

CLATSOP COUNTY HISTORICAL SOCIETY

714 Exchange St. • PO Box 88
Astoria, OR 97103-0088
Telephone (503) 325-2203

Flavel House Museum Grounds Rental Use Policy

The grounds of the historic Captain George Flavel House museum are available for rent for your special event. Located between Duane and 8th streets in downtown Astoria, this unique location will provide a beautiful setting for your special occasion.

Rental Rates (The Flavel House is not available for rentals):

- \$400 for up to four hours
- \$100 for each additional hour
- \$100 refundable security deposit

Charges may be deducted from your refundable security deposit to cover additional rental time, damage occurring during your event, or excessive cleanup by the Clatsop County Historical Society staff. If damage occurs, you will be billed for additional charges over and above the security deposit. Your security deposit will be refunded within 14 days of your event.

All set-up, cleanup, and photography for your event must take place within your scheduled rental time. It is the responsibility of the renter and their service providers. Cleanup must be completed by 10:00 pm. CCHS is not responsible for the renter's lost, stolen, or damaged property. Please make provisions in case of inclement weather. In the chance of rain, there is no covered space available at the Flavel property.

Rental Fee Includes:

- Use of the Flavel House grounds for up to 150 guests
- Access to Carriage House bathrooms
- One-hour rehearsal in Garden (Call two weeks before your event to reserve)
- Electrical outlet (20 amps service) located on the west side
- 100 Brown metal folding chairs [Note: set up and take down are the renter's responsibility]

Optional Add On:

As the backdrop for your special event, your guests may be interested in touring the Captain George Flavel House. If your event is held during regular business hours, admission to the Flavel House Museum can be included for a special rate of \$2 per guest. The House is available for this extra service from 10:00 am – 5:00 pm May through September, and 11:00 am – 4:00 pm the rest of the year.

Rental Policies:

Set-up through Clean-up all take place within your scheduled rental time and are the renter's responsibility and your service providers. Due to our limited storage space, all food, decorations, equipment, and furniture must be removed from the Flavel grounds and Carriage House kitchen immediately following your event. Garbage should be deposited in the cans located beneath the stairs on the Carriage House's garden side (North).

Parking is available on Duane Street and on 7th and 8th streets. On weekends parking is easier to come by.

Tents and canopies are permitted on the grounds, but the final location must be approved by CCHS staff.

Smoking of any kind is **prohibited** on the Flavel House grounds.

Reserving Your Garden Rental Date:

Please email business@cumtux.org or call our business manager at 503-325-2203 to check availability and to reserve the grounds for your event. The \$100 refundable security deposit is due at the time the rental contract is signed. The security deposit and the signed contract must be paid 30 days before the rental date. The entire rental fee must be paid 14 days before the event. Payment can be made by check, VISA, MC, Discover Card, or American Express. Cancellation 24 hours prior to the event will result in a 25% surcharge of the rental fee. If cancellation occurs within 24 hours of the event, the entire rental fee will be retained by the Clatsop County Historical Society.

Alcohol Policy:

The responsible use of alcohol is permitted on the Flavel Property during rentals. If alcohol is to be served, the Society must be made aware of your plans. Your caterer or yourself must carry "Host Liquor Liability Coverage" with a minimum coverage of \$500,000 (approximately \$35.00), is valid for the date of your event, names the Clatsop County Historical Society as "additional insured," and is signed by a licensed insurance agent. You must provide CCHS the "Host Liquor Liability Coverage" certificate of insurance no later than 14 days in advance of your event.

No one under the age of 21 years may consume alcoholic beverages on the premises. Please remember, for your safety and that of your guests, to prearrange designated drivers for those who have consumed alcohol. An OLCC permit is required when admission is charged, donations are taken, or alcohol is sold.