



THE HISTORIC SLOCUM HOUSE

Community & Special Events
Rental Information Packet



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Venue & Reservation Information

Historic Slocum House

The Historic Slocum House, located on the southwest corner of Esther Short Park in Vancouver Washington, is the only building remaining in what was once a residential section of Old Vancouver. This unique two-story Victorian home was built by Charles W. Slocum in 1867 and now boasts an airy event space with wooden floors, high ceilings, excellent natural lighting and fabulous views of Esther Short Park. With access to catering, bakery, flower, jeweler, and artisan vendors, we can help you create a distinctive event for your wedding, corporate or community meeting, class, conference, holiday or cocktail party.

Contact/Booking Information

To rent one of our event spaces, please fill out a rental request form:

<http://goo.gl/forms/oJDD4TSp3I>

After filling out a rental request form, we will contact you to set up a time to view the space and discuss your event further. A deposit of 50% of your total rental fee and a signed contract will be required before your date is reserved on our calendar. Remaining payment is due in full one week prior to your event date.

If you have any questions please contact the Event Coordinator at:

Email: events@vancouverfarmersmarket.com

Phone: 360-737-8298



Event Room Details

Slocum Ballroom



Capacity: 800 Square Feet • 65 Standing Reception • 40 Seated Dinner

Features: Located on the Ground Floor. Open and airy event space with tall ceilings and excellent natural light. Can be combined with the Parlor for added space (85 standing reception). Includes use of small Prep Kitchen and Veranda. Perfect for receptions, parties, or meetings.

Rates: \$100 per hour • Available after 4:00pm • 5 hour Minimum for Weddings



Event Room Details

Slocum Ballroom & Hidden Parlor



Capacity: 1,100 Square Feet • 85 Standing Reception • 40 Seated Dinner

Features: : Located on the Ground Floor. Ballroom & Parlor can be rented in combination for unique added space.

Rates: \$130 per hour • Available after 4:00pm • 5 hour Minimum for Weddings



Event Room Details

Parkside Meeting Room



Capacity: 230 Square Feet • 8 Conference • 15 Seated Classroom

Features: Located on the Upper Floor. Views of Esther Short Park. Versatile meeting space with round table or classroom seating.

Rates: \$25 per hour • Available all day



Event Room Details

Community Room



Capacity: 660 Square Feet • 40 Standing Reception • 35 Seated Classroom • 20 Seated Conference/Dinner

Features: Functional event, meeting or classroom space with views of Esther Short Park.

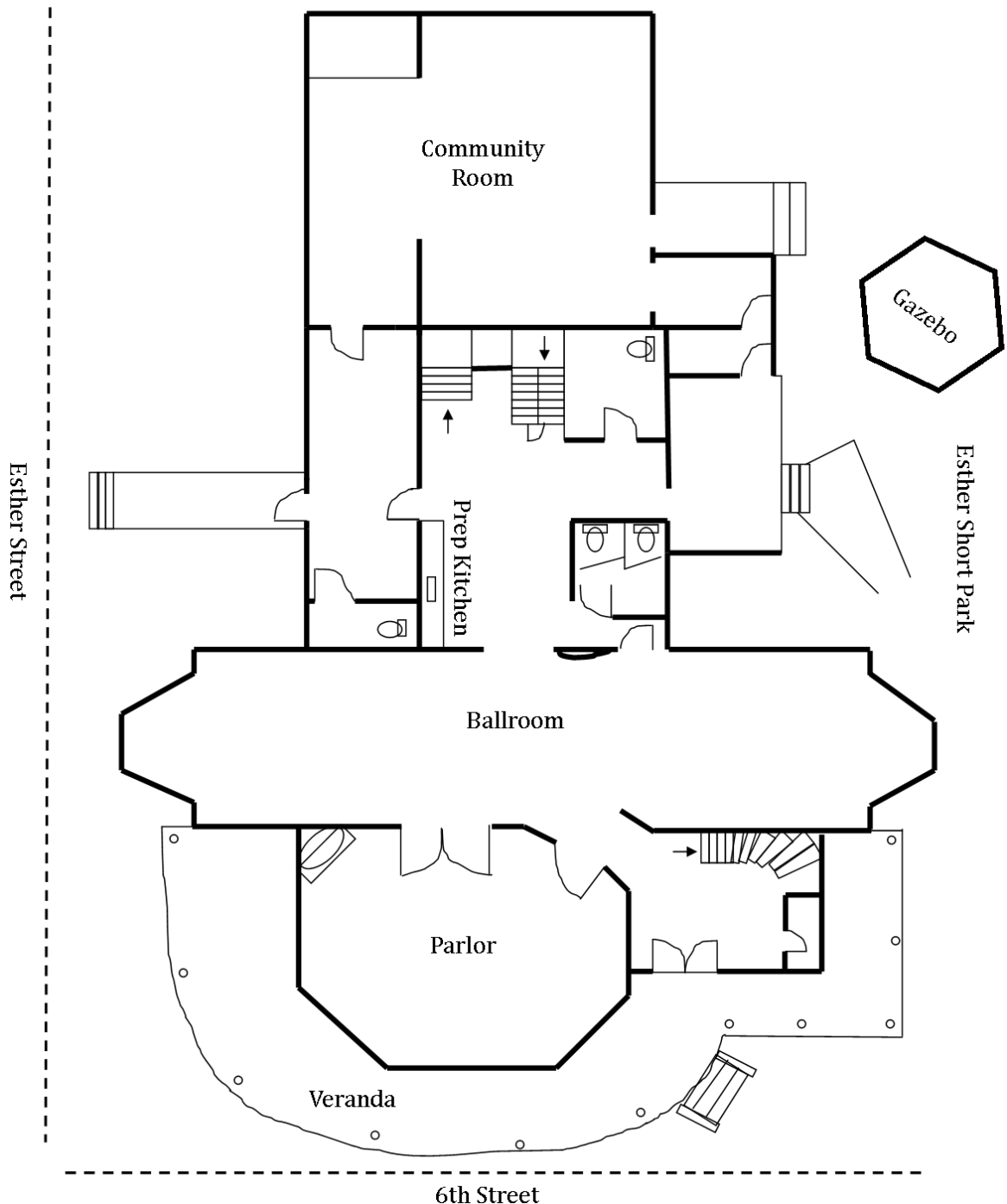
Rates: \$50 per hour • Available all day



Floor Plans

Historic Slocum House ~ Ground Floor

605 Esther Street
Vancouver, Washington

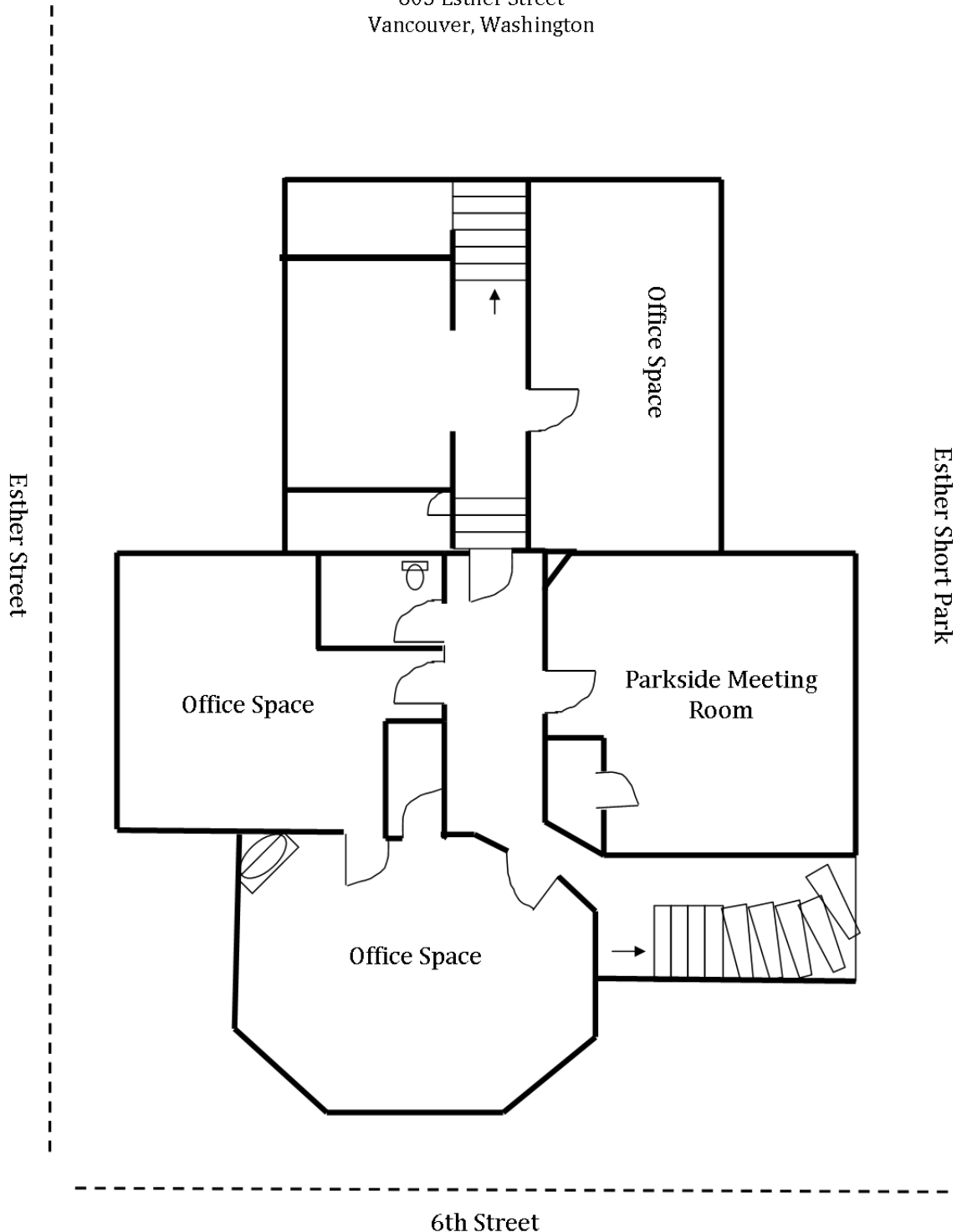




Floor Plans

Historic Slocum House ~ Upper Floor

605 Esther Street
Vancouver, Washington





Equipment Rental

Type	Rate	Description	Number
Conference Chair	No Charge	Black & Metal	15
Folding Chair	No Charge	Black	50
Small Bistro Table	\$3	2' wide, 2.5' tall	8
Round High Top Table	\$3	3' wide, 4 ft tall	3
Large Round Table	\$5	4 ft diameter	4
XL Round Table	\$5	5 ft diameter	1
Conference Table	\$5	4 & 6-foot	8
Glass Water Dispenser	No Charge	2.5 gallons	2
Table Linens	\$6.50 Cleaning fee	Black, White, Ivory **limited number of other colors available**	Variable
Band Sound System	\$50 Set up fee	Speakers, amps, microphones, etc.	1
Wine Glasses	\$0.50 ea	Standard table wine glass	100
Coat Rack	No Charge	Black	2

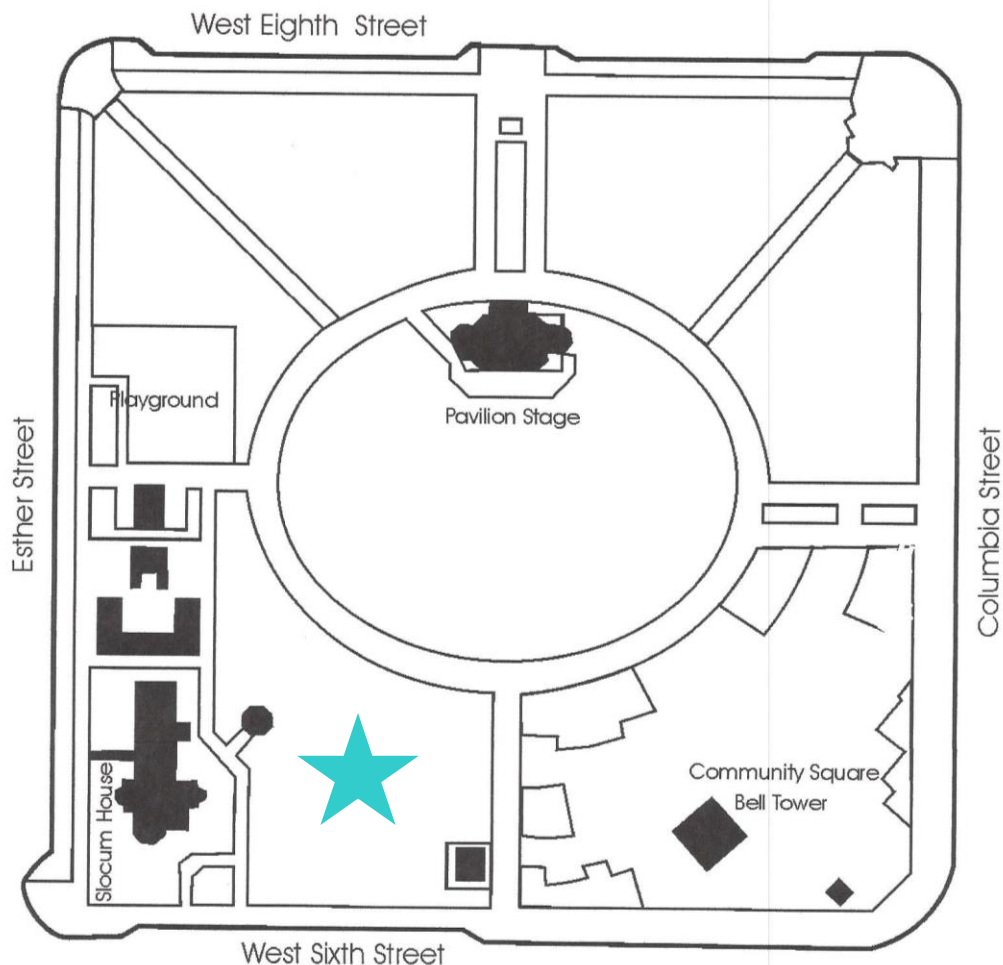
*For your convenience, we have the ability to rent many additional items to help you create an event that reflects your personal style. On the Venue Rental Agreement form, please indicate any additional items you are interested in renting.



Outdoor Rental Space

Esther Short Park

If you are interested in renting additional outdoor space for your event, the Southwest quadrant of Esther Short Park (identified with a star on the map below) can be rented for \$150 an hour. This includes use of up to four 10 X 10 pop up tents and the set up and break down of any tables and chairs. This space also includes use of the gazebo. If alcohol is to be served outside, the space will need to be fenced off. Please contact us for more information.





Catering & Alcohol Permits

Alcohol & Catering

If alcohol will be served at your event, it is required that one of the following permits is obtained by the renter or provided by the renter's caterer:

Banquet Permit: A banquet permit allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business.

Banquet Permit Link: <http://www.liq.wa.gov/licensing/banquet-permits>

Special Occasion License: A special occasion license allows a nonprofit organization to sell liquor at a specific time, date and place. Applications and fees for Special Occasion Licenses must be submitted 45 days prior to the first day of the event.

Special Occasion License Link: <http://www.liq.wa.gov/licensing/special-occasion-licenses>

*Larger events MAY be required to purchase additional liability insurance at the Event Coordinator's discretion.

If any food or beverages other than coffee, tea or prepackaged items such as cookies, muffins, bagels, pizza or basic sandwich/cheese/veggie trays will be served, the renting party MUST use a professional and licensed caterer. Caterers must obtain all necessary permits, licenses and insurance required by local, state and national laws and policies.

In this packet we have provided an approved list of Vancouver Farmers Market vendors who are also licensed caterers. You may choose one of these vendors to cater your event, but you may also seek an outside caterer of your choice.



Catering & Vendor Information

Food & Catering

Getta Gyro Elayne Barlas elayne@pop-a-bak.com (360) 904-4427

Getta Gyro is a food truck and catering service based in Vancouver, Washington specializing in authentic Greek gyros. Getta Gyro can provide beef, lamb, chicken and veggie gyros as well as a variety of chip and soda options for up to 80 people. For more information visit www.facebook.com/gettagreekgyro.

Gumbo Goddess Catering Jocelyn Kelly gumbo.goddess@gmail.com (503) 836-2038

Gumbo Goddess is a full service catering company specializing in Caribbean, South American, and Southern Creole. With 12 years experience in catering, Gumbo Goddess know how to execute a perfect event. For more information visit www.facebook.com/Gumbo.Concessions/.

Herb N' Roots Alex Collins herbnrootspdx@gmail.com (541) 273-8582

Herb N' Roots is a dynamic catering service company that provides a unique dining experience for any foodservice event. With an emphasis on local and sustainable ingredients, and a flare for vegan and gluten-free cookery, Herb N' Roots can provide full table service, passed appetizers, and bartending services for up to 500 guests. For more information visit www.facebook.com/herbnrootspdx.

Sabor Mexicano Lilia Mendez liliazabor@comcast.net (360) 513-2748

Sabor Mexicano is a family restaurant and caterer, serving authentic and sometimes hard to find Mexican food such as tamales, street tacos, pozole, sopitos, and birria in Downtown Vancouver. Sabor provides authentic ingredients for an authentic dining experience. For more information visit www.sabormexicanrestaurant.com.

The Mighty Bowl Steve Valenta Steve@themightyowl.com (360) 521-1982

The Mighty Bowl is a food truck and catering service based in Vancouver that provides healthy, tasty, and local rice and bean bowls, burritos and salads. Mighty Bowl is committed to using quality ingredients and food made without any artificial ingredients, chemicals or food dyes. For more information visit www.themightyowl.com.

Sterling Catering and Cookies Joe Sterling info@sterlingcateringpdx.com (503) 810-2225

Sterling Catering and Cookies is a full service, local, sustainable, organic catering and cookie company committed to finding the best ingredients and offering a full range of menu and event planning services. Sterling offers custom menus for events all kinds, delicious cookies and desserts, bar service, and event design assistance for up to 500 guests. Their experience and professionalism sets them apart from other caterers. For more information visit www.sterlingcateringpdx.com.



Catering & Vendor Information

Desserts

Sweetheart Bakery Anna Henricks sweetheartstjohns@gmail.com (518) 821-1420
Sweetheart Bakery is caterer specializing in the creation of botanically-inspired wedding and special occasion cakes as well as dessert tables and family style dessert platters. Sweetheart Bakery sources local ingredients, does not use fondant or dyes, and styles with fresh, edible flowers. Anna's desserts bring a unique aesthetic and flavor to any event. Sweetheart has the capacity to serve 200+ guests and has options for customization, drop-off, and delivery. For more information visit www.sweetheartstjohns.com.

Wine & Beer

Klickitat Canyon Winery Robin Dobson klickitatcanyonwinery@gmail.com (509) 365-2543
Klickitat Canyon Winery is a small family-owned winery that produces certified organic and sulfite-free wines from locally grown grapes within 60 miles of Vancouver. Klickitat's wines are authentically made in the old world tradition and fermented in their own yeast. Klickitat is able to supply and pour wines for up to 200 people and provide stemware and licensed servers for events of all kinds. For more information visit www.klickitatcanyonwinery.com.

Loowit Brewing Company Devon & Thomas owners@loowitbrewing.com (360) 566-2323
Loowit Brewing Company is an award winning brewery and taproom located in the heart of historic downtown Vancouver that strives to produce high quality craft beer while also involving the community. Loowit can provide a variety of locally produced keg and bottled craft beer for events of all size. Tapping and serving equipment can also be provided, as well as licensed alcohol servers to pour. For more information visit www.loowitbrewing.com.

Purple Star Wines Amy Johnson amy@purplestarwines.com (509) 628-7799
Purple Star Wines is family owned and operated with a long history in agriculture and in the Vancouver community. They offer award winning wine at affordable prices. Purple Star has many varieties of wines at different price points and are available to schedule alcohol permitting, host events, pour, and give informational talks about their wines and winery. For more information visit www.purplestarwines.com.



Catering & Vendor Information

Flowers

We work with a number of flower vendors at the market and we would be happy to recommend one for your event.

Other Services

Forge and Fire Amy Burgess amy@forgeandfire.com (503) 764-7590

Amy Burgess is a local artist who handcrafts sleek, timeless jewelry. Amy specializes in bridal jewelry and offers hand forged silver and gold earrings, necklaces, bracelets and rings with the use of freshwater pearls and gemstones. She also creates handmade geometric, stained-glass terrariums for centerpieces. Amy is happy to accept custom orders and even offers jewelry making workshops for interested parties. For more information visit www.amyburgessjewelry.com.

Heavenly Hands Dean Jackson deanjackson42@gmail.com (360) 907-1109

Dean Jackson is a licensed massage therapist that can provide chair massages for any special event or private party.

Nutz-R-Us Kelly Crocker nutrus2000@gmail.com (360) 772-1984

Nutz-R-Us has been serving roasted nuts to the city of Vancouver for over 16 years and can provide specialty roasted nuts for any occasion. Nuts-R-Us roasts all of their nuts using copper kettles in small batches to produce quality products every time and strives to use real cane sugar and all natural ingredients. For more information visit www.nutz-r-us.net.



Additional Information & Fees

Wifi

All event spaces in the Slocum House have access to wifi. If you will need to use wifi please request the user name and password at the time of rental. There is no fee for use of wifi.

Facilities & Service Fee

All events must pay a non-refundable facilities & service fee:

30 people and under: \$50 fee

30-60 people: \$75 fee

60-100 people: \$100 fee

100+ people: \$125 fee

Non-Profit Discount

We are happy to offer a 20% discount on room rental rates to nonprofit organizations.

Cancellation Policy

90 days or more prior to the event: Full refund on deposit

31-89 days prior to the event: 50% refund on deposit

30 days or less prior to the event: No refund on deposit



Directions & Parking Information

From Portland take I-5 North over the bridge into Washington. Take exit 1B and follow signs for 6th Street. Continue on 6th Street until you reach Esther Short Park. The Slocum House will be on your right on the Southwest corner of the park.

From I-5 South take exit 1C for Washington 501/Mill Plain Boulevard toward City Centre/Port of Vancouver. Turn right onto E 15th St (signs for City Center). Take a left onto Columbia St and a right onto W Evergreen Blvd. Then turn left onto Esther St and the Slocum House will be on your left.

From Route 14 W take the exit toward City Center and follow 6th St into Vancouver. The Slocum House will be on your right on the Southwest corner of Esther Short park.

There are many parking options in downtown Vancouver. Both meter and garage parking are available and street parking is free after 6pm and on weekends (both Saturday and Sunday). Please visit the City of Vancouver Parking page for more information and parking maps:

<http://www.cityofvancouver.us/ced/page/parking-downtown-street-and-street-options>

We have the ability to reserve up to 6 parking spaces on 6th Street, right outside the front entrance of the Historic Slocum House. The cost of these spaces is a \$50 application and processing fee plus \$5 per space. Please request to reserve these spaces at the time of rental.



FAQ

How do I rent an event room at the Historic Slocum House?

To rent one of our event spaces, please fill out a rental request form: <http://goo.gl/forms/oJDD4TSp3I>

After filling out a rental request form, we will contact you to set up a time to view the space and discuss your event further. A deposit of 50% of your total rental fee and a signed contract will be required before your date is reserved on our calendar. Full payment is due in full one week prior to your event date.

How can I schedule a site visit?

You may schedule a site visit of the Historic Slocum House at any time. Contact the Event Coordinator at events@vancouverfarmersmarket.com or 360-737-8298 to schedule a visit.

How do I secure my event date on your calendar?

A deposit of 50% of your total rental fee and a signed contract will be required before your room is reserved on our calendar.

What is included with the use of your venue?

We have an inventory of different sized tables, chairs, linens, and equipment that are included with the use of the venue at a low cost. For your convenience, we also have the ability to rent many additional items to help you create an event that reflects your personal style.

Why can't I rent the Slocum Ballroom and Hidden Parlor until after 4:00 pm?

The Historic Slocum House is currently home to Gallery 360, a non-profit art gallery featuring local artisans. The Gallery operates in the Slocum Ballroom and Hidden Parlor Wednesday - Sunday from 11:00am - 4:00pm. This partnership allows the Slocum House to be a community hub by day, and a private event space by night. Gallery 360 beautifully curates a different show each month, adding a touch of elegance to our already unique event space.

Who is responsible for set-up/clean-up?

The renting party must meet with the event coordinator at least one month prior to the event date in order to create a complete floor plan to determine furniture placement and flow/timing of event. Event Staff will arrange equipment according to the predetermined floor plan on the day of the event. Renters are welcome to decorate the facility, however we ask that all decorations be put up and taken down within the rental period. Renters are not allowed to put new holes in any of the walls and nails, tacks, and staples may not be used. Painters tape, fishing line, command hooks, or zip ties may be used in most instances. Open flames and the use of glitter are prohibited. The renting party is responsible for returning all rented spaces to their pre-event conditions. This includes indoor and outdoor spaces. Caterers and Slocum House Event Staff will be responsible for the collection and removal of all garbage from the rented areas and placing it in the Slocum House trash facilities.



FAQ

Can I cater my own event?

If any food or beverages other than water, coffee, tea or prepackaged items such as cookies, cupcakes, muffins, bagels, pizza or basic sandwich/cheese/veggie trays will be served, the renting party must use a professional and licensed caterer. Caterers must obtain all necessary permits, licenses and insurance required by local, state and national laws and policies.

When can my vendors drop off and pick up?

We ask that renters arrange for deliveries of cakes, flowers, music, rental items, etc. be delivered within the rental period time frame. However, we understand that some items may need to be delivered early and we can work with you to store some items in advance of the event. All decorations must be taken down the night of the event and caterers should plan to leave with all of their equipment on the day of the event.

How late can I stay?

If the renting party or any of its guests exceeds its allotted rental time in excess (20 minutes or more past the rental time period) they will be charged for another hour of rental time at 125% the hourly rate. The renting party may request an “overtime hour” at anytime during their event. This “overtime hour” will entitle the renting party to an extra hour of rental time and can be purchased for 150% of the hourly room rental rate. The amount owed must be paid by credit, check or cash before the “overtime hour” is granted. Staff reserve the right to grant or deny all overtime requests.

Is your venue ADA accessible?

The ground floor of the Slocum House is ADA accessible. There is a ramp leading up to the back exit of the house, as well as a handicapped rest room.

Do you offer a non-profit discount?

We are happy to offer a 20% discount on room rental rates to nonprofit organizations.

What is your policy on scheduling events on national/federal holidays?

Event facilities are not available on Thanksgiving and Christmas Day. Space may be rented on the following dates for 150% of the normal rate:

January 1--New Years Day, Last Monday in May--Memorial Day, First Monday in September--Labor Day, December 24--Christmas Eve, December 31--New Years Eve

What is your cancellation policy?

If you cancel your scheduled event 90 days or more prior to the date of the event you will receive a full refund on your deposit (50% of total rental fee) that you paid at the time of reserving your event date. If you cancel your scheduled event 31-89 days prior to the event date you will receive a 50% refund on your deposit. If you cancel your scheduled event 30 days or less prior to the event date you will receive no refund on your deposit.