



Payment

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deposits paid by cash, check, multiple payment types and/or instances where the credit card used to pay the deposit is no longer valid at the time of refund, will take 3-4 weeks to be processed and can only be refunded in check form, regardless of initial deposit payment.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

General Policies

- Room rentals must be requested at least 7 business days prior to the event date.
- Rentals are granted on a first-come, first-served basis.
- Reservations can be booked up to Dec. 31 of the following calendar year.
- Rental rates will reflect the rate the year the event is held, not the year the event is booked (if different).
- Renters are responsible for securing their own personal belongings and possessions.
- Renters are responsible for their group and/or party's actions and conduct during the reservation.
- Renters must assume responsibility for providing adequate supervision, facility cleanliness and general order while using the facility.
- Tobacco use must be used at least 25ft from the building, in a designated area. Cigarette butts must be disposed of in proper containers. Failure to do so may result in forfeiture of your refundable deposit.
- Renters agree to reimburse the City of Vancouver for any damages to City property or costs incurred as a result of your rental group's actions.
- Damage deposits are not factored in as part of the rental fee because they are refundable.
- If continued occupation causes disruption to another renter's contracted times or facility programming, an additional fee will be assessed.



Rental Times

- Individual rental of the Oak and Elm rooms has a three-hour minimum. The minimum for the Oak and Elm rooms combined is three hours during normal operating hours, and five hours if the rental goes past normal business hours. The party room requires a minimum two-hour rental.
- Luepke Center Community Room requires a four-hour minimum rental Monday-Friday and five hours on Saturdays.
- All decorating and clean-up is to take place within the contracted rental times; including supply drop-off/pick-up.
- Occupation of the rented area exceeding the contracted rental time period will incur a fee of equal to or more than 1 hour at the hourly rate. Extra time will not be pro-rated.
- If continued occupation causes disruption to another renters' contracted times or facility programming, an additional fee may be assessed.

Cancellations

- No refunds will be issued for cancellations within 30 days of the 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.

Inclement Weather Rental Policy

- Event cancellations due to building closures may be refunded or rescheduled, based on availability.
- Voluntary cancellations may move to a different date at no cost, based on availability, or will be subject to the standard cancellation policy.

Decorations

The renter should advise the City of Vancouver of any decorations planned, including any special accommodations not listed below. Decorations left behind may incur a charge against the damage/cleaning deposit. Policy infractions or decorations left after the event that require disposal by staff will incur a charge against the damage/cleaning deposit.

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 allowed outside.

Not allowed: Adhesive table skirts, confetti, fog machines, piñatas, haybales, staples, glitter and nails. Tape including but not limited to duct, masking, packing, scotch or any tape with the exception of painters tape. Nothing may be attached to the ceiling. Animals are not allowed (except service animals). No fireworks, including sparklers.

All equipment necessary for and used in decorating and room set-up are to be supplied by the permit holder and/or the permit holder's approved decorator, including: ladders step-ladders, small tools and fastening devices.



Audio/Visual Tests & Room Layout

Audio/visual checks and a seating layout must be scheduled with facility staff and performed no less than two weeks prior to the event.

Music

- DJs information must be provide to rental staff one month prior to event.
- DJs and music operators must provide their own equipment and sound system.
 - Confetti and fog machines are not allowed.
- Music operators agree not to yell into the microphone and must sign a music agreement.
- Event sound limits in the Community Room are: **90db w/ peaks of 100db**, measured in the C scale.
 - Decibel reader may be checked by staff and the level confirmed with music operators.
- **All music must end by 12 a.m. Last call for song request 11:45 p.m.**
- Bass must set at a level that does not cause excessive vibration. If asked by a staff member to reduce bass levels, music operators must comply.

Catering

You may choose to bring your own food or have your event professionally catered. The permit holder is responsible for all food preparation and service areas being cleaned. Please be aware that the facility does not provide any type of cooking, eating or serving dishes or utensils. Limited alcohol service is allowed in the Luepke Community Room and combined Oak and Elm rooms, see the alcohol policies for full details.

Cleaning

- Return all rooms to their original condition, following the checklist provided
- Cleaning supplies and extra trash can liners are supplied by the facility.
- 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.
- Kitchen countertops and sinks should be wiped clean.
- **Estimated cleaning times**
 - **Community Room: 1-hour**
 - **Oak or Elm Rooms (individual): 20 minutes** **Oak and Elm Rooms (combined): 45 minutes**
 - **Party Room or Conference Room: 10 minutes**



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; \$100 for the Oak and Elm Rooms or \$300 for the Luepke Community Room. Maximum alcohol serving time is six hours. Alcoholic beverages are strictly prohibited if fees and permits are not paid for and obtained. Violation of alcohol policies 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 in the Community Room; it is also permitted in the combined Oak and Elm rooms, outside of the facility's standard 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.
7. Guest must remain inside the reserved event area when alcohol is served.
8. Alcohol service must end one hour prior to the end of the rental and no later than 11 p.m., 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

Banquet Permit

Your permit is for a private, by-invitation only event. Liquor must be provided free of charge.

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. You can pick up a special occasion license at any WA State liquor store, or call 360-664-1600.



Rental Cleaning Checklist

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

Permit #: _____ **Rental Time:** _____

The following items must be checked off by a facility 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, Patio, Hallway and Restrooms

- Table tops wiped clean with spray cleaner and rags
- Seats and chair-backs wiped clean with spray cleaner and rags
- Garbage/trash/recycling must be bagged and placed in a central location or kitchen (if applicable) for staff removal
- All decorations must be removed, including tape, command strips, etc.
- Floors swept and spills mopped up (no sticky spots or stains on the floor)
- No balloons in rafters
- Paper and debris picked up in the restrooms
- All trash picked up from the patio (if applicable)
- No evidence of damage
- Remember to take all your Audio/Visual media

Kitchen

- Refrigerator & freezer cleaned and items removed
- Garbage/trash/recycling must be bagged and placed in a central location or kitchen (if applicable) for staff removal
- All counter tops wiped and cleaned
- Sinks and drains cleaned (no food or debris left in sinks)
- Ovens, grill and burners cleaned
- Coffee pots cleaned, dried and reassembled for next guest
- Floors swept and mopped

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

Comments: _____

Facility Rental Staff Signature: _____