



## 2025 Special Event Rentals Price Sheet and FAQ for Large Events

Pricing for events held June-August

The Community Room at Marshall/Luepke Community Center fits up to 270 people. This space is great for events such as weddings, holiday parties and quinceañeras.

- Rental space includes Community Room, commercial kitchen, outdoor courtyard, south area of the park and hallway.
- Optional dressing rooms or lounge area are available with \$40 fee per room.
  - See time restrictions for each day below.
- The facility will set up and take down tables (5' rounds, 2'x5' rectangular tables and 6'x2.5' rectangular tables) and chairs; provide audio visual equipment (bring your own laptop or music player); wireless microphone; podium; and kitchen appliances.
- The facility does not provide utensils, pots, pans, dinnerware, glasses or linens.
- Rental period must include any time needed to decorate and clean up.

### Monday-Friday (4 hour minimum)

- \$218/\$272 per hour (city resident and non-profit/non-resident)
- Available from 4 to 11 p.m.
- Subject to availability and staffing

### Saturdays (5 hour minimum)

- \$218/\$272 per hour (city resident and non-profit/non-resident)
- \$2,616/\$2,966 full day from 8 a.m. to 1 a.m. (city resident and non-profit/non-resident)
- Optional dressing rooms and/or lounge are available from 8 a.m. to 1 a.m.

### Damage Deposit

An \$700 refundable damage deposit is required.

### Alcohol Fee

There is a \$300 fee to bring alcohol on campus. Beer, wine and champagne only. Alcohol must be served by a licensed bartender. A state-issued banquet permit is required.



## **Marshall/Luepke Inclement Weather 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 additional cost, based on availability, or will be subject to our standard cancellation policy.

## **Vancouver Residency Verification**

- All community center transactions, including event and facility rentals, are subject to resident and non-resident pricing.
- Starting Jan. 1, 2025, everyone using the community centers will need a free ActiveNet account that includes a home address and required documentation.
- Your account must have an address verified within Vancouver city limits to receive resident pricing. If your residency has not been verified, you will be charged the higher non-resident rate.
- You can set up your ActiveNet account and/or verify your address in-person or online:
  - In-person: Visit the Marshall Community Center front desk with a state issued ID with GIS verification (name on the ID must match name in GIS), OR a state issued ID and a utility bill (electric, gas, water, sewer or garbage bill must include service address; name on the ID must match the name listed on the utility bill.)
  - Online: Complete the verification form at [cityofvancouver.us/recreation-fees](https://cityofvancouver.us/recreation-fees).

## **General Use**

- All rentals have a 2 or 3-hour minimum (see below).
- Rental bookings are not confirmed until you have either paid your non-refundable 25% deposit (retainer), or have paid for your rental in full.
- Room rentals must be requested at least seven business days prior to the event date.
- Rentals are granted on a first-come, first-served basis.
- Cancellations must be made 10 business days (Monday-Friday) in advance with a 25% cancellation fee withheld.