

Photo: Dan Delong/Red Box Pictures



MISSION

Bellevue Arts Museum illuminates and enriches the human spirit through art, craft and design. With three diverse event spaces, a location in the vibrant heart of downtown Bellevue and a backdrop of breathtaking architecture and cutting-edge exhibits, Bellevue Arts Museum is a venue unlike any other and the ideal scene for a truly unforgettable occasion. We look forward to sharing our galleries and working with you to present a pleasant, well-run function for you and your guests. In order to ensure the success of your event, the preservation of our art, and the Museum mission to serve as the Pacific Northwest's center for the exploration of art, craft and design, please review the following information.

The Venue User understands that Bellevue Arts Museum is an art museum devoted to maintaining the artwork displayed and agrees to be respectful of the exhibits, grounds and building.

MUSEUM POLICY

Monetary transactions for fundraising events that occur on Museum premises, including but not limited to silent and live auctions, and the vending of tickets must be coordinated and handled by the Venue User. Bellevue Arts Museum may not be used for political events, religious functions, or any other function that may conflict with the interests or mission of the Museum.

ARTWORK

The art of the Museum changes frequently. We cannot guarantee that art will not change between time of booking and the event.

Any relocation or removal of artwork for the event requires prior Museum approval. An additional fee may be applied. Please speak to the Museum Representative about relocation or removal of artwork for the event. In some cases artwork cannot be moved for an event.

Nothing may be placed on any art objects, pedestals or vitrines by guests or Venue User. Steps should be taken to prevent guests from placing stemware, glasses, and plates on these objects.

Event lighting should not directly illuminate artwork. Any outside lighting faced towards artwork must conform to museum lighting standards and be approved by Museum staff at least two weeks in advance.

Please do not touch the exhibits. This includes artwork, cases, vitrines, and pedestals. This rule *does* apply to your guests.

MUSEUM HOURS

Tuesday - Sunday: 11 am - 5 pm
Free First Friday: 11 am - 8 pm
Monday: Closed to the public



Photo: Dan Delong/Red Box Pictures

EVENT SPACES

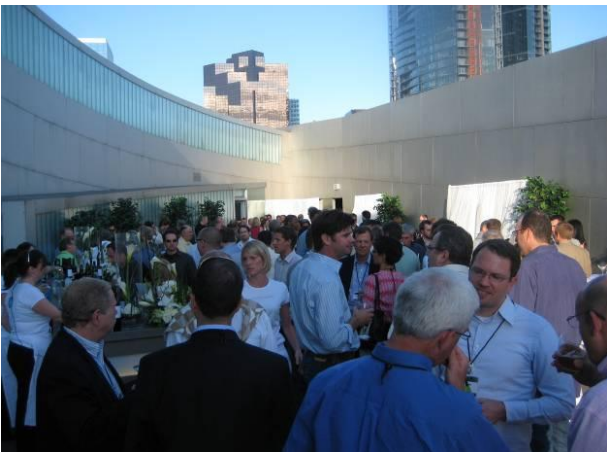
The Forum, the Museum's first floor lobby, is an ideal space for receptions and seated affairs. Adorned with carefully chosen works of art, craft and design, the Forum offers an exceptional space for dining and entertainment. In addition to the first floor space, guests are welcome to enjoy all of the Museum's galleries.



The Auditorium is available for meeting-style functions, presentations and intimate gatherings. Outfitted with comfortable chairs and tables, this space is fully equipped to meet audio/visual needs.



The Court of Light is a large, outdoor veranda located off of the third floor of the Museum, idyllic for sun-kissed rooftop cocktail parties and starlit celebrations.

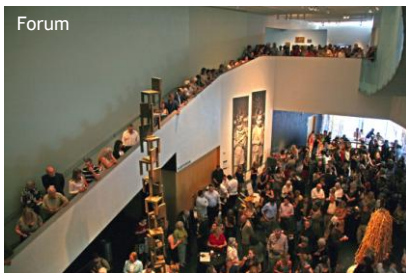


VENUE RENTAL PACKAGES

	FORUM Includes Auditorium, Community Education Gallery* & Galleries*			COURT OF LIGHT Includes Galleries*			AUDITORIUM Gallery admission available at group rate		
Package Benefits:	Basic	Deluxe	Premium	Basic	Deluxe	Premium	Basic	Deluxe	Premium
	Mon-Thu: \$2,000 Fri-Sun: \$3,000	Mon-Thu: \$2,500 Fri-Sun: \$3,500	Mon-Thu: \$2,750 Fri-Sun: \$3,750	\$1,000	\$1,500	\$1,750	\$150/hr	\$175/hr	\$200/hr
Event Duration: (2 hr) Set-up (3 hr) Event (1 hr) Clean-up	√	√	√	√	√	√	√	√	√
On-Site: (3) Security Guards** (2) Museum Personnel	√	√	√	√	√	√	√	√	√
Museum Equipment: (200) Black Museum chairs (12) 6' tables (12) Black 6' table linens (12) Bistro tables (12) Black bistro table linens (15) 72" round tables (15) Black 72" round table linens		√	√		√	√		√	√
Auditorium Equipment: (79) Black Auditorium chairs Projection screen Podium with preview monitor & remote controls Wireless lavalier mic CD/Cassette player VHS player DVD player (2) 35mm slide projectors Apple & PC laptop hook-ups			√						√
Other Equipment: (2) Powered speakers with stands (2) Hand held mics with stands Wireless lavalier mic Podium DVD/CD/MP3 player			√			√			

* Subject to availability

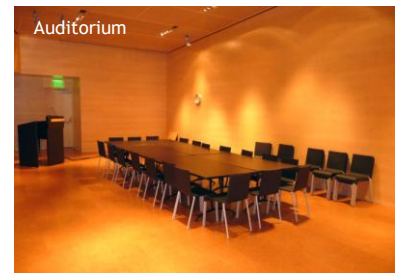
**Security on each floor during Museum hours and for duration of event when galleries are open



Forum



Court of Light



Auditorium



Community Education Gallery



Court of Light

EVENT HOURS

The Museum Forum, Auditorium, Community Education Gallery, Galleries, and the Court of Light are available to rent when the Museum is closed to the public. Forum and Court of Light rental fees include admission to the Museum galleries. The Auditorium space is available to rent during most public hours and gallery admission is available at group rates. Please speak with a Museum Representative to reserve admission passes for your guests. Auditorium rental outside Museum hours will incur additional fees and does not include admission to the Museum galleries. Full day Auditorium rentals may be eligible for a volume discount.

Please speak to your Museum Representative prior to setting up designated décor, lighting, audio visual, musician/DJ, performer, rental equipment, and client arrival times. Client and vendor arrival times, contact information, and set-up requirements must be approved by the Museum Representative two weeks in advance of the event.

Arrival before your designated set-up time for your event will incur a \$100/hour fee.

Forum and Court of Light rental rates shown are for events up to three hours in length. Up to three additional hours are allocated to cover set-up and clean-up time. Events that exceed three hours will incur additional costs for overtime hours incurred by Museum Security and/or Museum Personnel. This extra cost will be deducted from the Venue User security deposit. If that deposit is not sufficient to cover all extra charges we reserve the right to charge additional expenses to Venue User's credit card.

The space requested is reserved exclusively for your event; however the Venue User and caterers need to be aware that galleries are open to the public during Museum hours while event set-up is being completed. During this time a clear pathway to the admissions desk, Museum elevators and stairs must be accessible to Museum guests.

PAYMENT SCHEDULE

A 50% booking deposit (minimum of \$150), applicable towards the total charge for the event, is due upon signing of the agreement. The remaining balance is due four weeks prior to the scheduled event.

A refundable security deposit of \$500, in addition to the rental fee and booking 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 Venue 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. No date shall be deemed to be "reserved" until the booking deposit is received and transacted by Bellevue Arts Museum.

Bellevue Arts Museum reserves the right to cancel your event and retain your booking deposit (minimum of \$75) if payment-in-full is not received, arrival and set-up times and all event details are not confirmed two weeks prior to your event.

A 10% discount on the venue rental fee is offered to registered non-profit organizations.

All prices and conditions are subject to change without notification until booking deposit is received.

CANCELLATION POLICY

In the event that the Venue User cancels the event after the agreement has been signed, 25% of the estimated costs will be charged. Refunds are processed after the scheduled date of the event. If the Venue User cancels the event within 12 weeks of the scheduled date, 50% of the estimated costs will be charged. If the Venue User cancels the function within four weeks of the scheduled date, full charges will be assessed.

All cancellations must be submitted in writing. Cancellations due to weather are non-refundable.

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.

BEFORE THE EVENT

Schedule an appointment with a Museum Representative and complete a walk-through of the space to make sure it fits your needs. Venue User must inform Museum Representative of all relevant details at this time, including but not limited to whether it is a private or public event, expected number of guests, date, time and duration.

All printed and digital invitations and/or documents that reference or describe Bellevue Arts Museum, including logo, must be approved by the Museum Representative prior to being printed and/or distributed.

Please designate one contact person for your event. This person must act as our on-site contact throughout the set-up, event, and clean-up. This person will be responsible for working with the Museum Representative to provide a well-run event.

All guest services need to be cleared through the Museum Representative at least two weeks prior to the event. This includes event layout, parking, valet services, and coat check.

ART ACTIVITIES & UNIQUE GIFTS

The Museum offers teambuilding programs and creative art activities that correlate with the current exhibitions so guests may be inspired to create their own piece of artwork. We provide all art materials and an instructor, as necessary, for a reasonable charge. Please consult with your Museum Representative for details.

The Museum Store offers unique, handmade gifts made by local as well as national and international artists. Consider an item from the Store for raffles, employee recognition, and other special occasions. Inquire for a brochure of gift ideas.

PARKING OPTIONS

Bellevue Arts Museum has a complimentary underground parking garage that holds up to 68 parking spaces, including four designated disabled spots. The garage entrance is located adjacent to the Museum and can be entered when heading north on Bellevue Way NE. Additional public lots can be found in the area surrounding the Museum.

Should you wish to provide valet or parking attendant service for your guests, consider our preferred valet provider:

Downtown Valet

Jay Snowden
3901 Stone Way N, Suite 203
Seattle, WA 98103
206.547.1625
jsnowden@standardparking.com
www.downtownvaletllc.com

BELLEVUE ARTS MUSEUM EXCLUSIVE CATERERS

While hosting an event at Bellevue Arts Museum, the Venue User must choose from one of the following Exclusive Caterers:

The City Catering Company

Davey Wilkes
509 Dexter Ave N
Seattle, WA 98109
206.721.0334
davey@citycateringcompany.com
www.citycateringcompany.com

Catering by McCormick & Schmick's

Becky Williams, Director of Sales & Catering
9404 E. Marginal Way S.
Seattle, WA 98108
206.762.4418
info@cateringbymands.com
www.CateringByMandS.com

Lisa Dupar Catering

Jacqueline Lemieux, Event Coordinator
18005 NE 68th St., Suite A-150
Redmond, WA 98052
425.881.3250
info@lisaduparcatering.com
www.lisaduparcatering.com

Herban Feast Catering

Danae Dickens-Thorsness
Sales & Event Services Coordinator
3200 1st Avenue S, Suite 100
Seattle, WA 98134
206.607.8873
danae@herbanfeast.com
www.herbanfeast.com

Tony's Events & Catering (Eat Drink Catering)

Jess Cunningham, Sales Manager
4507 Brooklyn Ave NE
Seattle, WA 98105
206.328.2195
jcunningham@tonyscatering.com
www.tonyscatering.com



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

All foods must be cooked and/or prepared offsite. No cooking is allowed on-site or in the loading dock and any exceptions must be pre-approved, in writing, signed by the Museum Representative at least two weeks prior to the event. If caterers are found cooking on Museum premises they will be asked to stop and clear out all cooking equipment and food.

Please choose your menu carefully as some food tends to be very difficult to clean-up, or generate a foul odor such as shucking oysters.

Caterers are responsible for the clean-up of the food staging and serving areas, as well as the breakdown of any rental or Museum equipment. Caterers must thoroughly sweep floors and clean all surfaces, including chairs, tables and other equipment prior to leaving site. Caterer is required to provide cleaning supplies to complete the above tasks.

If alcohol is served at your event, you must obtain a Washington State Banquet Permit, available at any Washington State liquor store. This must be present at the time of your event.

A 10% net food and beverage charge is assessed by the Exclusive Caterers and paid to Bellevue Arts Museum.

Food and beverages are only permitted in the Forum, Court of Light, Auditorium and Community Education Gallery. No food or beverages are permitted in the exhibition areas.

The Venue User must be prepared to meet all catering-related costs.



Photo: Eliott Peacock

PREFERRED SERVICE VENDORS:

Bellevue Arts Museum works with several local service providers for various event needs. Please consider the following organizations for your special events.

Audio/Visual Equipment and Services

AA Party Rentals

Denise Novak
425.640.5547
denise@AAParty.com
www.aaparty.com

Ice Sculptures

Amazing Ice Sculptures

Janson Iwakami, Manager
425.255.5255
amazingice1@aol.com
www.amazingice.com

Photography

Team Photogenic

Duell Fisher
206.352.7858 (office)
d.fisher@teamphotogenic.com
www.teamphotogenic.com

Florist

Lillies & Lemon Drops

Kimberly Neff, Owner
206.491.1264
kimberly@liliesandlemondrops.com
www.liliesandlemondrops.com

DURING THE EVENT

Bellevue Arts Museum staff will be present during your entire event to act as an Event Manager and Operations Manager. These individuals will be responsible for facilitating all aspects of your event and will ensure that all guests and vendors adhere to the Museum policies. They will have written instructions and a schedule of your event.

Museum Personnel and Museum Security are included in your rental fee and will be present as appropriate for the safety and security of the building, exhibitions and guests. If Bellevue Arts Museum determines that an event warrants extra Museum Personnel and/or Museum Security, Venue User is responsible for paying the associated charges.

Venue User will take all reasonable precautions to protect Bellevue Arts Museum, during the period of the venue rental, against damage or any manner of defacement of the premises. The Venue User is held responsible for the behavior of their guests and all their vendors. If Bellevue Arts Museum is left unclean and damaged, the Venue User will pay all costs of clean-up and repair.

Any children attending the event must be properly supervised by an adult at all times.

FIRE MARSHAL CODES & REGULATIONS

Venue User and caterers must comply with all federal, state, and local fire codes, which apply to places of assembly.

Including but not limited to:

All tables and equipment should be placed at least ten feet away from all exits so that a clear path is visible. Under no circumstances should any exterior doors be propped open or any automatic closing devices or panic hardware be removed from any door.

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

All candles must be placed in votives or vases. Open flames are prohibited.

FLOWERS AND DECORATIONS

Any living plant brought into the Museum Forum or gallery spaces must be approved by Museum Staff at least two weeks in advance from date of the event and no plant shall be placed within four feet of any art object, pedestal or vitrine.

No equipment or decoration may be hung above any art object. A radius of at least four feet of clearance from any art object should be given for any equipment or decoration that must be suspended unless approved by Museum Staff two weeks in advance from the date of the event.

All decorations, signage, and art projects must be approved by Museum Representative two weeks in advance from the date of the event. Glitter, confetti and helium balloons are not permitted. Any of the above that is brought in and set-up without approval will be asked to be taken out of the building immediately. A clean-up charge may be assessed.



MUSIC, ENTERTAINMENT & AUDIO VISUAL

There are several electrical outlets throughout the Museum. Please speak with Bellevue Arts Museum Operations Manager or Museum Representative if there are any questions or concerns.

Acoustics in Forum, Auditorium and Community Education Gallery area are excellent. Please keep sound at an acceptable level for guests. Bellevue Arts Museum reserves the right to require the volume be turned down during the event.



All programming elements are to be cleared at least two weeks prior to the event, including entertainment and speaking agendas.

All technical requirements must be cleared through Bellevue Arts Museum at least two weeks prior to the event, including electrical and audio/visual needs.

Audio equipment should be approved by Museum Staff prior to use and should be placed no less than four feet from any art object to protect against damage due to vibration. Any fastening devices, cords, or other functional equipment must remain no less than four feet from any art object or case at all times.

During Museum hours, A/V set-up must not disturb the gallery atmosphere. If lighting or sound checks must be done during open hours, these tests must be pre-approved by Museum Staff.

PHOTOGRAPHY AND VIDEOGRAPHY

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

AFTER THE EVENT

The Museum must be left in the state it was found upon entering. This is the sole responsibility of the caterer and/or Venue User. All garbage and recycling is to be removed from site by caterer.

Deliveries and pick-ups must be scheduled through the Museum Representative.

The Venue User will be responsible for the removal of all bulk trash, carts and packing materials prior to the event end-time. Any costs incurred by Bellevue Arts Museum for excessive custodial or trash removal services will be charged to Venue User at prevailing rates.

Bellevue Arts Museum is not responsible for any items left on the premises after the event, be they personal property or rental materials. Due to lack of storage space, items that are not picked up within the week after the event will be donated to charity.

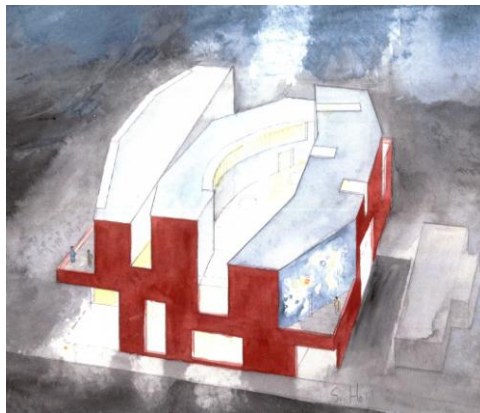
Items needing to be removed after the term of contract shall be at the Venue User's expense.

CERTIFICATE OF LIABILITY INSURANCE

Venue User shall purchase and maintain a policy of general liability insurance with per-occurrence of coverage of not less than one million dollars (\$1,000,000) naming Bellevue Arts Museum as additional insured, as well as protect the Venue User from claims which may arise out of or resulting from the activities of Venue User and Venue User's guests.

Policy shall include coverage for liquor liability (if applicable) with limits of not less than one million dollars (\$1,000,000) per incident and two million dollars (\$2,000,000) annual aggregate.

Such coverage shall include additional insured status for Bellevue Arts Museum. If Venue User has contracted with a caterer/provider to furnish services, such caterer/provider shall also supply a certificate of insurance evidencing the limits shown and including additional insured status for Bellevue Arts Museum. A copy of the policy must be submitted to the Museum Representative at least two weeks prior to the event.



Bellevue Arts Museum
Watercolor by Steven Holl