required at the time of final payment. The bartender is responsible to ensure that no person is underage or over-served and that all alcoholic beverages are removed from the premises.
2. A State Issued Banquet Permit or Special Occasion License is required to have alcohol on the premises. These can be obtained at the WA State Liquor Licensing website: www.lcb.wa.gov/licensing/banquet-permits.
3. Beer, wine and champagne are the only types of alcohol allowed at Marshall/Luepke Community Center. Hard liquor/ distilled spirits are NOT allowed (NO rum, tequila, vodka, whiskey, etc.)
4. Alcoholic beverages may be served in plastic or metal cups. Bottles are not allowed.
5. Alcohol is ONLY allowed inside the Luepke Community Room. It is also permitted in the Oak and Elm rooms outside of the standard Marshall Community Center hours of operation.
6. Alcohol cannot be sold on the premises (NO cash bar). No charges, fees or donations allowed with the exception of a Special Occasion License. www.lcb.wa.gov/licensing/special-occasion-licenses.
7. Guests must remain inside the reserved event area when alcohol is served.
8. Alcohol service ends at 11 p.m. or one hour before the end of the event, whichever is earlier.
9. Absolutely NO underage drinking.
10. Violation of any of the above rules may warrant immediate termination of the event without a refund.

Requirements

Marshall/Luepke Community Center requires these documents for all events serving alcohol. All copies must be provided at least one month prior to the event.

1. Copy of the bartender's license who is serving alcohol for your event.
2. Washington State Issued Banquet Permit or Special Occasion License.

What is a Banquet Permit?

A Banquet Permit is for a private, by-invitation only event such as a wedding, retirement party or company event. Liquor must be provided free of charge. A Banquet Permit is \$10 per day and may be purchased from the Washington State Liquor and Cannabis Board.

What is a Special Occasion License?

A special occasion license allows a non-profit organization to sell liquor at a specified date and place for a private or public event. All proceeds from the sale of liquor must go directly back to the nonprofit. "Selling" includes soliciting donations and circumstances where a drink is included with the purchase of a meal.

The fee for a special occasion license is \$60 per day, per location and allows sales of beer and wine for on-premise consumption. Special occasion licenses are limited to 12 single-day events per calendar year. The organization should apply 45 days before an event. Purchase a special occasion license at any WA State liquor store, or call 360-664-1600.



Rental Cleaning Checklist

User/Event: _____ **Date:** _____

The following items must be checked off by event staff following your rental. Your damage/cleaning deposit will not be returned without completion of this form and manager's approval.

All Set up and Clean up is to be done within allotted party time.

Room, Hallway, Restrooms and Patio

- Tables wiped clean with spray cleaner and rags
- Chairs wiped clean with spray cleaner and rags
- All garbage bags & recycling must be bagged and placed in central location or kitchen (if applicable) for staff removal
- All decorations must be removed, including tape, command strip, etc.
- Floors swept and spills mopped up (No sticky spots or stains on the floor)
- No balloons in rafters
- Restrooms picked up of all paper and debris
- Patio picked up of all trash
- No evidence of damage
- Remember to take all your Audio/Visual media

Kitchen

- Refrigerator & freezer cleaned and items removed
- Coffee pots cleaned (if applicable)
- All garbage bags & recycling must be bagged and placed in central location or kitchen (if applicable) for staff removal
- All counter tops wiped cleaned with disinfectant
- Sinks and drains cleaned (no food or debris left in sinks)
- Ovens, grill and burners cleaned
- Floor swept and mopped

Return Full Deposit: **YES** **NO**

Comments: _____

Facility Rental Staff Signature: _____