



Private Events at NAAM

Northwest African American Museum



Host your event in a historic Seattle Landmark.

The Northwest African American Museum offers over 4,200 sq. ft. of high-quality, private event space for all occasions. Your event is made special with a backdrop that showcases engaging exhibits of history, art and culture. Located in the Central District neighborhood, our facilities feature large vintage windows, high ceilings, hardwood floors, artist studios, outdoor patios and free parking. Let our courteous staff assist you with all the finishing touches to help personalize your event from catering to décor.

MUSEUM HOURS OF OPERATION

Monday, Tuesday - Closed
Wednesday thru Sunday 11:00 AM to 5:00 PM
Thursday 11:00 AM to 7:00 PM

RENTAL AVAILABILITY

Sunday - Thursday - 8:00 AM to 10:00 PM
Friday - Saturday - 8:00 AM to 12:00 AM

FACILITY RENTALS

2300 S. Massachusetts St. • Seattle, WA 98144
Events Department • 206.518.6000 x111 • mkidhe@naamnw.org

NAAM RENTAL OVERVIEW

<u>Room</u>	<u>Rental Rates</u>	<u>Evening Rates</u>	<u>Seated</u>	<u>Reception</u>	<u>Theatre</u>
Legacy Hall (April-Sept & Dec) Legacy Patio	\$1350 (Included with Legacy rental- April-Sept Peak Months)	\$1650	180	250	200
Legacy Hall (Jan-Mar & Oct-Nov) Legacy Patio	\$1250 (Included with Legacy rental)	\$1550	180	250	200
Artist Studio 1 Artist Studio Patio	\$700 (Included with Studio 1 rental)	\$800	56	75	65
Artist Studio 2	\$650	\$750	64	70	65

Meetings Only

\$100 per hour (min 2 hours) Max of 50 people (Artist Studios **ONLY**)
Between the hours of 10AM and 5PM, half-day or full-day rental space is available for small [maximum of 50 people] corporate or other group meetings. The Meeting-Only rental rate is \$100 per hour with a minimum of two hours. Regular rental fees will apply if meeting begins before 10am and onsite catered breakfast and/or lunch are desired during the meeting.

- Room rental guests can self-tour exhibits. Docent led tours are \$100.
- Non Profit organizations receive a 15% discount on room rental.
- All rentals pay a minimum of \$100 cleanup fee for >149 ppl. Price increases per (50) additional guest count.
- Set-Up and Break Down fees are included.
- Audio and Visual equipment included.
- Tables and Chairs included if Client utilizes NAAM equipment
- 2 hour load in time and 1 hour load out time included. Extra time will be charged at \$100 for early entry and \$200 for late departure.
- Outside equipment must be removed immediately after the event.
- Cars can drive on to property for loading and unloading. Must be parked in parking lot during event. If cars are not removed after loading, vehicles will be towed at expense of Owner
- Exhibits and/or Galleries displaying art cannot be rented or used for events.

(Additional security and staff fees apply for parties over 200 require more than 2 staff members)

Guidelines

- Rates listed for Legacy Hall are based on a **2 hour** minimum. With the exception for *Meetings Only*.
- **No food or drink allowed** in exhibit galleries at any time during your event.
- All not- profit organizations 501 (c) 3 must present documentation of their status with rental contract to receive discount.
- If alcohol is served at your event, you must obtain a Washington State Banquet Permit, available at any Washington State liquor store or website. This must be present at the time of your event.

- If Audio/Visual is being used, mandatory walk-through must be performed within **24 hours** of your event. Customer is responsible for manning their own AV during event. NAAM will provide instruction on usage.
- Floor plan for room setup is due a minimum of **48 hours** prior to event. If floor plan is not submitted, NAAM is not responsible for setup specifications of rental space for event.
- First meeting with events staff regarding setup is free. Additional setup meetings will be billed at \$30 per hour.

Damage/Cleaning Deposit

- Without Alcohol Service: A refundable damage/cleaning deposit is required of \$200.00.
- With Alcohol Service: A refundable damage/cleaning deposit is required of \$450.00.
- Wedding Package: A refundable damage/cleaning deposit is required of \$750.00. If not serving alcohol at the wedding, damage/cleaning deposit is \$500.00. The deposit covers damages that occur and extra cleaning that may be required after use by Facility User. Costs of extra cleaning and of repairing/replacing any damage to the facility or property of NAAM caused by the Facility User or any of its guests will be deducted from the damage/security deposit. The full amount of the deposit will be refunded within seven business days after the event if all of the conditions of this contract are fulfilled

Norman B. & Constance Rice Legacy Hall

2,340 square feet (39'x 60')

180 Banquet* 250 Reception* 200 Theatre

The Legacy Hall is a generous 2,340 sq. ft. space, with an entrance door leading directly into the Sculpture Garden. This space is ideally suited for large events with a capacity of up to **250 reception guests**, and **180 seated dinner guests**. The Legacy Hall 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 Hall are enhanced by combining the Legacy Hall Patio.



The Legacy Patio and Studio 1 Patio

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

The Legacy Patio, located directly outside of the Legacy Gallery, provides a special outdoor space for a variety of events. The Artist Studio Patio is directly outside of Artist Studio I. The Legacy Patio and the Artist Studio Patio, each with a capacity of 80 guests, is included with the rental of the legacy hall and studio 1. 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 Studio 1 Patio, 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 **64 seated** or **70 reception guests**.



Pictured VIP reception available at an additional fee

Inventory Available for Room Rentals

- Twenty -60' Round Tables (seat 8 per table)
- Fifteen- 72' Round Tables (seat 10 per table)
- Twenty - 6' Rectangle Tables (seat 8 per table)
- Twelve- High Top Bistro Tables
- 200 black stacking chairs
- 40 blue folding chairs
- Podium with gooseneck microphone
- 3 corded microphones
- 5 cordless microphone
- Screen
- Projector Hook-up. Guests must provide own laptop (MAC users, provide your own dongle too)

****Additional tables/supplies can be ordered for your convenience****

PAYMENT SCHEDULE

NAAM facilities are not considered RESERVED unless the renter has completed all required paperwork to schedule an event. A specific date for an event is not considered RESERVED unless the Museum is in receipt of the Event Deposit of 50%. The balance of the Event Deposit fee must be received by the Museum no less than 7 days prior to the scheduled event.

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 150 attendees will incur additional security and personnel costs. If NAAM determines that an event warrants extra STAFF and/or Museum Security, Facility User is responsible for paying the associated charges.

A discount on the facility use fee is offered to non-profit organizations with property tax exemption.

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

CANCELLATION POLICY

Should it be necessary to cancel an event after a contract has been signed, NAAM reserves the right to retain the following amounts based on the scale below. More than three (3) months prior to event date - 90% refund to Client. Less than 3 months, but more than 30 days prior to event - 75% refund to Client. Less than 30 days prior to event - 25% refund to Client.

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 Northwest African American Museum as additional insured, as well as protects 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 Northwest African American 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 Northwest African American Museum. A copy of the policy must be submitted to the Museum Representative at least two weeks prior to the event.

PARKING

NAAM shares a parking lot with the residents upstairs. 42 spaces are allotted for the Museum and are marked. An additional 32 spaces are available adjacent to the Jimi Hendrix Park. All street parking is free

Please do not park in the spaces marked “Resident or R”. You will be towed!

CATERING POLICY

NAAM has a list of preferred caters specializing in full service catering, providing excellent service, quality food, and exceptional presentation. Please contact our Event Rental Manager to acquire list and further catering details.

Outside Caterers can arrange to use the kitchen for a **\$300 kitchen fee (\$250 for non-profits)**.

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 floors and clean all surfaces, including chairs, tables and other equipment prior to leaving site. The 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.

No food or beverages are permitted in the Galleries.

LINEN RENTALS

Napkins 20 x 20

Black	Medrite Grey	White	Champagne	Yellow	Gold	Dusty Rose	Pink	Chocolate
Green	Seafoam	Wedgewood	Royal Blue	Navy	Purple	Burgundy	Red	Rust

TABLECLOTHS
White
Champagne
Burgundy
Black
Green
Red
Royal Blue
Pink
Purple

Standard Linen rentals can be arranged for your event for a nominal cost, **set of 20 linens for \$140.**

Rental linen sizes for NAAM Tables are 85 x 85.

Linen Colors Available: White, Champagne, Burgundy, Green, Black, Royal Blue, Red, Pink and Purple

Napkins are available in complimentary colors.

Napkins cost, set of 100 for \$65.

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 Facility User. All garbage and recycling is to be removed from site by caterer.

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 NAAM for excessive custodial or trash removal services will be charged to Facility User at prevailing rates.

NAAM is not responsible for any items left on the premises after the event, be they personal property or rental materials.