

FACILITY USE APPLICATION

Frye Art Museum will utilize the information in this application to determine availability and ability to host your proposed special event. We will tentatively hold your date for up to two (2) weeks while your application is under review. Please read the Special Event Guidelines and Terms and Conditions for a comprehensive understanding of policies and procedures for hosting an event at the Museum.

Client Information

Group Name: _____

Contact Name: _____ Phone: _____

Mailing Address: _____

Email: _____ Web: _____

Organization Type

For-Profit Non-Profit UBI #: _____

Non-profit under Washington State law with a property tax exemption granted by the WA State Department of Revenue.

If not property tax exempt under Chapter 84.36 RCW and Chapter 458-16 WAC, my organization would qualify under this exemption:

Performing Arts Organization

Charitable Organization

Youth Organization

Church

School

Other (specify): _____

Does your organization earn more than 20% of its income from donations (time or money)? Yes No

Event Information

Event Name: _____

Event Date: _____ Attendance: _____

Featured Artist/Speaker: _____

Event Duration

Building Access Time: _____ Building Exit Time: _____

Program Start Time: _____ Program End Time: _____

Event Format (check all that apply)

Reception

Meeting

Presentation

Performance

Other (specify): _____

Open to the public? Yes No

Ticketed? Yes No

If yes, price per ticket and location of sales: _____

Facility Use Fees

Rates are based on a four (4) hour package. Additional building time available at \$150/hour. Additional Security staff and/or custodial services determined on an as-needed basis.

Facility	Food & Beverage	Capacity	Museum Open/Closed	Hours	Facility Use Fee	Non-Profit / Member** Fee
FOYER + GALLERY CAFÉ	Permitted	160	Closed	4	\$785	\$685
AUDITORIUM	Not permitted	142	Open	4	\$650	\$475
			Closed	4	\$800	\$650
ART STUDIO	Permitted	75	Open	4	\$600	\$450
			Closed	4	\$650	\$450
FOYER + GALLERY CAFÉ + ART STUDIO	Permitted	230	Closed	4	\$1,500	\$1,150
WHOLE MUSEUM WITH GALLERIES	Limited*	400	Closed	4	\$2,600	\$2,000

*Food and beverage service is limited to designated areas of the Museum and is not permitted in the Auditorium or Galleries.

**Discounted rate offered to Members at the Supporter Level (\$150) and above.

Facilities Requested

- Foyer
- Gallery Café
- Auditorium
- Art Studio
- Galleries (subject to availability)
- Other (other areas may be available, please inquire): _____

Museum Equipment

The following banquet equipment is available and included with your facility use. Audio/visual equipment and an AV Technician are included with Auditorium facility use. An AV Package may be available in the Foyer and Art Studio for an additional fee of \$150 for up to 4 hours. Please confirm your needs with the Museum Representative at least two (2) weeks prior to your event.

Banquet Equipment:

- (14) 6' Tables
- (4) 8' Tables
- (7) Bistro Tables
- (2) Bar Frames
- (85) Black folding chairs

Available In:

- Foyer, Gallery Café, Art Studio
- Foyer, Gallery Café, Art Studio
- Foyer, Gallery Café, Art Studio
- Foyer, Gallery Café, Art Studio
- Foyer, Gallery Café, Art Studio

Fees:

- Included
- Included
- Included
- Included
- Included

Audio/Visual Equipment:

- (1) Schimmel Baby Grand Piano
- (1) Podium + Mic
- (1) Video Projector + Screen
- (1) Portable Video Projector + Wall
- (1) Wireless Handheld Mic
- (4) Wireless Lapel Mics
- (4) Wired Handheld Mics
- (1) Frye Laptop
- (2) Portable Speakers + Mixer

Available In:

- Auditorium
- Auditorium, Foyer, Art Studio
- Auditorium
- Art Studio
- Auditorium, Foyer, Art Studio
- Auditorium, Foyer, Art Studio
- Auditorium, Foyer, Art Studio
- Auditorium, Art Studio
- Foyer, Art Studio

Fees:

- \$200
- Included in Auditorium, AV Package in Foyer or Art Studio
- Included
- AV Package
- Included in Auditorium, AV Package in Foyer or Art Studio
- Included in Auditorium, AV Package in Foyer or Art Studio
- Included in Auditorium, AV Package in Foyer or Art Studio
- Included
- AV Package

Catering Services

All food and beverage service, including alcohol, must be provided and served exclusively through the Frye Art Museum’s catering partner, The City Catering Company. They pair seasonal and fresh food with warm professional service. Please contact Adam Purkey for a proposal.



- Do you wish to serve food? Yes No
- Do you wish to serve alcoholic beverages? Yes No

The City Catering Company | Adam Purkey | 206 721 0334 | adam@citycateringcompany.com