

2025 Esther Short Park Rentals Rates and Regulations

All park rentals are subject to the approval of City of Vancouver Event Review Team. Event organizers are advised not to announce, advertise or promote this event until it has been pre-approved by Special Events Staff. Use of the City of Vancouver logo is strictly prohibited unless written permission is obtained.

Rate 1	Rate 2	Rate 3	Rate 4
Free Public Events	Public Events Generating Sales/Donations	Open to Public with Gated Entry	Exclusive/Private Events
<ul style="list-style-type: none"> • Amplified Sound • Access to park utilities • Additional Event Infrastructure • No Registration/Entry fees • No Donations • No Vendors (retail, commercial) • No Food Vendors/Food Trucks • No Fence • No Alcohol 	<ul style="list-style-type: none"> • Amplified Sound • Access to park utilities • Additional Event Infrastructure • Registration/Entry fees • Donations • Vendors (retail, commercial, promotional) • Food Vendors/Food Trucks • Alcohol allowed with fencing 	<ul style="list-style-type: none"> • Amplified Sound • Access to park utilities • Significant Event Infrastructure • Sales • Ticketed Admission Fees • Registration/Entry fees • Alcohol allowed with fencing 	<ul style="list-style-type: none"> • Amplified Sound • Access to park utilities • With or without fence • Alcohol allowed with fencing • Ticketed Admission Fees

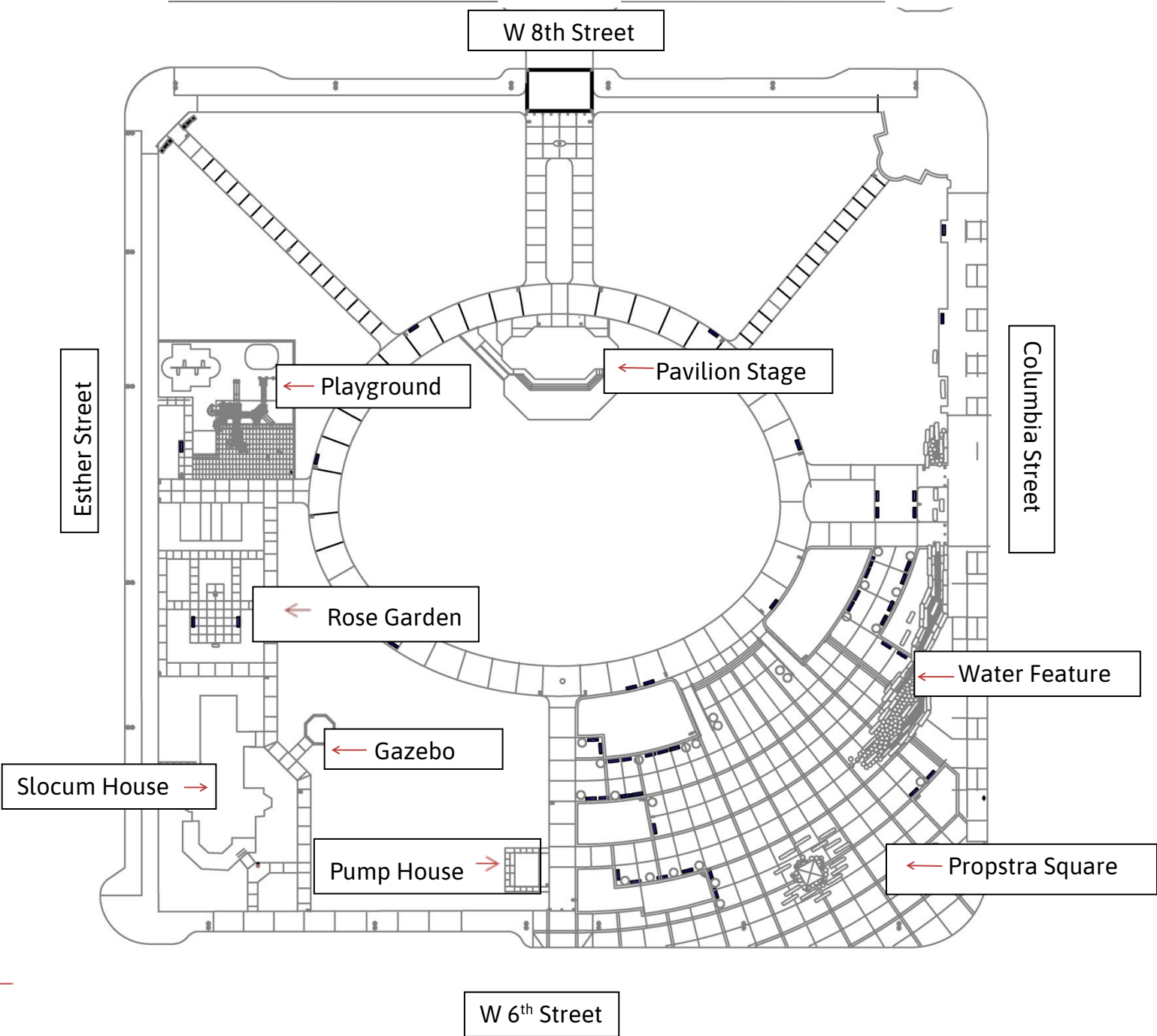
Rates:

Rental Area	Rate 1	Rate 2	Rate 3	Rate 4
Entire Park/Pavilion Stage Capacity 6,500	\$375/Half Day \$750/Full Day \$650 Deposit	\$2,000/Full Day \$1,300 Deposit	\$3,500/Full Day \$2,800 Deposit	N/A
Propstra Square Only Capacity 2,000	\$160/Half Day \$320/Full Day \$650 Deposit	\$1,000/Full Day \$1,300 Deposit	\$1,500/Full Day \$1,300 Deposit	\$2,000/Full Day \$1,300 Deposit

Additional Fees:

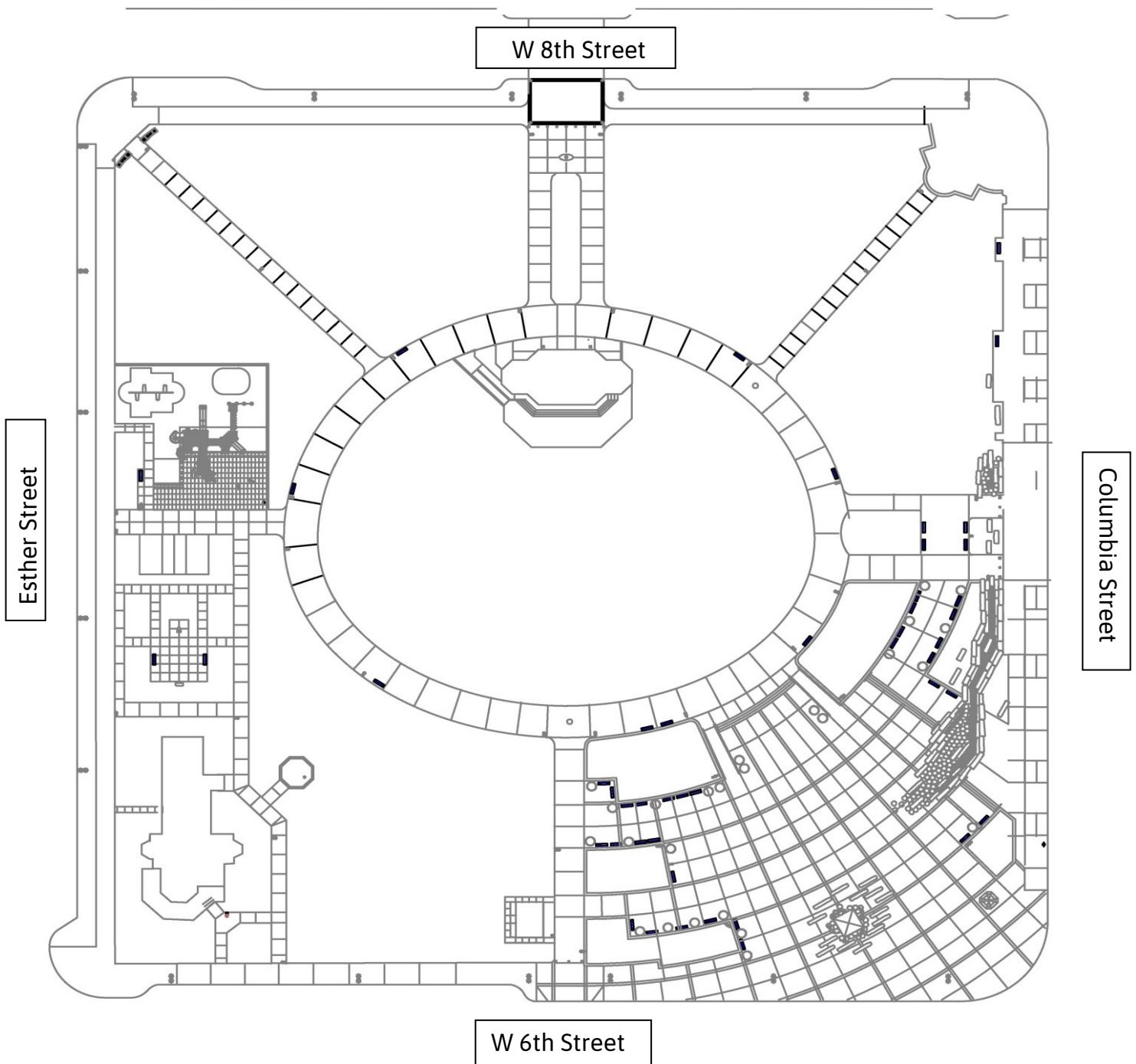
Application / Permit Fee	\$200
Park Attendant	\$25/hour; 3 hour minimum (City's Event Manager determines the number of attendants needed)
Pre & Post-Event Prep Fees	Hourly labor rates
Noise Fee	\$250 fine if permittee/their sub-contractors are non-responsive to direction from park staff/security to modify amplified sound and/or fail to reduce sound produced during load-in and load-out, fee charged against deposit.
Unauthorized Vehicles on Grass	\$250 fine per vehicle/per day
Spider Box Rental	\$25 each per day
Garbage/Recycle Dumpsters	\$150 enclosure usage fee

ESTHER SHORT PARK



The Playground, Rose Garden, Pump House and Water Feature cannot be reserved and will remain open to the public and City Staff during your event.

ESTHER SHORT PARK



A detailed site map is required for the overall event layout as well as any separately fenced areas (beer/wine gardens. Site map must include: booths, canopies/tents, cooking areas, fencing areas, number and dimension of entrances/exits, toilets, etc.) Please be sure to include this map with your submission.

Park Rental Regulations

- Event users will be billed for City services that are performed to support the event, including extra police patrols, fire and EMT personnel required; extra grounds and maintenance work; a parks staff person on site; electricity usage; garbage pick-up; traffic coordination; etc.
- The water feature, playground, rose garden, restrooms, pumphouse and garbage enclosure are excluded from the rental.
- Non-profit organizations pay the same rates as for-profit organizations.
- No vehicles, fires, charcoal burners are allowed in the park, unless otherwise permitted in the rental agreement.
- If a banner needs to be hung for an event, the park user must use the banner hanging system installed on the Pavilion Stage. If user needs to use a City ladder, an additional hold harmless agreement must be signed, available from the onsite Park Attendant. NO nails or staples are permitted to install banners.

Event Facility Rentals

- Facilities must be reserved at least 60 days in advance, 90 days in advance for events with street closures or use of public rights-of-way.
- A non-refundable deposit of 25% of the rental fee is required to hold any date. The date is available for other rentals until the deposit is paid.
- The balance of the rental and the damage deposit are due 30 days before the event.
- All rental fees will be forfeited if canceled with less than 14 days before event.
- Accepted payment forms are cash, check, Visa or MasterCard only. Cash transactions must be made at Firstenburg or Marshall community centers.
- The City does not hold any checks used to cover the damage deposit, but we will issue you a refund check within 30 days of the last day of your event, less any damage charges the event incurs or park attendant fees.
- Each rental agreement requires a signature accepting the terms of the rental.
- The City of Vancouver reserves the right to determine the rental rate of any event.
- The City of Vancouver reserves the right to refuse use of any facilities if special event criteria are not met.
- Payments received after the contracted deadline will be subject to late fees.

Facility Rental Late Fees

- If payment is made after the contracted deadline (30 days before the first day of your event), a late fee of 10% of the total rental fee may be applied.
- If payment is made within two weeks of the event start date, a late fee of 25% of the total rental fee may be applied.
- If payment is made within 48 hours of the event start date, a late fee of 50% of the total rental fee may be applied.
- If payment is not received by the event start date, the event is subject to cancellation.
- Late payments will affect the approval consideration for future events produced by the same organization/individual.
- Rental Reservation Applications received within 30 days of the event start date require payment in full immediately.
- For events requiring a Special Event Permit, you must first acquire an approved permit before making payment. These reservations are subject to the same late fee structure as outlined above.

Damage Deposit: A damage deposit is required and must be paid with the rental balance on the first day of the month preceding the event. The deposit is refundable within 30 days of the end of the event, less any repair costs incurred by damage done during the event.

Special Event Permit: If the event draws 100 or more people, and/or requires City services, and/or will serve alcohol, a Special Event Permit is required. To obtain a permit application, please contact the City of Vancouver Special Events at 360-487-8303.