



## Event Facility FAQ'S

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

Please contact:

Venue Coordinator Kaylee Butz at:                      or  
E: [kaylee.butz@thehistorictrust.org](mailto:kaylee.butz@thehistorictrust.org)  
P: 360.992.1840

Event Facilities Manager Mary Richard at:  
E: [mary.richard@thehistorictrust.org](mailto:mary.richard@thehistorictrust.org)  
P: 360.992.1839

### ***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 rental 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 rental 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 \$250.00.

### ***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 150-31 days prior to the event; \$250.00 fee and ½ of the rental rate is withheld, balance refunded. Any cancellations within 30 days or less prior to the event will result in the full payment due and no refund given.

### ***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 at most of our venues. 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.

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

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