

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 nonprofit discount, the event must be paid by and for the nonprofit 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.

Cancellations

- If you choose to cancel, there is a 25% non-refundable cancellation fee. No refunds will be issued for cancellation after the first day of the month prior to the month in which the event occurs.
- 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.

Rental Times

- All decorating and clean up is to take place within the contracted rental times; including supply drop-off/pick-up.
- Events booked until 11 p.m. **must end at 10p.m.**, with **clean-up completed by 11p.m.**
- Occupation of the rented area exceeding the contracted rental time period will incur a charge of \$200 per hour. 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.

General Policies

- By 10 p.m. outdoor access to the patio will be closed.
- 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.
- Any tobacco use must be done 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.
- Library grounds are off limits after building hours.
- 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.

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.

Catering

You may choose to bring your own food or have your event professionally catered. Whoever is on the contract is ultimately 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.

Outdoor Patio

The west bank of sliding doors are to remain closed; they are not for through traffic. City of Vancouver will provide up to 100 chairs for weddings on the patio. The renter is responsible for obtaining additional seating if it is required. A reset fee of \$50 will be charged if the renter requests that the patio be reset with patio tables and chairs after the ceremony.

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.

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 (exception made for service animals). No fireworks, including sparklers.

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.
 - ◊ Not Allowed: confetti and fog machine
- Music operators agree not to yell into the microphone and must sign a music agreement.
- Outside doors from the Community Room to patio must be closed while music is playing. Speakers must face the hallway and not windows.
- Event sound limits in the Community Room are: **90db w/ peaks of 100db**. All decibels will be measured in the C scale.
 - ◊ Decibel reader will be checked by staff and the level confirmed with music operators. This will happen every 15 minutes until the event ends.
- **By 10 p.m. all music must end. Last call for song request 9:45p.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.

Cleaning

- Return all rooms to their original condition.
- All tables and chairs must be wiped clean from smears, particulates and spills.
- Floors must be swept and mopped as needed.
- Any trash in front of the south entrance, in the hallway, lobby or outdoor patio must be cleaned up and thrown into the dumpster. Trash receptacles are to be relined (City of Vancouver will supply can liners).
- Kitchen: see Facility Room Check-off List the day of the event, or earlier upon request, for specifics.
- **Estimated cleaning time for Community Room, Kitchen and Outdoor Patio is 1.5 hours.**

Alcohol

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

- Bartender's contact information
- Copy of the bartender's license and photo I.D. of who is serving alcohol for your event
- Washington State Issued Banquet Permit or Special Occasion License

Alcohol service **must end 1.5 hours prior to the end of the rental and no later than 9:30p.m.**, whichever is earlier. **Last call for drinks will be made no later than 9:15p.m.**

Fees

Proper licenses and permits are required to serve alcohol on public grounds. A \$100 non-refundable fee payable to the City of Vancouver is required to have alcohol at your event. Maximum alcohol serving time is six hours.

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 before leaving.
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: <https://lcb.wa.gov/licensing/online-banquet-permit>
3. Beer, white wine and champagne are the only types of alcohol allowed at Firstenburg Community Center. Hard liquor/ distilled spirits are NOT allowed (NO rum, tequila, vodka, whiskey, etc.).
4. Alcohol is ONLY allowed in the Community Room, Outdoor Patio or adjacent hallway.
5. Alcohol cannot be sold on the premises (NO cash bar). No charges, fees or donations allowed with the exception of a Special Occasion License.
6. Alcohol service must end one and a half hours prior to the end of the rental and no later than 9:30p.m., whichever is earlier. Last call for drinks will be made no later than 9:15p.m.
7. Absolutely NO underage drinking.
8. Violation of any of the above rules may warrant immediate termination of the event without a refund.

Requirements

Firstenburg 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

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

Special Occasion License

Allows a nonprofit 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 contact customer service at 360-664-1600.

Community Room Cleaning Checklist

User/Event: _____

Date: _____

Permit #: _____ Rental Time: _____

Additional Rooms Using (circle all that apply): **Trapedero** **Resource Classroom** **Kid's Corner**

Note: *The following items must be checked off by a facility staff following your rental.*

Damage/Cleaning deposit will not be returned without completion of this form.

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

Community Room, Patio, Hallway & South Entrance

- Table tops wiped clean with all-purpose cleaner and rags
- Seats and chair-backs wiped clean with all-purpose cleaner and rags
- Garbage/trash taken out to blue dumpster behind kitchen and re-line trash cans
- All decorations must be removed, including tape, command strip, etc.
- Spills cleaned up (No sticky spots or stains on the floor)
- No evidence of damage
- Concrete/carpet cleaned - no debris left on ground
- Sweep or Vacuum floors
- Remember to take all your Audio/Visual media

Kitchen

- Refrigerator & freezer cleaned and items removed
- Garbage/Trash taken out to blue dumpster behind kitchen and re-line trash cans
- 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
- Swinging doors wiped down) no handprints)
- Concrete floor cleaned with no debris or sticky spots
- Sweep floor

Return Full Deposit: **Yes** **No**

Comments: _____

Facility Rentals Staff: _____