Welcome to Bellevue Arts Museum!

Great Location

Set amid the metropolitan energy of downtown Bellevue, BAM is walking distance from top-rated restaurants, world-class shopping opportunities, and a number of luxurious hotels. We are easily accessible from both Seattle and the greater Eastside by three major highways and mass transit options.

Dramatic Architecture and Ever-Changing Exhibitions

Your event here will be completely unique! Our spaces and exhibits are constantly evolving to showcase contemporary art, craft, and design. From in depth artist retrospectives to sweeping collections, every few months we have something different. No two events here will be the same!

Whether you are looking to enjoy a rooftop cocktail, host an awards dinner, or have a private meeting, our modern architecture and contemporary artwork will make your event one to remember.

Community Enrichment

Hosting an event at BAM goes beyond providing a stellar event for your guests. The funds from your event help make it possible for us to bring art and education to the community. We thank you for considering BAM as your event venue.
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### Auditorium

**Capacity:** 90 Theatre Style | Board Room Style 36 | Classroom Style 36

Per hour rate with half hour set up and clean up. Extended set-up and clean-up are available.

- Gallery access is separate after regular museum hours
- Available during and after regular museum hours
- Minimum charge for 1 hour

<table>
<thead>
<tr>
<th>Package</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>$300</td>
</tr>
<tr>
<td>Deluxe</td>
<td>$325</td>
</tr>
<tr>
<td>Premium</td>
<td>$350</td>
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<tr>
<td>Deep cleaning fee</td>
<td>$75</td>
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<tr>
<td>Extended set up/clean up per hour</td>
<td>$95</td>
</tr>
<tr>
<td>Gallery access per hour</td>
<td>$325</td>
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</tbody>
</table>

For events outside of regular museum hours
Includes 2 more security guards
Will be booked for entire event duration
Packages & Pricing

Classroom

*Board Room Style 36 | Classroom Style 40*

Per hour rate with half hour set up and clean up
Minimum 2-hour event
Gallery access is separate outside of regular museum hours
Available during and after regular museum hours

**Deluxe** $200

- The Space
- 1 Security guard
- On-Site Manager
- Classroom Furniture

**Premium** $225

- Deluxe +
- Museum Furniture & Linens
- Museum AV & Lighting

**Extended set up/clean up per hour** $75

**Gallery access per hour** $325

*For events outside of regular museum hours*
*Includes 2 more security guards*
*Will be booked for entire event duration*
# Packages & Pricing

## Court of Light

*Capacity: Standing Reception 100 | Seated Function 60 | Theatre Style 70*

A 3-hour event with 2 hours of set-up and 1 hour of clean-up

- Gallery access included
- Typically, available outside of regular museum hours

**Basic**

<table>
<thead>
<tr>
<th>Days</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Thurs</td>
<td>$2,900</td>
</tr>
<tr>
<td>Fri-Sun</td>
<td>$3,400</td>
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</tbody>
</table>

- The Space
- 3 Security Guards
- On-Site Manager
- Facility Manager
- Janitorial Services

**Deluxe**

<table>
<thead>
<tr>
<th>Days</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Thurs</td>
<td>$3,700</td>
</tr>
<tr>
<td>Fri-Sun</td>
<td>$4,200</td>
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</tbody>
</table>

- Basic +
- Museum Furniture & Linens

**Premium**

<table>
<thead>
<tr>
<th>Days</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Mon-Thurs</td>
<td>$4,000</td>
</tr>
<tr>
<td>Fri-Sun</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

- Basic +
- Museum Furniture & Linens
- Museum AV & Lighting

**Hourly, as an add on to a Forum package**

- $1,900

**Extended set up/clean up per hour**

- $300

**Extended event time per hour**

- $950
# Packages & Pricing

## Forum
*Capacity: School Dance 350 | Standing Reception 350 | Seated Function 150 | Theatre Style 200*

- 3-hour event with 2 hours of set-up and 1 hour of clean-up
- Gallery access included
- Typically, available outside of regular museum hours

### Basic

<table>
<thead>
<tr>
<th>Day</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Mon-Thurs</td>
<td>$4,700</td>
</tr>
<tr>
<td>Fri-Sun</td>
<td>$5,750</td>
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</table>

The Space
- 3 Security Guards
- On-Site Manager
- Facility Manager
- Janitorial Services

### Deluxe

<table>
<thead>
<tr>
<th>Day</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Mon-Thurs</td>
<td>$5,500</td>
</tr>
<tr>
<td>Fri-Sun</td>
<td>$6,500</td>
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</tbody>
</table>

Basic +
- Museum Furniture & Linens

### Premium

<table>
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<tr>
<th>Day</th>
<th>Price</th>
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<tbody>
<tr>
<td>Mon-Thurs</td>
<td>$5,700</td>
</tr>
<tr>
<td>Fri-Sun</td>
<td>$6,700</td>
</tr>
</tbody>
</table>

Basic +
- Museum Furniture & Linens
- Museum AV & Lighting
- The Auditorium Space

### Extended set up/clean up per hour
- $300

### Extended event time per hour
- $950

### Additional security for over 200 guests
- $60/guard/hour
## Packages & Pricing

### Extras

<table>
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<tr>
<th>Service</th>
<th>Price</th>
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<tbody>
<tr>
<td>Docent Led Tours</td>
<td>$300</td>
</tr>
<tr>
<td>Extra Security</td>
<td>$60/guard/hour</td>
</tr>
<tr>
<td>Private high-speed Wi-Fi</td>
<td>$150</td>
</tr>
</tbody>
</table>
Exclusive Caterers

**Foodz**
(206) 297-9634  
www.foodzcatering.com  
921 S Harney St  
Seattle, WA 98108

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

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

**Ravishing Radish**
206.860.7449  
www.ravishingradish.com  
1801 East Marion St.  
Seattle, WA 98122
Museum Furniture & Linens

### Tables
- Rectangles, 6ft x 3ft: 12
- Rectangles, 6ft x 1.5ft: 2
- Rounds, 72in: 15
- Cocktail tables, 30in: 12

### Seating
- Black Museum Chairs: 200
- Black Auditorium Chairs: 79
- Black Wooden Benches, 8ft: 4

### Soft Seating
- Black Chairs: 8
- Black Benches: 13

### Linens
- Black Round in sizes 132in, 120in, 108in
- Black Rectangle in size 132in x 90in
- Stretchy black for the 6ft x 1.5ft tables

### Miscellaneous
- Easels: 25
- 8ft tall Pipe & Drape: 16ft
- Lectern: 1

You are welcome to rent furniture from your preferred rental company and have items delivered to the museum.
## Audio

- Wired Microphones: 8
- Wireless Microphone*: 1
- Ear set Microphone*: 1
- Mic Stands: 4
- Guitar Mic Stand: 1
- Speakers & Subwoofers: 4
- Mixer: 1

## Video

- Projector, stand mounted: 1
- Screen, 10ft: 1

## Lighting

- Basic stage wash lighting
- Decorative Up Lights: 60
- Mini Gobo Lights, 19in: 2
- Mini Gobo Lights, 26in: 2

## Miscellaneous

- Spider Box: 1

## AV built in to the Auditorium

- Projector & Screen
- Lectern with mic & VGA & HDMI computer inputs
- Windows based PC in booth
- Blu-ray/DVD player
- VHS player
- CD/cassette player
- Loop hearing system
- Teleconference unit for up to 16

You are welcome to use your own AV and/or lighting company or rent AV and/or lighting to supplement our equipment.

*Can use one or the other with our system.*
Venue Health Policies & Practices

We are following the most recent guidelines issued by the state of Washington and King County related to masking and vaccination requirements to ensure the safety and health of guests and event staff. Whatever the rules are the date of your event is what we will be following.

The below practices are in place at the museum to ensure continued health of the community.

- Our HVAC system is equipped with MERV 13 grade air filters
- Hand sanitizer stations are available throughout the museum
- Cleaning of the event space and bathrooms before and after the event for Auditorium events and before, during, and after for all others
- Contingency dates and movement of event dates due to Covid surges free of charge
- 75% refund for Covid related cancellations
Parking

Parking is free at the museum for you and your guests. We have about 70 stalls. More parking can be found at Bellevue Square. The garage entrance is on Bellevue Way and is accessible when heading north. To access the garage, please turn RIGHT after the Westin entrance, but before the 6th Street intersection.

Touring the Museum

Full tours available any day of the week, please reach out to us to book one!

The Forum, as part of the first floor, is free. You are welcome to come tour the first floor during open museum hours.

Museum Hours: Wednesday-Sunday 11am – 5pm

Tour the Museum Virtually
www.bellevuearts.org/visit/3d-tours

Contact Us

For more information and to fill out an inquiry form please visit
www.bellevuearts.org/private-events

We would love to hear from you!
Jackie Mendenhall
Special Events Manager
jackiem@bellevuearts.org