
CLARK COUNTY HISTORICAL MUSEUM

Presents

The Covington House

Event Rental Information Packet

A historic venue for your memorable occasions

covingtonhouse@cchmuseum.org
cchmuseum.org/covingtonrentals

Welcome to the Covington House

We are delighted that you are considering the Covington House for your upcoming event. As one of Clark County's most cherished historic landmarks, the Covington House offers an intimate and elegant setting that brings a distinctive sense of place to any gathering. Whether you are planning a private celebration, a professional meeting, a community event, or a special milestone, our team looks forward to helping you create an experience that honors both your vision and the history that lives within these walls.

This packet contains everything you need to know about renting the Covington House -- from venue details and rental rates to our policies and the steps for booking your date. Please read through it carefully, and don't hesitate to reach out with any questions.

Venue Overview

The Covington House is a beautifully preserved historic home managed by the Clark County Historical Museum (CCHM). Nestled in the heart of the Vancouver community, this venue provides a warm and distinctive backdrop for gatherings both large and small.

The Main Room

The heart of the Covington House is its spacious main room -- 31 feet wide by 30 feet deep -- featuring a stunning historic fireplace (57.5" wide × 31" tall) with a 130" mantle and a grand mirror above (6.5' × 4.5'). The room retains the warmth and character of a historic home, making it an exceptional setting for celebrations, gatherings, and meetings alike.

The Covington House also offers a welcoming front entry, a walkway that can be lined with shepherd hook lanterns for evening events, and grounds that reflect the character of this historic Clark County property.

Capacity

Maximum Capacity: 42 Guests

The Covington House accommodates up to 42 guests. Actual capacity may vary based on your chosen table arrangement and setup style. Our event hostess can help you plan the ideal layout for your event.

Main Room Dimensions: 31' × 30'

Included Amenities

Your rental of the Covington House includes access to the following furnishings and amenities:

- 8 round plastic tables (48" × 48")
- Folding chairs (sufficient for full capacity)

- Large wooden dining table (84" × 42") -- available upon request
- Round wooden accent table near the front door -- available upon request
- 8 shepherd hooks with battery-operated lantern tea lights -- perfect for lining the outdoor walkway for evening events
- Brooms, towels, and garbage bags provided on-site for cleanup

An event hostess will open and close the house and can be available throughout your rental to assist with questions and venue information if requested.

Parking

The Covington House has an on-site parking lot with approximately 15 diagonal spaces (including accessible parking spots), with additional street parking available nearby. The house is also conveniently served by C-Tran Route #71 on a regular basis, making it easily accessible for guests traveling by public transit.

Rental Rates & Fees

The Covington House is priced by time of day, reflecting our daytime and evening availability. All rentals include a two-hour minimum and a non-refundable cleaning fee of \$75.00.

Hourly Rental Rates

Rate Type	0 - 4 Hours	5 - 7 Hours	8+ Hours
Daily (9:00 AM -- 4:00 PM)			
Standard Rate	\$125 / hr	\$100 / hr	\$75 / hr
Non-Profit Rate	\$100 / hr	\$80 / hr	\$40 / hr
Members Rate *	\$80 / hr	\$40 / hr	\$20 / hr
Evening (4:00 PM -- 9:00 PM)			
Standard Rate	\$165 / hr	\$135 / hr	\$100 / hr
Non-Profit Rate	\$125 / hr	\$100 / hr	\$50 / hr
Members Rate *	\$90 / hr	\$45 / hr	\$25 / hr

Additional Fees

Additional Fee	Amount
Non-Refundable Cleaning Fee (included with every rental)	\$75.00
Deposit (non-refundable, equal to one hour at applicable rate -- applied to total)	1 hr rate

A non-refundable deposit equal to one hour of your applicable rental rate is required at the time of booking to secure your date. Any unpaid balance is due two weeks prior to your event.

Policies & Rules

By signing the Rental Agreement Form, you agree to the following policies and agree to ensure that all attendees abide by these rules throughout the event.

Scheduling

- CCHM members and museum-sponsored events are given priority in scheduling.
- Associate and Corporate members may rent the Covington House on behalf of another group, business, organization, or individual.
- All rental requests are subject to staff availability.
- Submission of the Rental Agreement Form does not guarantee the requested date. You will receive confirmation once your date is approved.

Payment & Cancellations

- A non-refundable deposit equal to one hour at your applicable rate is required to reserve your date. This deposit is applied toward your total balance.
- A non-refundable cleaning fee of \$75.00 is included with every rental and is due when the agreement is submitted.
- Any unpaid balance is due two weeks prior to your event date.
- Cancellations require a minimum of five (5) days' notice. Cancellations with fewer than five days' notice will be charged a fee equal to one hour of the rental rate.

Setup & Cleanup

Setup, take-down, and cleanup are all included within your contracted rental time. Please factor this into your reservation when determining your start and end times.

- You are responsible for returning the space to its original arrangement and cleanliness.
- All tables and chairs must be wiped down. Floors must be swept as needed.
- If a kitchen is used, it must be cleaned using supplies provided on-site.
- All trash must be removed and placed in the designated bins on the property. Do not leave behind unused supplies, decorations, or food.
- Any items your group brought in must be taken out. Failure to leave the space in its pre-event condition will result in a \$200 cleaning fee.
- Staff must be notified in advance of any scheduled deliveries. All drop-off and pickup of goods must occur within your rental window.

Decorating Guidelines

- All decorating must take place within your contracted rental period.

- NO balloons, confetti, or glitter are permitted inside the Covington House or on surrounding grounds.
- No tacks, pins, nails, staples, wire, or putty may be used on any walls or surfaces. Only ribbon, painter's tape, or string is permitted, and must be approved by museum staff in advance.
- Cut or live flowers and plants from a licensed florist are permitted with prior staff approval.
- Open flames of any kind are strictly prohibited, including "sterno" food warming candles.
- Smoking, vaping, and cannabis use are strictly prohibited on all CCHM property.

Food & Alcohol

- Food and non-alcoholic beverages are permitted throughout the Covington House.
- Full meals are welcome -- the main room accommodates seated dining and includes table space for buffet-style setups.
- If alcohol is to be served, your group must provide a copy of the appropriate Washington State liquor permit to CCHM staff at least seven (7) days prior to your event date.
- Failure to provide the required liquor permit will result in cancellation of your rental and forfeiture of your deposit.

How to obtain a Special Occasion Liquor Permit:

Visit the Washington State Liquor and Cannabis Board at: lcb.wa.gov/licensing/special-licenses-and-permits

Historical Items & Exhibits

The Covington House is a historic property and may contain interpretive panels, period furnishings, artwork, artifacts, or other items of historical significance.

- No historical items, artifacts, artwork, or furnishings may be removed, moved, or handled by guests or event hosts for any reason.
- Please treat all fixtures and historical elements with the utmost care and respect.
- Any damage to the property or its contents will be the financial responsibility of the renting party.

How to Book

We make the booking process as straightforward as possible. Here's how to get started:

1

Step 1 -- Check Availability:

To get started, complete our online interest form at cchmuseum.org/covingtonrentals. This lets us confirm availability for your preferred date and begin the booking process. Please note that dates are not guaranteed until a Rental Agreement has been approved and your deposit has been received.

2**Step 2 -- Submit Your Rental Agreement:**

Complete the Rental Agreement Form (included at the end of this packet) and email it to covingtonhouse@cchmuseum.org.

3**Step 3 -- Pay Your Deposit:**

A non-refundable deposit equal to one hour of your applicable rental rate secures your date.

4**Step 4 -- Obtain Any Required Permits:**

If you plan to serve alcohol, submit your Washington State Special Occasion Liquor Permit to CCHM at least 7 days before your event.

5**Step 5 -- Enjoy Your Event:**

Arrive within your rental window, set up, and enjoy the Covington House. Our staff will be available to assist with questions.

Contact Us

We'd love to hear from you. Reach out to our team with any questions, to check availability, or to begin the booking process.

Clark County Historical Museum

Covington House Rentals



Email: covingtonhouse@cchmuseum.org



Phone: (360) 993-5679



Contact: Bradley Richardson, Executive Director



Web: cchmuseum.org/covingtonrentals



Staff Hours: Tuesday--Saturday, 8:30 am -- 4:00 pm

 Phone: (360) 993-5679

Covington House

Rental Agreement Form

Clark County Historical Museum

Group / Organization Name

Tax ID Number (required for Non-Profit Rate)

Type of Event

Contact Name

Billing Address

City

State / Zip

Phone

Cell

Email Address

Date of Event

Start Time

Finish Time

Catered? ☐ Yes ☐ No

Alcohol Being Served? ☐ Yes ☐ No

Catering Company & Contact Information

Equipment Needed:

- | | | |
|--------------------------------------|---|--|
| ☐ Tables | ☐ Chairs | ☐ Podium |
| ☐ Meeting Owl | ☐ Projector & Screen | ☐ Audio Equipment |

I, _____, acknowledge that I have read the Covington House Event Rental Policy and received a copy of the Rental Agreement and agree to the terms and conditions contained therein. I will ensure that all attendees abide by these rules. The renter agrees to indemnify, defend, and hold harmless Clark County Historical Museum (CCHM), its officials, employees, and agents

from any and all liability, claims, suits, or judgments, including attorney fees, arising out of the use of the Covington House.

Signature

Date

Send completed form to: covingtonhouse@cchmuseum.org | (360) 993-5679

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