



WATER RESOURCES EDUCATION CENTER

Bruce E Hagensen Community Room Event Rental Rates

Event Rental Rates

Updated 11/05/21

**Community room is available to rent Monday through Friday, 8:30 a.m. to 5 p.m.
Until further notice, no evening or weekend rentals accepted.**

Standard Rates

0 – 4 hours	\$100/hour
5 – 7 hours	\$80/hour
8+ hours	\$75/hour

Special Rates (Non-profit, Government, School)

0 – 4 hours	\$40/hour
5 – 7 hours	\$35/hour
8+ hours	\$30/hour

Multi-day (3 days or more)

20 hour minimum \$25/hr



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Bruce E Hagensen Community Room Event Rental Agreement Form & Policy

Event Rental Agreement Form

Updated November 2021

Groups do not have access to the building prior to 8:30 a.m.

Event Title _____

Rental Date(s) _____ Number of guests _____

(Maximum 150 w/tables & chairs – 180 theatre style)

Arrival Time _____ Event Start Time _____ Event End Time _____ Departure Time _____

Group / Company Name _____

Non-profit Tax ID Number (must provide to get the Special Rate) _____

Address _____ City _____ State _____ Zip _____

Person Completing Agreement _____

Day Phone _____ Cell Phone _____ Email _____

Contact Person Attending Event _____ Phone Number _____

Available for Use: Wireless Mics (lapel & handheld), 3 Easels/Whiteboards, 180 chairs, 30 – 3’x6’ tables, 10 - 5’ round tables, 10 – 18”x6’ tables, lectern with attached mic and HDMI or VGA connection to an LCD projector - You need to bring your own laptop and any adaptors needed to connect to our system.

I, the undersigned, _____, acknowledge that I have read the Water Resources Education Center Community [Event Rental Policy](#) and received a copy of the Event Rental Agreement and agree to the terms and conditions contained therein, and will assure that all those attending abide by the user rules. User agrees to indemnify, defend, and hold harmless the City of Vancouver, its officials, employees, and agents from any and all liability, claims, suits or judgments, including attorney fees, arising out of the use of the Water Resources Education Center.

Signature: _____ **Date:** _____

Email or fax Rental Agreement to vanwrec@cityofvancouver.us | Fax 360-693-8878

PLEASE READ ROOM RENTAL POLICY BEFORE SUBMITTING YOUR RENTAL AGREEMENT FORM.

Event Rental Policy

Payment & Cancellations

- A non-refundable security deposit of 25% of the total rental fee is due at time of booking. The remaining balance is due the first day of the month prior to the month in which your event occurs.
- To receive the *Special Rate*, you must be a non-profit, government agency or school. Payment must be received by check or credit card in the name of the rental group. Checks from individuals will not be accepted.
- The 25% security deposit is due at the time of booking and is non-refundable if event is cancelled. Any remaining balance will be refunded if cancelled no less than 2 weeks prior to the event.
- No refunds will be given for unused rental time.

General Use / Decorating

- Group must leave facility by the time stated in rental agreement or incur additional fees.
- No tables or chairs may be set up outside of the community room.
- No cell phone use or gathering is allowed outside the community room on the second floor. Please be considerate of staff occupying nearby offices.
- Sound levels are to be controlled so as not to interfere with other activities at the Water Center. Amplified music cannot be played during normal business hours.
- All decorating, set up and cleanup is to take place during the contracted rental times. This includes dropping off and picking up of supplies and goods. Staff needs to be notified in advance of any scheduled deliveries.
- **NO BALLOONS, CONFETTI OR GLITTER** allowed in the building or surrounding grounds.
- No tacks, pins, nails, staples, wire or putty may be used. Only ribbon, painter's tape or string is allowed.
- Use of candles requires approval prior to event.

Set Up Clean Up

- Group is responsible for their own setup, take down and cleanup. This is included in your rental time. You must return the room to its original setup.
- All tables and chairs need to be wiped clean, vacuum carpet and sweep kitchen floor as needed, wipe all surfaces in kitchen with cleaning supplies provided and remove all trash bags. Do not leave behind any unused supplies or food. The dumpster is in the brick enclosure in the parking lot.
- Group will be charged \$25 per carpet square for any stains that cannot be removed before you leave.

Leave the room in the condition you found it and if your group brought it in, you must take it out!

Food

- You can bring your own food or have it catered.
- No alcohol allowed.