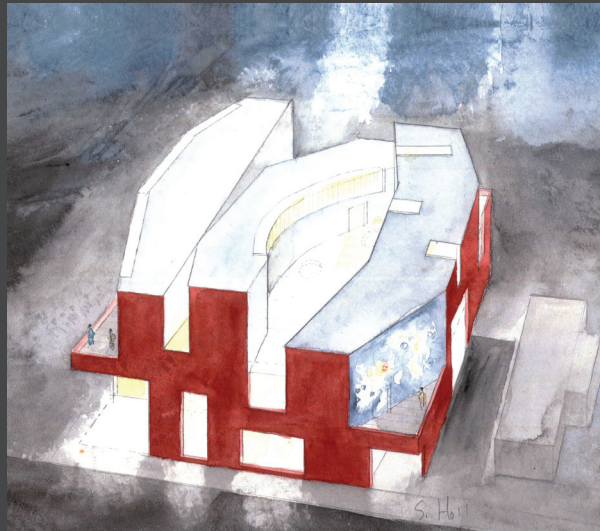


GIVE YOUR GUESTS THE
BELLEVUE ARTS MUSEUM
EXPERIENCE



Special Events

Guidelines

PRIVATE EVENTS AT BAM

Bellevue Arts Museum is a public forum for the community to contemplate, appreciate, and discuss visual culture. With three diverse event spaces, a location in the vibrant heart of downtown Bellevue, and a backdrop of breathtaking architecture and cutting-edge exhibitions, 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 and the preservation of our art, please review the following information.

Thank you for understanding that Bellevue Arts Museum is a cultural institution devoted to maintaining and protecting the artwork displayed and for being respectful of the exhibits, grounds, and building.

MUSEUM EVENTS POLICY

Bellevue Arts Museum may not be used for political events, religious functions, fundraising events, or any other function that may conflict with the interests or mission of the Museum.

PRIVATE EVENTS & ARTWORK

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

Nothing may be placed on any art objects, pedestals, or vitrines by guests or Facility 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.



EVENT HOURS

The Museum Forum, Auditorium, Community Education Gallery, Galleries, and the Court of Light are available for private events and group admissions when the Museum is closed to the public. Forum, Court of Light, and All-Inclusive package facility use fees include admission to the Museum galleries.

The Auditorium space is also available for use during most public hours and includes gallery admission. Auditorium facility use outside Museum hours will incur additional fees and does not include admission to the Museum galleries.

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.

Forum, Court of Light, and All-Inclusive package facility use 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. The event duration may be extended at an hourly rate. 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 Facility User security deposit. If that deposit is not sufficient to cover all extra charges we reserve the right to charge additional expenses to Facility User's credit card.

Extra set-up and/or clean-up time and arrival before your designated set-up time for your event will incur a \$200/hour fee along with event personnel fees.

The space requested is reserved exclusively for your event. However, the Facility User and caterers must 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, BAM Store, Museum elevators, and stairs must be accessible to Museum guests.

PAYMENT SCHEDULE

A 50% booking deposit (minimum of \$200), 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.

In addition to the facility use fee and booking deposit, a refundable security deposit of \$500 is 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. No date shall be deemed to be "reserved" until the booking deposit is received and transacted by Bellevue Arts Museum.

Museum Personnel and Museum Security are included in your facility use fee and will be present as appropriate for the safety and security of the building, exhibitions, and guests. Events exceeding 200 attendees will incur additional security and personnel costs. If Bellevue Arts Museum determines that an event warrants extra Museum Personnel and/or Museum Security, Facility User is responsible for paying the associated charges.

A \$25.00 administration fee will be automatically added to your total charge for declined credit card payments. Payments should be in the form of cash, credit card, or check.

Bellevue Arts Museum reserves the right to cancel your event and retain your booking deposit (minimum of \$100) if payment-in-full is not received or if arrival and set-up times and all event details are not confirmed two weeks prior to your event.

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

CANCELLATION POLICY

If the Facility User cancels the event, the following policy will apply:

- After the agreement has been signed, 25% of the estimated costs due.
- Within 12 weeks of the scheduled date, 50% of the estimated costs due.
- Within four weeks of the scheduled date, full charges assessed.

Refunds are processed after the scheduled date of the event.

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.

EVENT SPACES

The FORUM, located on the first floor of the Museum, 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. Forum facility use includes group admission to BAM's galleries*. Packages quoted for up to 200 attendees, additional security & personnel fees apply for larger events.

*Subject to availability as some galleries may be closed for installation.

CAPACITY: Standing Reception 450 Seated Function 165 Theatre Style 200

THE Forum

PACKAGE FEATURES

PREMIUM

EVENT DURATION

- (2 hr.) Set-up
- (3 hr.) Event
- (1 hr.) Clean-up

MUSEUM EQUIPMENT

- (200) Black Museum chairs
- (12) 6' tables
- (12) Black 6' table linens
- (11) Bistro tables
- (11) Black bistro table linens
- (15) 72" round tables
- (15) Black 72" round table linens

AUDITORIUM EQUIPMENT

- Lectern with gooseneck mic, VGA and HDMI computer inputs
- Windows based PC in booth
- 10' screen with 5000 lumen HD projector
- Bluray/DVD player
- VHS player
- CD/cassette player
- Loop hearing system
- Large teleconference unit, (accommodates up to 16)

OTHER EQUIPMENT

- (8) Handheld microphones
- (4) Microphone stands
- (1) Wireless microphone, (can be handheld or earset)
- QSC K-Series speakers
- Mackie 16 channel mixer
- 5000 lumen projector with 10' projection screen
- Up lighting
- Basic stage wash lighting

RATE

- Mon – Thur \$5,000
- Fri – Sun \$6,000

DELUXE

EVENT DURATION

- (2 hr.) Set-up
- (3 hr.) Event
- (1 hr.) Clean-up

MUSEUM EQUIPMENT

- (200) Black Museum chairs
- (12) 6' tables
- (12) Black 6' table linens
- (11) Bistro tables
- (11) Black bistro table linens
- (15) 72" round tables
- (15) Black 72" round table linens

RATE

- Mon – Thur \$4,750
- Fri – Sun \$5,750

BASIC

EVENT DURATION

- (2 hr.) Set-up
- (3 hr.) Event
- (1 hr.) Clean-up

RATE

- Mon – Thur \$4,065
- Fri – Sun \$5,065

EVENT SPACES

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. Court of Light facility use includes group admission to BAM's galleries*.

*Subject to availability as some galleries may be closed for installation.

CAPACITY: Standing Reception 100 Seated Function 60 Theatre Style 70

Court of Light

PACKAGE FEATURES

PREMIUM

EVENT DURATION

- (2 hr.) Set-up
- (3 hr.) Event
- (1 hr.) Clean-up

MUSEUM EQUIPMENT

- (200) Black Museum chairs
- (12) 6' tables
- (12) Black 6' table linens
- (11) Bistro tables
- (11) Black bistro table linens
- (15) 72" round tables
- (15) Black 72" round table linens

OTHER EQUIPMENT

- (8) Handheld microphones
- (4) Microphone stands
- (1) Wireless microphone, (can be handheld or earset)
- QSC K-Series speakers
- Mackie 16 channel mixer
- 5000 lumen projector with 10' projection screen
- Up lighting
- Basic stage wash lighting

RATE

- Mon – Thur \$3,500
- Fri – Sun \$4,000

DELUXE

EVENT DURATION

- (2 hr.) Set-up
- (3 hr.) Event
- (1 hr.) Clean-up

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

RATE

- Mon – Thur \$3,300
- Fri – Sun \$3,750

BASIC

EVENT DURATION

- (2 hr.) Set-up
- (3 hr.) Event
- (1 hr.) Clean-up

RATE

- Mon – Thur \$2,500
- Fri – Sun \$3,000

EVENT SPACES

Auditorium

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, offers a hearing loop and includes group admission to BAM's galleries* during Museum hours, Wednesday — Sunday (11am — 5pm). After hours admission to the galleries includes an additional fee with a discounted group rate.

*Subject to availability as some galleries may be closed for installation.

CAPACITY: Theatre Style 80 Board Room Style 36 Classroom Style 36

PACKAGE FEATURES

PREMIUM

EVENT DURATION

(½ hr.) Set-up
(2+ hr.) Event
(½ hr.) Clean-up

MUSEUM EQUIPMENT

(200) Black Museum chairs
(12) 6' tables
(12) Black 6' table linens
(11) Bistro tables
(11) Black bistro table linens
(15) 72" round tables
(15) Black 72" round table linens

AUDITORIUM EQUIPMENT

Lectern with gooseneck mic,
VGA and HDMI computer inputs
Windows based PC in booth
10' screen with 5000 lumen
HD projector
Bluray/DVD player
VHS player
CD/cassette player
Loop hearing system
Large teleconference unit,
(accommodates up to 16)

OTHER EQUIPMENT

(8) Handheld microphones
(4) Microphone stands
(1) Wireless microphone,
(can be handheld or earset)
QSC K-Series speakers
Mackie 16 channel mixer
5000 lumen projector with
10' projection screen
Up lighting
Basic stage wash lighting

RATE

\$300 per hour

DELUXE

EVENT DURATION

(½ hr.) Set-up
(2+ hr.) Event
(½ hr.) Clean-up

MUSEUM EQUIPMENT

(200) Black Museum chairs
(12) 6' tables
(12) Black 6' table linens
(11) Bistro tables
(11) Black bistro table linens
(15) 72" round tables
(15) Black 72" round table linens

RATE

\$275 per hour

BASIC

EVENT DURATION

(½ hr.) Set-up
(2+ hr.) Event
(½ hr.) Clean-up

RATE

\$250 per hour

BEFORE YOUR EVENT

Schedule an appointment with a Museum Representative and complete a walk-through of the space to make sure it fits your needs. Facility 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.

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, vendors, parking, valet services, and coat check. If you are providing name tags to guests, please use magnetic or pin name tags as stickers are not permitted.

Deliveries and pick-ups must be scheduled through the Museum Representative two weeks prior to the event.

PUBLICITY

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.

CERTIFICATE OF LIABILITY INSURANCE

Facility User shall purchase and/or 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 Facility User from claims which may arise out of or resulting from the activities of Facility User and Facility User's guests.

The 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 Facility 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.



BEFORE YOUR EVENT

FLOWERS & DECORATIONS

Any living plant brought into the Museum Forum must be approved by Museum Staff at least two weeks in advance from date of the event. 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, feathers, sand, stickers, potted plants, 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.

UNIQUE GIFTS

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. Ask for a brochure of gift ideas.



BEFORE YOUR EVENT

MUSIC, ENTERTAINMENT, & AUDIO/VISUAL

There are electrical outlets throughout the Museum. Please speak with Bellevue Arts Museum's 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.

PARKING OPTIONS

Bellevue Arts Museum has a complimentary underground parking garage with 70 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.



BEFORE YOUR EVENT

FOOD & BEVERAGE SERVICE

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.

If alcohol is served at your event, you may need to obtain a Washington State Banquet Permit or Special Occasion License, available on the Washington State Liquor Control Board website. This must be present at the time of your event.

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 Galleries.

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 foods tend to be very difficult to clean-up or generate a foul odor such as shucking oysters.

Caterers are responsible for the set-up and the breakdown of any rental or Museum equipment as well as the clean-up of the food preparation, staging, and serving areas. Caterers must thoroughly sweep and mop floors and clean all surfaces, including chairs, tables and other equipment prior to leaving site.

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

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

BELLEVUE ARTS MUSEUM'S EXCLUSIVE CATERERS

While hosting an event at Bellevue Arts Museum, the Facility User must select one of the following exclusive caterers*

City Catering Company

509 Dexter Ave N
Seattle, WA 98109
206.721.0334
www.citycateringcompany.com

Catering by McCormick & Schmick's

9404 E. Marginal Way S.
Seattle, WA 98108
206.762.4418
www.CateringByMandS.com

Eatdrink Catering

4507 Brooklyn Ave NE
Seattle, WA 98105
206.658-2354
www.eatdrink-catering.com

Herban Feast Catering

3200 1st Avenue S, Suite 100
Seattle, WA 98134
206.607.8863
www.herbanfeast.com

Lisa Dupar Catering

18005 NE 68th St., Suite A-150
Redmond, WA 98052
425.881.3250
www.lisaduparcatering.com

Seastar Restaurant & Raw Bar

205 108th Ave. NE
Bellevue, WA 98004
425.456.1892
www.seastarrestaurant.com

*See BAM's website for list of current catering contacts.





DURING YOUR EVENT

Bellevue Arts Museum staff will be present during your entire event to manage the event and operations. 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.

Facility User will take all reasonable precautions to protect Bellevue Arts Museum, during the period of the facility use, against damage or any manner of defacement of the premises. The Facility User is held responsible for the behavior of their guests and all their vendors. If Bellevue Arts Museum is left unclean and/or damaged, the Facility 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

Facility 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.

PHOTOGRAPHY & VIDEOGRAPHY

Photography and videography for personal, non-commercial use are allowed in the Museum Forum (1st floor) and the Court of Light (3rd floor).

Photography and videography are occasionally not permitted in the 2nd and 3rd floor galleries due to restrictions in lender agreements.

To request the use of images for commercial and/or publicity purposes, please email Museum Representative with a copy of the image, what it will be used for and how Bellevue Arts Museum will be credited.

AFTER YOUR EVENT

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

The Facility 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 Facility 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 Facility User's expense.

CONTACT

Julia Sepulveda
Director of Special Events & Volunteers
425.519.0745
julias@bellevuearts.org
www.bellevuearts.org

LOCATION

510 Bellevue Way NE
Bellevue, WA 98004

MUSEUM HOURS

Wednesday - Sunday: 11am – 5pm
Free First Friday: 11am – 8pm .
Monday & Tuesday: Closed to the public, but available for events.

MUSEUM STORE HOURS

Tuesday – Sunday: 11am – 5pm



ART | CRAFT | DESIGN
BELLEVUE ARTS MUSEUM

bellevuearts.org