

**Vancouver United Church Of Christ
Facility Rental Request**



Please email this completed form to
rentals@vanucc.org
or mail to: Vancouver United Church of Christ

ATTN: Building Use Coordinator
1220 NE 68th ST
Vancouver, WA 98665

First Name: _____ Last Name: _____

Street: _____ City: _____ ST: _____ Zip: _____

Email: _____ Phone: _____ Today's Date: _____

Rental Information

Event Name: _____ Event Date: _____

Set-Up Time: From _____ To _____ Event Time: From _____ To _____

of Attendees: _____ Will event be catered? Yes No Will alcohol be served? Yes No

Please check the type of event Wedding Memorial Service Private Party
 Meeting Program Seminar/Class

Other – Please describe event _____

Is this a Fundraiser for your organization or group? Yes No
Will you Charge admission Solicit/Collect Donations Sell Product(s)

Business and Non-Profit Organization Info

Business/Organization Name: _____

IRS Registered Charity YES NO EIN # _____

Alcohol Policy

Alcohol is only permitted in Bradford Hall. If alcoholic beverages will be served, the following five (5) requirements must be met:

1. A *Washington State Liquor Control Board Banquet Permit* must be obtained by the renter or provided by the renter's caterer. A copy of the permit must be given to Vancouver UCC no less than 14 days prior to the scheduled rental. Go to <https://lcb.wa.gov/licensing/special-licenses-and-permits> to apply for permits or licenses. Be aware that you need to complete this process well in advance of your event.
2. A copy of your bartender's current, valid Washington State Class 12 Mixology Permit or Class 13 Service permit card. Only bartenders with current, valid WA State server licenses may serve alcohol of any kind.
3. *Liquor Liability Insurance* is required in addition to a *Certificate of Insurance*.
4. Beer, wine, and champagne may be served (by the glass) by a designated, licensed bartender. No mixed drinks or "hard alcohol" can be served. No exceptions.
5. All alcoholic beverages and empty containers must be removed from the building before leaving.

Violation of any rules will result in shutting down of the event.

Facility Rental Information: The following spaces and services are available at Vancouver UCC. Please note: our facility hours are: Sunday – Thursday, 8 am – 11 pm; Friday & Saturday, 8 am – midnight. Exceptions require prior approval.	
Mandatory Building Host: Provides entrance into the building, is available to answer questions during event. Must be present for entire rental including set-up and clean-up.	Hourly Rate: \$27
Sound Board and Technician for the Sanctuary	Hourly Rate: \$40
Audio System and Technician for Bradford	Hourly Rate: \$40
Bradford Hall: (2600 sf), vinyl tile flooring. 16 round tables (8-10 persons), or twenty 8' rectangular tables available. Suitable for receptions, or large meetings. Piano in room. Maximum occupancy is 177.	501 (c)3: \$140 Business or Individual: \$275 (per 2-hour block)
Kitchen: (560 sf), state-of-the-art commercial kitchen for cooking, food prep & presentation. Accessible only from Bradford Hall. Food prep requires at least one person in group holds a current <i>Food Handlers Card</i> from Clark County Public Health. An event that includes selling food to the public requires a Temporary Event Permit (some exceptions for non-profits apply, contact Clark Co Public Health). For more information on permitting and fees,	501 (c)3: \$140 Business or Individual: \$275 (per 2-hour block)

visit the Clark Co website (https://www.clark.wa.gov/public-health/food-service-temporary-event). Find the application here: https://www.clark.wa.gov/sites/default/files/dept/files/public-health/Food%20Safety/Temporary%20Food%20Permit%20Application.pdf	
Plymouth Room: (800 sf), vinyl tile flooring, holds up to 50 people. Four 8' rectangle tables available. Suitable for small receptions or gatherings. Piano in room.	501 (c)3: \$60 Business or Individual: \$85 (per 2-hour block)
Sanctuary: (2700 sf,) carpet, comfortably seats up 210 people. Suitable for ceremonies, large meetings, musical events. Grand piano and organ in room. Flexible seating.	501 (c)3: \$165 Business or Individual: \$325 (per 2-hour block)
Clawson Corner: (360 sf), carpet, with comfortable couches and chairs. Suitable for small meetings of up to 12 people. Two 8' folding tables and chairs available	501 (c)3: \$50 Business or Individual: \$60 (per 2-hour block)
Cleaning Fee:	\$75
Refundable Security Deposit:	\$250
Additional Spaces/Rentals: We also have a nursery and a classroom; the Nettie Fries lounge is available for rent in some situations. Sound systems & audio tech are also available for a fee.	Ask for details.
Special Rental Packages:	
<ul style="list-style-type: none"> • Wedding: starts at \$2000.00. 4-hour package includes sanctuary, Bradford Hall, bridal room, & groom's room; the services of the pastor, organist, sound system engineer, & host for day of wedding. Time over 4 hours at additional charge for set-up, clean-up, or extended reception. Rehearsal included. • Funeral: starts at \$1200.00. 4-hour package includes sanctuary, Bradford Hall, Clawson Corner, pastor, organist, sound system engineer, & host for day of funeral. Time over 4 hours at additional charge for set-up, clean-up, or extended reception. 	