Event Rental policies

Scheduling Guidelines

• Museum sponsored events and CCHM members will be given priority in booking space.

• Associate and Corporate members may rent the facility on behalf of another group, business, organization, or individual.

Payment & Cancellations

• Each rental requires an advance deposit (non-refundable) equal to the first hour of your rental. The deposit will be applied to your total rental fees with the balance due at the conclusion of the event.

• Staff hours are Tuesday-Saturday from 8:30 am to 4:00 pm. The Museum is open to the public 11:00 am to 4:00 pm. Rentals outside business hours and private events which require the Museum to be closed during regular hours will incur additional fees.

• A non-profit tax ID number is required to receive the Non-Profit Rate. Member rates only apply if the member is current with their dues on the day of the event.

• Rental requests are based on staff availability.

• Submission of the Rental Agreement Form does not guarantee the requested date.

• Cancellations require a minimum five (5) day notice; a cancellation fee equal to one hour will be charged if proper notice is not given.

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 and cleanliness.

• All tables and chairs need to be wiped clean. Floors must be swept as needed. The kitchen and any dishes used must be cleaned with cleaning supplies provided.

• All trash must be removed. Trash bins are in the brick enclosure behind the building. Do not leave behind any unused supplies or food.

• Leave the room in the condition you found it and if your group brought it in, you must take it out! Failure to return the room to pre-event condition will result in a cleaning fee.
General Use / Decorating

- Rental is for use of the Museum’s public spaces and those items listed in the “Rental Rates & Fees” section.
- A pathway must remain open to the elevator and the front door at all times. The elevator must remain accessible to the public during open 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 and must be approved by museum staff.
- Cut or live flowers/plants are permitted from a florist only and must be approved prior to the event.
- No open flame, including “sterno” food warming candles.
- Smoking, vaping, and cannabis use is strictly prohibited on Museum property.
- Metered, on-street parking is available throughout downtown Vancouver. Meters are active 8:00 am to 6:00 pm Monday through Friday.

Food & Alcohol

- Drinks and light food (appetizers, etc) are permitted throughout the museum. Meals and potentially messy foods must remain in the Hidden Gallery or Lobby.
- If alcohol is to be served, the group must provide a copy of the appropriate liquor permit to CCHM a minimum of seven (7) days prior to the rental date. Failure to do so will result in cancellation of your rental and forfeiture of the deposit.


Exhibits

- Interpretive panels, paintings, artwork, artifacts, or other media may be present in the space being rented and cannot be removed for any reason.
- Exhibit cases, art works, or artifacts may not be moved or handled by the host or guests.
Rental Rates & Fees

Last updated May 2022

<table>
<thead>
<tr>
<th></th>
<th>Standard Rate</th>
<th>Non-Profit Rate</th>
<th>Members Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4 hours</td>
<td>$125/hour</td>
<td>$100/hour</td>
<td>$80/hour</td>
</tr>
<tr>
<td>5-7 hours</td>
<td>$100/hour</td>
<td>$80/hour</td>
<td>$40/hour</td>
</tr>
<tr>
<td>8+ hours</td>
<td>$75/hour</td>
<td>$40/hour</td>
<td>$20/hour</td>
</tr>
</tbody>
</table>

*Members rate is for Corporate members and Associate Level or higher household memberships only.

Additional Fees

- After Hours Staffing Fee: $45/hour
- Cleaning Fee: $200
- Private Event fee: $200

Meeting Room Specifications

<table>
<thead>
<tr>
<th>Maximum Number of Guests per set-up style</th>
<th>Buffet</th>
<th>Lecture</th>
<th>Classroom/Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hidden Brick Gallery</td>
<td>50</td>
<td>65</td>
<td>25</td>
</tr>
</tbody>
</table>

Included in Rental

- 8 - 6’x2’ rectangular tables
- 85 metal folding chairs
- Lectern with attached mic
- Projector & Screen*
- Meeting Owl

*You need to bring your own laptop and any adaptors needed to connect to our system.
Rental Agreement Form  

Group/Organization Name

Tax ID Number (required for Special Rate)

Type of Event

Contact Name

Billing Address

City ___________________________ State ____________ Zip ____________

Phone: ___________ Cell ___________ Email ______________________________

Date of Event ______________ Start Time __________ Finish Time ______________

Catered? ☐ Yes ☐ No  Alcohol being served? ☐ Yes ☐ No

Catering Company Contact information ________________________________

Equipment Needed
☐ Tables  ☐ Audio Equipment
☐ Chairs  ☐ Projector
☐ Podium  ☐ Screen
☐ Meeting Owl

I, __________________________________________, acknowledge that I have read Clark County Historical Museum's 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 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 Museum.

Signature: __________________________________________ Date: ________________

Send completed Rental Agreement and any questions to outreach@cchmuseum.org.