



2010 O.O. Howard House Rental Information/Policy

The rental rate includes use of the O.O. Howard conference room, outdoor patio, kitchen, and the adjoining foyer/hallway. As the majority of the Howard House is private office space, all event activities will be restricted to those spaces. Equipment in the kitchen may be used at no additional charge, however coffee service can be provided by the Trust at additional cost.

Rental Rate Pricing

Business Hours	\$50 per hour (2 hour minimum)
After Hours or Weekend Rate	\$100 per hour (2 hour minimum)

Howard House Rental Equipment Rental Rates

Overhead Projector	\$30
Two Speaker Sound System with Wireless Handheld Microphone	\$75
Coffee Service (filter, coffee packet, sugar, creamer, cups, and stir sticks)	\$15 per carafe (18 cups in a carafe)

Room Capacity

Classroom Style	16 people
Hollow Square	24 people
Theater Style	40 people
Outdoor Patio	100 people

The completed Rental Request form, Deposit, and Rental Fee are required in full, 30 days prior to the event. Checks or money orders should be made payable to "Fort Vancouver National Trust". Credit cards are not accepted for rental or deposit payments.

A damage/hold the date deposit of \$100.00 will be due upon acceptance of this agreement. Damage to the facility, its contents, exhibits, or fixtures during the rental are the Renter's responsibility. A dollar amount equal to the amount of damage caused by you, your guests, or your contractors will be deducted from your damage deposit. Any damage incurred during the event that exceeds the damage deposit amount will be billed to the Renter. In the event there is no damage, this amount will be refunded by mail within 30 days following your event.

If cancelled 30 days or less prior to the event date Fort Vancouver National Trust will retain your damage/hold the date deposit as liquidated damages.

Cleanup

Cleanup is the responsibility of the renter and must be completed within the rental period. The rented space must be left in the same clean and orderly condition as before the rental. Tables, chairs, the kitchen and equipment will be left clean. Recyclables and garbage will be placed in the appropriate containers in the garbage enclosure in the West parking lot. Following use, tables, and chairs in the Education Conference Room are to be returned to the position in which they were found prior to the rental. Failure to comply with the cleanup policy may result in forfeiture of all, or part, of your damage deposit.

Food, Beverages, and Alcohol

All arrangements including linens, table settings, liquor licensing, decoration, entertainment, refreshments, and food service are your responsibility. If a caterer will be hired to serve, caterer must be from the Trust's approved catering list.

The Trust does **not** allow on its premises:

- Red fruit punch and colored cake frosting which can stain rugs and furniture.
- Kegs - bottled or canned beer is acceptable. All liquor permits must be received by the Trust one week in advance. (Alcoholic beverages are not permitted during the Howard House's normal business hours.)
- Use of candles, fireworks, or other flame producing devices excluding those used in food warmers.

Other conditions

- Smoking is not permitted within or around the O.O. Howard House including the porches, grounds, and parking lots.
- The Howard House has been historically restored and 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 House and/or its contents are not damaged.
- The Howard House has 25 parking spaces on the East side of the building. Other than during normal business hours, there are another 16 parking spaces available on the West side of the building.
- The Trust is not responsible for injury or illness that occurs during or from an event at the O.O. Howard House or for lost/stolen items.

Thank you for your interest in the O.O. Howard House for your event! If you would like to make a reservation please contact the Tourism and Events Manager to check date availability, then submit a completed rental request form (below) and the deposit to hold the date.

Contact

**Brenna Beck, Tourism and Events Manager
360.694.7026
brenna.beck@fortvan.org
www.fortvan.org**

Send Deposit and Rental Fee Checks To

**Attn: Tourism and Events
O.O. Howard House
750 Anderson St
Vancouver, WA 98661**

O.O. Howard House Reservation Request Form

Please complete this form and return it to the Historic Reserve Trust offices located at the Howard House along with the required deposit. Your signature on this request affirms that you understand and agree to the terms and conditions of the O.O. Howard House Rental Information/Policy (above).

Name of group (Renter) _____

Purpose of Room Rental _____

Will you be using the patio? _____

No. of people that will attend (maximum 40 indoors, 100 using the patio) _____

Requested Rental Date(s) and Times (Be sure to include sufficient time for set-up and clean-up)

Date _____ From _____ am/pm To _____ am/pm Total hours _____

Date _____ From _____ am/pm To _____ am/pm Total hours _____

Date _____ From _____ am/pm To _____ am/pm Total hours _____

Audio/Visual Equipment Needed

Overhead Projector \$30

Two Speaker Sound System with Wireless Handheld Microphone \$75

Coffee service requested for _____ carafes @ \$15 per carafe (18 cups)

Total Rental Due of \$ _____ By Date _____

Contact/responsible person _____

Address deposit to be returned to _____

City/State/Zip _____

Phone number _____ Fax _____

I, undersigned responsible person, on behalf of the Renter, acknowledge that I have received a copy of the O.O. Howard House Use Policy, agree to the terms and conditions contained therein, and will assure that all those attending abide by the use conditions.

Signature of responsible person _____ Date _____