



## Event Facility FAQ'S

### ***How do I schedule a tour?***

Please contact:

Event Facilities Manager Mary Richard at: or

E: [mary.richard@thehistorictrust.org](mailto:mary.richard@thehistorictrust.org)

P: 360.992.1839

Event Facilities Coordinator Liz Carbajal at:

E: [elizabeth.carbajal@thehistorictrust.org](mailto:elizabeth.carbajal@thehistorictrust.org)

P: 360.992.1840

### ***How can I secure the date and venue?***

In order to secure a venue, The Historic Trust requires a signed contract and ½ of the facility fee when paying with a card. We do require a \$1,000.00 refundable deposit when paying with cash or check. We are happy to place a temporary hold on the date for up to 1 week while you contemplate.

### ***What does the rental fee include?***

The facility fee will include an on-site event staff member the day of your event and a full selection of tables and chairs set to your specifications. We also have AV equipment at most of our venues for an additional \$200.00.

### ***What is your payment and cancellation policy?***

Payment of ½ the facility fee is due along with a signed contract to secure the venue. The balance is due 30 days prior to the event. If cancellation occurs more than 151 days prior to the event date a \$250.00 administrative fee is withheld, balance refunded. Cancel 150 days prior to the event; \$250.00 fee and ½ of the rental rate is withheld, balance refunded.

### ***May I add additional time to my function?***

Yes, additional time may be added (when available) at an hourly rate.

### ***When can I access the facility the day of my event?***

Access to your event space is limited to the hours that you have reserved as specified in your contract.

### ***Is it possible to decorate the rented space?***

Yes, décor is welcome. However to protect our historic venues, certain restrictions apply.

### ***What is the parking situation?***

Plentiful parking is available for your guests. There are public parking lots located near each venue as well as on street parking. Please ask for our parking map.

### ***Can I have a rehearsal prior to my wedding?***

Yes, please plan to have your complimentary 1-hour rehearsal the week of your event any time from 9:00 am to 4:00 pm. If you need to schedule outside of this time frame there is an hourly rate charge.

### ***Are there any discounts offered?***

We are pleased to offer a 20% discount to Non-Profits, Active Military, Government Agencies and Tenants of THT. Please inquire regarding eligibility. Some restrictions apply. Cannot be combined with other discounts.