

## Payment

- A non-refundable 25% of the rental fee is due when booking (retainer). The remaining balance and damage deposit is due on the 1<sup>st</sup> day of the month prior to the month in which the event occurs.
- For the Conference Room, Resource Classroom and Special Events rooms, payment will be due in full to book/reserve a room.
- Rental bookings are not confirmed until you have either paid your non-refundable 25% deposit (retainer), or paid your rental in full.
- To obtain a nonprofit discount the event must be by and for, the nonprofit entity listed on the 990 Tax form or the Unified Business Identifier (UBI). Proof of tax exempt status must be supplied at time of booking.

## Rental Times

- All decorating and clean up is to take place within the contracted rental times. This includes dropping off and picking up of supplies and goods.
- Occupation of the rented areas of the facility beyond the contracted rental time period will be charged no less than 1 hour at the additional hourly rate.
- If continued occupation causes disruption to another renters' contracted times or facility programming, an additional fee may be assessed.

## Cancellations & General Use

- 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.
- You agree to reimburse the City of Vancouver for any damages to city property or costs incurred as the result of your actions.
- Any tobacco use must be done at least 25ft from the building in designated area. Dispose your cigarette butts in proper containers. Failure to do so may result in forfeiture of your refundable deposit.
- Library grounds are off limits after building hours.
- Users are responsible for securing their own personal belongings and possessions.

**\* Damage/cleaning deposits are not factored in as part of the rental fee since they are refunded if warranted**

## Audio/Visual, Tests & Room Layout

Audio/visual checks and a seating layout must be performed no less than 1 week prior to the event. Event sound limits in the Community Room are: **90db w/peaks of 100db before 10 p.m. & 85db w/peaks of 90db after 10 p.m.** All west facing doors and windows are to be closed. All decibels are measured in the C scale.

## Catering

You can bring your own food or have it professionally catered. Whoever is on the contract is ultimately responsible for all areas being cleaned.

### Contact US:

Mail to: FCC Facilities: PO Box 1995 | Vancouver, WA 98684  
(360) 487-7005 | [rentals@cityofvancouver.us](mailto:rentals@cityofvancouver.us)

## Outdoor Patio (Community Room Only)

The West bank of sliding doors are to remain closed and/or are not for through traffic.

Only 100 of our chairs may be set for weddings on the Patio. If more seating is required, you will be responsible for getting them. If after the ceremony you would like the Patio to be reset with patio tables and chairs, a reset fee of \$50 will be charged.

## Decorations

Please advise us of any decorations you plan to use including any special accommodations you may desire that are not listed below. Decorations left may incur a charge against the Damage and 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 and/or incense requires approval from the Facilities Department prior to use. (OUTDOORS ONLY: bird seed and bubbles)

**Not Allowed:** Adhesive table skirts, confetti, piñatas, glitter, staples, nails, tape; including but not limited to: duct, masking, packing, scotch or any other tape except painters. Nothing is to be attached to the ceiling. Animals of any kind are not allowed (EXCEPTION: service animals). NO fireworks.

## Cleaning

- Please leave all rooms in the condition you found them.
- All tables and chairs must be wiped clean from smears, particulates and spills.
- Floors must be swept and mopped as needed.
- Any trash (including cigarette butts) in front of south entrance, in the hallway, lobby, terrace or restrooms must be cleaned up and thrown into the dumpster and the trash receptacles are to be relined (we supply bags).

Kitchen: See Facility Room Check-off List given day of or earlier upon request for specifics.

**Below are the approximate cleaning times that should be planned on when scheduling your events:**

Community Room, Kitchen & Patio	(Estimated clean up time about 1.25 hours)
Resource Classroom	(Estimated clean up time about 15 minutes)
Public Conference Room	(Estimated clean up time about 15 minutes)
Wedding Lounge	(Estimated clean up time about 15 minutes)
Special Event Rooms	(Estimated clean up time about 15 minutes)

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.

## 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://liq.wa.gov/licensing/online-banquet-permit>
3. Beer, White Wine and Champagne are the only allowable types of alcohol at Firstenburg Community Center. In other words, no hard liquor/distilled spirits are 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 premises (NO cash bar). There cannot be any charge for drinks. No charges/fees/donations are allowed with the exception of a **Special Occasion License**.
6. Alcohol service must end 1 hour prior to end rental time and no later than 11 p.m., whichever is earliest.
7. Absolutely **NO** underage drinking.

\* **Violation of any of the above rules may warrant immediate termination of the event without refund**

## Requirements

Firstenburg Community Center requires these documents for all events serving alcohol. All copies must be provided to the Facilities Department at least 1 week prior to the event.

1. Copy of the Bartenders License 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 (not open or advertised to the public). Liquor must be provided free of charge.

## Special Occasion License

Allows a nonprofit organization (NPO) to **sell** liquor at a specified date and place for their private and public events.

All proceeds from the sale of liquor must go directly back into the non-profit organization. "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 by individual serving for on-premise consumption. Special occasion licenses are limited to 12 single-day events per calendar year. The organization should **apply 45 days before the fundraising events**. You can pick up a Special Occasion License application at any Washington State Liquor store, or contact the customer service desk at 360-664-1600.

The NPO must purchase the alcohol to be sold at the event directly from a distributor, grocery store, winery or brewery and have the approved catering company's bartender serve it. Essentially, the NPO becomes a licensed retailer of alcohol for the day of the event and is allowed to keep the proceeds from the alcohol sales. The NPO may **not** purchase alcohol from a restaurant to supply their event.

**All Rentals must be a minimum of 2 hours**

## Public Conference Room (up to 25 people)

This is a great room for meetings. Light refreshments only. No alcohol. No food.

**\$26 resident/non-profit or \$30 non-resident per hour with a \$50 refundable damage/cleaning deposit.**

NOTE: This room is carpeted and therefore exposes your deposit to more potential damage from drink spillage.

## Resource Classroom (up to 45 people)

This is a great room for parties and meetings. Food and beverages are allowed. No alcohol.

**\$40 resident/non-profit or \$46 non-resident per hour with a \$50 refundable damage/cleaning deposit.**

## Special Events Rooms A and B (up to 15 people)

These are great rooms for birthday parties. Food and beverages are allowed. No alcohol.

**\$24 resident/non-profit or \$27 non-resident per hour. There is no damage/cleaning deposit required.** Special Events Rooms are not available to rent on the weekends (Friday—Sunday) without a birthday party package.

## Birthday Party Packages

### Swim Party

**\$125 resident or \$145 non-resident.** Included is a special event room for 2.5 hours, a swim time of 1.5 hours, 10 swim bracelets for children and 2 swim bracelets for adults. Total swim party time with swimming and room is 2.5 hours. Additional bracelets can be purchased at \$4 for youth and \$7 for adults. Children age 6 and under must be accompanied by and within arm's length of an adult at all times while in the water. If you have more than 15 people and would like to upgrade to our Resource Classroom (holds 45 people) the total fee is **\$170 resident/non-profit or \$195 non-resident plus a \$50 refundable damage/cleaning deposit.**

\* **The entire balance is due at the time of booking and is non-refundable except for the deposit (if applicable)**

\* **Cancellations must be made 10 working days in advance and a 25% cancellation fee will be withheld**

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# Price Sheet and FAQ—Large Events

Updated December 2016

The **Community Room** at Firstenburg Community Center **fits up to 200 people** at 6ft round tables that seat up to 10 guests per table. This space is great for events such as weddings, holiday parties and quinceaneras.

- Rental space includes commercial kitchen, outdoor patio, south lobby area and hallway.
- Optional wedding lounge (with \$50 fee) and groom's room (with \$25 fee) available. Groom's room must be used in conjunction with wedding lounge. **\*See time restrictions for each day below**
- We will set up and take down tables (6' rounds and 2'x5' rectangular tables) and chairs, provide audio visual equipment (bring your own laptop or mp3 player) , wireless microphone, podium, patio chairs (we have 100) and kitchen appliances.
- We do not provide utensils, pots and pans, dinnerware, glasses or linens.
- Rental time must include any time needed to decorate and clean up

## Fridays (4 hour minimum)

\$90/\$110 per hour (City resident and nonprofit/non-resident)

Community Room is available after 3 p.m. Wedding lounge and groom's room available from 4 to 8 p.m.

**\*Any hours outside of regular building hours are charged a \$20 late staff fee per hour**

## Saturdays (6 hour minimum)

\$125/\$145 per hour (City resident and nonprofit/non-resident)

Community Room is available all day. Wedding lounge and groom's room available for any four-hour block.

**\*Any hours outside of regular building hours are charged a \$20 late staff fee per hour**

## Sundays (4 hour minimum)

\$90/\$110 per hour (City resident and nonprofit/non-resident)

Community Room is available starting at noon, when building opens. Wedding lounge and groom's room available for any four-hour block.

**\*Any hours outside of regular building hours are charged a \$20 late staff fee per hour**

**Alcohol:** There is a \$100 fee to bring alcohol on campus. Beer, white wine and champagne only allowed. Alcohol must be served by a licensed bartender. A state issued banquet permit is required.

**Cleaning:** Cleaning service is an additional \$150 (kitchen not included). Please remove everything from the premises that you do not want to see in the trash.

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