



GEORGE C. MARSHALL HOUSE

In keeping with General George C. Marshall's interest in civic enrichment, the City of Vancouver has made the Marshall House available for special events.

The meeting rooms for rent in the house are furnished with antiques, creating an elegant, formal ambience. This, combined with essential modern technologies, provides the perfect setting for a business conference, reception, or social event.

The Multi-media Room comfortably holds up to 50 people and can accommodate presentations and slides.

The Conference Room offers a large, stately and functional table with seating for 10 individuals. Occasional seating for an additional 15 can be accommodated.

The East and West Parlors provide a luxurious setting for formal receptions, award presentations and social galas.

For additional information contact:

Marshall House
1301 Officers Row
Vancouver, WA 98661
(360) 693-3103
(888) 693-3103 Toll Free

MARSHALL HOUSE USE POLICY

Modified: November 8, 2006

Permitted Uses: The Marshall House is intended to reflect the decorum one would expect in the home and office of a high ranking military officer. Formal events that will be permitted include:

- ❖ Business meetings and receptions
- ❖ Fund-raisers
- ❖ Award ceremonies
- ❖ Weddings and similarly appropriate events.

SPECIAL GROUPS

Special discounts may be negotiated for groups renting rooms for such events as seminars scheduled on a periodic basis. Only one discount will apply to any room rental.

Officers Row Tenants may use the rental rooms at a 25 percent discount from the scheduled rates.

Nonprofit, non-political groups and recognized community associations may use the rental rooms at 50 percent of the scheduled rate from Monday through Thursday during non-business hours and during regular business hours Monday through Friday.

Active military personnel (full time and reserve) may use the rental rooms at a 10 percent discount of the scheduled rate. To receive the discount, the person who is actually renting the room must be active military personnel.

Political candidacy events, whether or not associated with Officers Row tenants, will pay the regular scheduled rate. Candidacy signs for such events must be held by a person only or management agent.

The Fort Vancouver National Trust (FVNT) may approve use of the rental rooms at no charge for events that are directly connected with Officers Row or economic development in the City of Vancouver.

Available Rooms: The non-shaded rooms on the first floor of the Marshall House are available for event rentals. (See room capacities/floor plans; attachment 1)

The second floor is not for rent. All event activities will be restricted to the first floor.

All room rentals include the use of the catering kitchen that provides a sink and refrigerator. A range or oven is not available.

Weekday, during normal business hours, room rentals are restricted to renting one or two rooms only, as the remainder of the house stays open for public tours.

The Multi Media Room features exhibits that change three to five times a year, in addition to featuring historical topics. Materials mounted on the walls and in display cases will not be moved out of the room for events.

The porch and grounds are available for use with any room rental and must be cleaned afterwards to the original condition.

VNHRT reserves the right to perform construction or maintenance to the building at any time. Public events occasionally take place on the reserve; ie, outdoor movies, baseball games, etc.

Available Daily Times: Daytime rental events may occur between the hours of 7am and 5pm. Monday thru Friday evening rentals may begin at 5:00 pm or 6:00 pm and conclude no later than 1 am. Weekend events are limited to the hours of 11:00 am to 6:00 pm, or 6pm to 1am.

Cross Time Rentals: Seven-hour **weekend** rental times outside of the regular 11am to 6:00 pm or 6pm to 1 am times may be rented at 150 percent of the regular rates. Weekend cross time rental events may occur between the hours of 7am and 1 am (An example of a cross time rental would be a seven hour event, 3pm to 10pm).

Holidays: The Marshall house is not available for rental events on the Fourth of July, Thanksgiving Day and Christmas Day.

Space may be rented on the following dates for 150 percent of the weekday evening/weekend rates:

January 1	New Year's Day
Third Monday in January.....	Martin Luther King Day
Third Monday in February.....	President's Day
Last Monday in May.....	Memorial Day
First Monday in September.....	Labor Day
Fourth Friday in November.....	Day After Thanksgiving
December 24.....	Christmas Eve
December 31.....	New Year's Eve

Scheduled Rates for Seven – Hour Rental:

	Monday thru Friday Weekdays	Weekday Evenings And Weekend Sat/Sun
One Room	\$250.00	\$700.00
Two Rooms	\$300.00	\$950.00
Three Rooms	N/A	\$1100.00
Four Rooms	N/A	\$1300.00

Scheduled Rates for Hourly Rental – Two-hour Minimum:

	Monday thru Friday Weekdays	Weekday Evenings And Weekend Sat/Sun
One Room	\$100.00	\$200.00
Two Rooms	N/A	\$250.00
Three Rooms	N/A	\$300.00
Four Rooms	N/A	\$350.00

Hourly rental:

Parties may tentatively reserve rooms for rental events of less than seven hours more than four weeks before an event. However, up until four weeks before an event, a seven-hour rental event may bump any rental event of less than seven hours. After the four-week mark, an event of less than seven hours cannot be bumped by seven hour events.

Deposits: A cleaning and damage deposit of \$250.00 is required in addition to the rental amount. The deposit will be refunded if the room(s) and contents are left in “as rented” condition. If special cleaning or repairs are required, FVNT will deduct the actual costs from the deposit. If special cleaning or repair costs are in excess of the deposited amount, FVNT will collect the actual costs from the renting party.

The full \$250.00 refundable deposit amount is due upon acceptance of the contract.

CHECKS SHOULD BE MADE PAYABLE TO: FVNT/ MARSHALL HOUSE (No credit cards accepted).

The space will be made definite when the contract and deposit are received at the Marshall House. The room rental charge is due no later than thirty days prior to the scheduled event. If an event is cancelled eight (8) weeks out, the Marshall House will retain the full \$250.00 deposit. If an event is cancelled within four (4) weeks of the event, the full deposit and 50% of the room rental will be retained. Marshall House/ FVNT reserves the right to cancel any event with written notification up to 90 days prior to the scheduled date, in the event of funding loss or other unforeseen circumstances.

Rate schedule is subject to change by the FVNT Management Agent as warranted by market demand. Any rate agreed to and the deposit properly paid will remain should any adjustment be made to the rates between booking and event times.

Special Rules:

Setup and Deliveries: Any set-up or clean up done by the caterer or room renters must take place within the rented time period. This also applies to the delivery of cake, flowers, music and the delivery and pickup of rental items such as dishes, extra chairs and tables etc.

Smoking: Smoking is **NOT** permitted inside the Marshall House. Outdoor smoking must use proper disposal in receptacles. Any cleanup will be charged against the deposit.

Food, Beverages and Alcohol: Food and beverages, such as greasy finger foods, red meat sauces, red wine, red punch or red cake frosting, which can stain rugs and furniture are not permitted. No alcoholic beverages other than white wine, champagne, and beer (only bottled, cans, or 3 gallon pony kegs) will be permitted. If alcoholic beverages will be served, two requirements must be met: 1) a banquet permit must be obtained by the room renter from a Washington State Liquor Store no later than one week prior to the event; 2) Only bartenders approved by Marshall House may serve alcohol of any kind. Upon request, groups of less than 50 people may have hard liquor served prior to a full sit down dinner that is served in the Marshall House. *Any disorderly or inappropriate conduct will not be tolerated, either the individual will comply or renting party will be responsible and if necessary the authorities will be called.*

Caterers: If food and/or beverages will be served, (other than coffee, tea, and cookies), the renting party must use a professional caterer. The caterer must be chosen from a list of preferred caterers. Preferred caterers are those caterers who have met necessary laws and policies, and who are familiar with the operations, policies and procedures of the Marshall House. All food and beverages will be coordinated and served by the caterer. A caterer may be placed on the Marshall House list after being interviewed by the VNHRT staff, and complying with the licensing requirements of Washington State, the City of Vancouver and the Clark County Health Department. Caterers who violate the policies and procedures will be excluded from the approved list of caterers. It is strongly recommended that room renters have a written contract with caterers. Marshall House insures caterer compliance with appropriate laws and policies, not specific arrangements made between room renters and caterers.

Music: Live, non-amplified music is permitted inside the Marshall House or outside on the grounds on approval. Amplified music is allowed in-side the Marshall House only. If large instruments are used, the renting party assumes all responsibility of all damage or loss as a result of such instrument. Spinet pianos are allowed upon approval.

Rice: Congratulatory rice and rose petals may be tossed at the sidewalk areas outdoors, **but must be removed prior to the end of the event rental period.** Birdseed and confetti are **not** allowed. Vehicle decorations may not be left behind on the property or surrounding area and must be cleaned up after the event.

Furniture Care: The Marshall House is furnished with authentic articles, some of which have considerable historic value. Extra care will be taken by the renting party to ensure that the surfaces and fabrics of the furniture are protected from spills, stains, burns and watermarks. All tables that are used to serve food must be covered with plastic and a tablecloth. Cloths may be rented from the Marshall House for a fee.

Furniture Placement: A renting party will meet with Marshall House staff prior to an event to fill out a “floor plan” to determine furniture placement for the event. If any furniture is to be moved during the rental event, the staff will monitor and the room renter will assume responsibility and provide able bodied volunteers to move the furniture.

Decorations: Any decorating for an event must be done within the rented time period. No tape, tacks, staples or wire is allowed for attaching decorations. Ribbon may be used for attaching decorations. The renting party must remove all decorations. Candles may be used, but must be snuffed out, not blown out.

Fireplaces: The Marshall House fireplaces are not operable. They are capped at the chimney top and no burning material will be permitted in the fireplaces.

FVNT/City Staff: At least one FVNT or city staff person or volunteer will be in the house during all events. Renters will be encouraged to consult with the staff person regarding the use of the facilities, heat, lighting, electricity, access, parking etc. The FVNT staff/ or volunteer has full authority to enforce all policies.

Parking Policy: The Marshall House has 35 parking spaces in the front of and to the rear of the house during daytime events (Monday through Friday, 9am-5pm) and 75 spaces (front parking lot and spaces to the rear of the house) for evening and weekend events. If more than 35 cars are anticipated for any event, prior arrangements **MUST BE MADE** with the Marshall House staff for alternate parking, and a parking attendant must be provided by the room renter for the first 45 minutes of the rental event.

These areas include:

- East Reserve parking lot (60 spaces)
- Office overflow parking lot (35 spaces)
- West end of Officers Row angle parking (112 spaces)

(See map; attachment 3)

Note: Although available to your guest, the parking spaces in front of the Marshall House may be used by the public and cannot be guaranteed.

Absolutely **no** parking is allowed on any grassy area or parking strips adjacent to the Marshall House. No parking is allowed on the National Park Service or Vancouver Barracks property. No parking is allowed in the Grant House parking lot for Marshall House events. **Violators in these areas will be towed at owner's expense.**

Confirmation Form: This form must be completed and signed at least four weeks prior to the event date. (See Confirmation Form; attachment 2)

Attachments:

1. Marshall House Policy Addendum
2. Room Capacities/Floor Plan
3. Confirmation Form
4. Map of Officers' Row

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Vancouver, WA 98661
(360) 693-3103

EVENT CONFIRMATION FORM

DATE _____

Renting Party: _____

Address: _____

Address After Wedding: _____

Phone: _____ **Phone After Wedding:** _____

Type of Event: _____

Event Date: _____ **Room(s):** _____

Event Time: _____ **Number of Guests:** _____

Parking Arrangements: _____

The following special arrangements will be honored:

I will follow the Marshall House Use Policy and special rules and regulations.

Renting Party Signature

FVNT/Management Agent

Rental amount: _____
(Due 30 days prior to event)

Date Paid: _____

Reservation Deposit: \$250 _____
(Due upon acceptance of the contract)

Date Paid: _____

Amount/Date Returned: _____

Furniture Plan Completed: _____

Tablecloth Rental: _____

Caterer: _____

Bartender: _____

Florist: _____

Music: _____

Cake Provider & Delivery Time: _____

Any other Rental items Delivery/Pickup Time: _____

