



FACILITY RENTALS

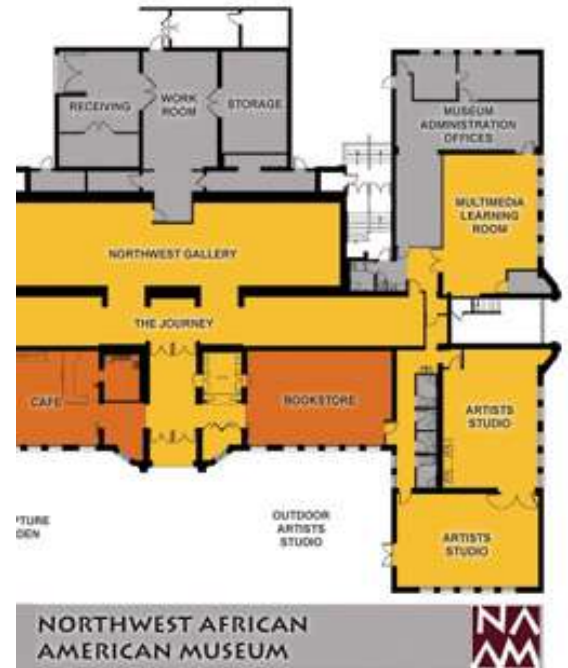
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NAAM RENTAL FACILITIES

The ***Northwest African American Museum [NAAM]*** is a not-for-profit historical museum in Seattle, Washington, offering exhibits, programs, visual arts, music, crafts, literature, and history describing the African American journey to the Pacific Northwest. The Museum maintains a high-quality building, and at all times the Museum shall give priority to its own programs and exhibitions in the use of its facilities.

As the Museum encourages the community to utilize its facilities, the Museum must maintain as its priority the comfort and security of its visitors— this includes protecting the art and artifacts entrusted to our care, as well as the building and the Museum grounds. The Museum encourages organizations and individuals to rent its facilities during times that do not pose a conflict with Museum programs and exhibits. Renters may rent the Museum facilities for several types of events; however sales of merchandise must be pre-approved. The Museum may, at its own discretion, deem other events as unacceptable for the Museum and, if so, will refer to the review and action to its Board of Directors.



MUSEUM HOURS OF OPERATION

Monday, Tuesday – Closed
Wednesday, Friday 11:00 AM to 4:30 PM
Thursday – 11:00 AM to 7:00 PM
Saturday 11:00 AM to 4:00 PM
Sunday 12:00 Noon to 4:00 PM

RENTAL AVAILABILITY

Sunday – Thursday – 8:30 AM to 10:00 PM
Friday & Saturday – 8:30 AM to MIDNIGHT

The NAAM has several different types of spaces available for rent to satisfy small, medium, or large event requirements. Rental spaces are available Sunday through Thursday from 8:30AM to 10PM, and Friday and Saturday from 8:30AM to Midnight. All space rental contractual agreements include the full use of the lobby, restrooms, and rental area, the Massachusetts Avenue entrance, and any other entrance to the space reserved. The exhibits can be viewed for self guided tours. The descriptions below describe each rental space, and provide suggestions on event-types for each.

LEGACY GALLERY



The Legacy Gallery is a generous 2,340 sq. ft. space that is situated beside the Museum Café, with an entrance door leading directly into the Sculpture Garden. This space is ideally suited for large events with a capacity of up to **200 reception** guests, and **144 seated dinner** guests. The Legacy Gallery is the perfect selection for general receptions, wedding receptions, cocktail receptions, gala events, conferences and trade shows, annual/shareholder meetings, lectures, seminars, workshops, award ceremonies, reunions, retirement parties, dancing and dance events, live bands/DJs, and even theatrical performances. Spring and summer events held in the Legacy Gallery are enhanced by combining the outdoor Sculpture Garden.

THE SCULPTURE GARDEN & THE OUTSIDE ARTIST STUDIO 1

(Rented in conjunction with the Legacy Gallery and or Studio 1)

The Sculpture Garden, located directly outside of the Museum Café and the Legacy Gallery, provides a special outdoor space for a variety of events. The Outside Artist Studio is directly outside of Artist Studio I. The Sculpture Garden and the Outside Artist Studio, each with a **capacity of 80 guests**, may be rented in conjunction with one of our indoor spaces. Many types of events would be enhanced by the use of either of these outdoor spaces, but here are a few of our favorites: Weddings, Wedding Receptions, Jazz Brunches, Summer Cocktail Receptions, and Live Entertainment.



ARTIST STUDIO 1 & 2

Artist Studio I combines artist and education outreach space for hands-on art programs, in 990 square feet of space. The Artist Studio I space is appropriate for small to medium-sized groups of up to **56 seated** or **75 reception guests**. The Artist Studio I is also recommended for cocktail receptions, dancing, meetings, conferences, and many other types of events. This space opens out onto the Outside Artists Studio, for a sunny addition to a variety of outdoor spring and summer event. The Artist Studio I may also be rented in combination with Artist Studio II – a slightly smaller [960 sq. ft.] adjoining space that can conveniently be used for larger receptions, meetings and other events. The Artist Studio II also has a capacity of **42 seated** or **50 reception guests**.

MEETING-ONLY RENTAL RATES

Between the hours of 10AM and 5PM, half-day or full-day rental space is available for small [maximum of 40 people] corporate or other group meetings. The Meeting-Only rental rate is \$150 per hour with a minimum of two hours. Regular rental fees will apply if breakfast and/or lunch are desired during the meeting.

Inventory Available for Room Rentals

- Twenty - 5' Round Tables (seat 8 per table)
- Eight – 6' Rectangle Tables (seat 8 per table)
- 150 black stacking chairs
- 40 blue folding chairs
- Podium with gooseneck microphone
- 2 corded microphones
- 2 cordless microphones
- Screen
- Projector Hook-up (Guests must provide own laptop and dongles for MAC)

CATERING POLICY

NAAM recommends Helen Stewart
Precise Catering (425) 687-6528

www.precisecatering.com

Precise Catering, LLC is a full-service caterer that specializes in excellent service, quality food, and exceptional presentation. Serving the Pacific Northwest for over 25 years, Precise Catering has the experience to make every event a memorable one.



Outside Caterers can arrange to use the kitchen for a \$150 kitchen fee.

Linen Rentals

Standard Linen rentals can be arranged for your event for a nominal cost.

Suggested linen size for NAAM Tables is 85 x 85.

Linen Colors Available: White, Ivory, Burgundy, Green, Black, Royal Blue, Red

Napkins are available in complimentary colors.



Northwest African American Museum Rental Rate

| Room | Rental Rates ¹ | Seated | Reception |
|-------------------------|--|--------|-----------|
| Legacy Gallery | \$1000 ² | 144 | 200 |
| Sculpture Garden | \$250 ² | 80 | |
| Outside Artist Studio 1 | \$250 ² | 80 | |
| Artist Studio 1 | \$600 | 56 | 75 |
| Artist Studio 2 | \$550 | 4 | 50 |
| Meetings Only | \$150 pr hr (min 2 hours) Max of 40 people (Not Catered) | | |

Room Rental guests can self-tour exhibits. Docent led tours are \$100.

Non Profit organizations receive a 30% discount on room rental.

Combination Room Rentals receive a 10% discount.

All rentals pay a \$60 cleanup fee.

¹ Additional security and staff fees may apply.

² Available only with rental of Legacy Gallery or Artist Studio 1.

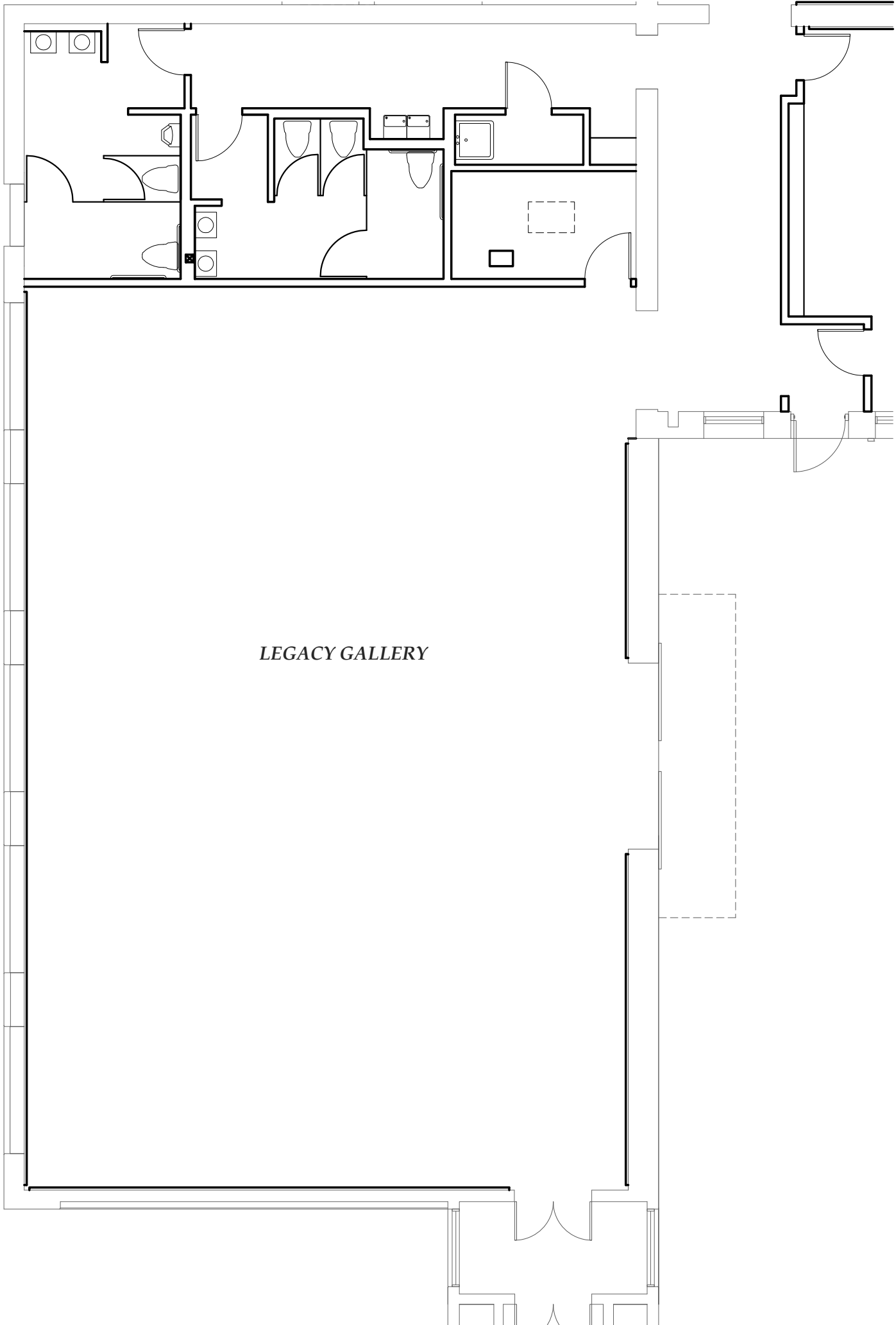
SECURITY & STAFF FEES

A Museum staff member is automatically assigned to all events with up to 100 guests. Every additional 100 guests will require that a Museum staff member be assigned, and a **Museum Staff Fee** be charged, at the rate of \$25 per hour. Events held after normal museum hours will incur a security guard fee for opening and closing the building.

Guidelines

- All rates listed are generally based on a 4 hour minimum.
- There will be charges for use of additional museum facilities depending on size of the event, type of activity, audio/video requirement and set-up and tear-down times. Any additional time will be prorated on an hourly basis.
- Organizations with a 501(c) 3 tax status qualify for a 30% reduction for facility fees.
- AV/IT technician is available for additional fee.
- The museum is open to the public on Thursdays until 7:00pm, which precludes exclusiveness of these spaces until that time.
- NAAM recommends Helen Stewart, Precise Catering (425) 687-6528
www.precisecatering.com.
- No food or drink allowed in exhibit galleries at any time during your event.

To make reservations, please call Twanda Hill at 206.518.6000 ext. 111 or thill@naamnw.org



LEGACY GALLERY

ROOM RENTALS NORTHWEST AFRICAN AMERICAN MUSEUM

