

BELLEVUE ARTS MUSEUM VENUE RENTAL - FREQUENTLY ASKED QUESTIONS

Where can guests park for the event?

Bellevue Arts Museum has a complimentary underground parking garage that holds up to 85 parking spaces, including five designated disabled spots. The garage entrance is located on the south side of the building and can be entered when heading north on Bellevue Way NE. There is also plenty of complimentary parking at Bellevue Square Mall if needed.

What are the event hours? Does this time include set-up and clean-up?

The Auditorium space is available to rent during most public hours. The Auditorium is available to rent by the hour. The Museum's Main Forum, Auditorium, Galleries, and the Court of Light are available to rent when the Museum is closed to the public.

We allot 6 hours total for Forum events, 2 hours for set-up, 3 hours for the event with guests, and 1 hour for clean-up. For additional set-up or clean-up time please speak with the Special Events Coordinator.

Museum Hours

Monday	11 am - 5 pm
Tuesday	11 am - 5 pm
Wednesday	11 am - 5 pm
Thursday	11 am - 5 pm
Friday	11 am - 8 pm
Saturday	12 pm - 5 pm
Sunday	12 pm - 5 pm

Can guests view the galleries when renting the museum?

Forum rentals include access to the exhibition galleries. We encourage all guests to view the exhibitions. We ask that food and beverages stay on the ground floor.

Auditorium daytime rental fees include admission to the museum galleries. Please speak with the Special Events Coordinator to reserve admission passes for your guests. Auditorium evening rental fees do not include admission to the museum galleries.

What exhibition and art will be on display when I have my event?

Exhibitions at Bellevue Arts Museum change frequently. We cannot guarantee that art will not change between time of booking and the event. Please speak with the Special Events Coordinator about what exhibitions will be on display.

To view current and upcoming exhibition information, please visit www.bellevuearts.org.

What other costs will I incur besides the rental facility charge?

A 10% net food and beverage charge is received by the caterers and given to Bellevue Arts Museum.

Other possible costs?

A refundable security deposit of \$500, in addition to the rental fee and non-refundable deposit is also required. A credit card must be provided for all security deposits. The security deposit will be held for costs incurred by Bellevue Arts Museum in relation to your event. This may include, but is not limited to: restoration of the Museum to the original condition, damage caused by the Facility User during the period of the event, overtime hours incurred by Museum Security, and/or Museum personnel. If part or all of the refundable security deposit is withheld, an explanation will be sent within two weeks of the event.

What happens if I have to cancel my event?

If the Facility User cancels the event less than 30 days prior to the scheduled date, 25% of the estimated costs will be charged. Refunds are processed after the date of the event. Changing a date is treated as a cancellation therefore the above penalties will apply. Rebooking the event will incur new charges at the prevailing rate.

If the Facility User cancels the function within two weeks of the scheduled date, full charges will be assessed.

All cancellations must be submitted in writing. Cancellation due to weather is non-refundable.

Can I use a different caterer than one that is listed on your exclusive catering list?

All food and beverage service, including alcohol, must be provided and served only through one of the Museum's Exclusive Caterers. Outside food or catering is not permitted.

Exceptions are if the Facility User and their guests require a full kosher meal, or to meet dietary needs that one of our 5 Exclusive Caterers cannot provide.

What kind of decorations can I have at my event?

All décor, signage and art projects must be approved two weeks before your event. Please ask the Special Events Coordinator for a copy of Bellevue Arts Museum Policies and Procedures.

Glitter and/or helium balloons are not permitted. All candles must be placed in votives or vases. Open flames are prohibited.

Is there a place for guests to smoke during the event?

Bellevue Arts Museum is a smoke-free environment. Smoking is not permitted anywhere inside the Museum. Guests wishing to smoke may do so on the northeast side of the building where ashtrays are located.

Can guests take pictures or record videos of the art?

We do not own any of the artwork that is displayed. The artwork is copyrighted and photography or videography of the pieces is prohibited. Photography or videography of guests is allowed. If artwork appears in the background of the photograph or video, that is acceptable.

When renting the museum what equipment is included?

Depending on which rental package you choose, the museum has the following equipment available for use:

- 200 - Black museum chairs
- 90 - Black Auditorium chairs
- 20 - 6' tables
- 20 - 6' table linens (black)
- 12 - Bistro tables
- 12 - Bistro table linens (black)
- 15 - 72" round tables (seat 10)
- 15 - 72" round table linens (black)

A. Forum or Other Pubic Areas

- Podium
- Hand-held or standing microphone
- Loudspeaker with stand
- VHS Player
- 32" TV receiver on video cart

B. Auditorium

- Projection screen
- Podium with preview monitor & remote controls
- Wireless microphone
- CD/Cassette player
- VCR
- DVD
- Optical overhead projector
- 2 - 35mm slide projectors
- Apple and PC laptop hook-up