



YOUR EVENT, YOUR STAGE, YOUR BELLEVUE



Welcome to Resonance Events.

We're glad you found us and we're looking forward to learning all about your event and how we can help you make it an overwhelming success!

Please review the following pages that provide helpful and important information which broadly applies to events held in our space and creates the groundwork for your outstanding event at Resonance.

Let's get started!



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RESONANCE  
*Events*



# CREATING A SUCCESSFUL EVENT

## What Makes Resonance Different

Resonance is not a drab hotel ballroom. We don't impose restrictions that prevent you from working with your favorite caterer. We're not a bare bones community center or barren venue that requires you to do all the work.

### Uniquely intimate and modern

Resonance is a uniquely intimate, private, and modern space designed for professional music performances whose environment, services, and amenities make it the perfect space for your special event. Our team of event specialists make a stage come alive with audio/visual technology. We delight guests with excellent wine and beer products served by friendly and experienced staff. We know what makes an event exciting and fun and we give you the flexibility to work with outside caterers and other vendors who provide passionate service and distinct products.

- ⌂ **Private Parties**
- ⌂ **Business Meetings**
- ⌂ **Marketing Events**
- ⌂ **Nonprofit Fundraisers**
- ⌂ **Lectures & Seminars**
- ⌂ **Community Workshops**
- ⌂ **Live Music Performances**
- ⌂ **Multimedia Recordings**





# 3 Easy Steps to Your Great Event at Resonance

Three easy, consecutive steps prepare you, your vendors, and our venue staff to flawlessly execute your event from beginning to end.

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## STEP ONE: BOOK OUR VENUE

A Resonance Event Specialist consults with you to discover your event details, identify a viable date and time, and schedule a site visit. Easily book and pay in minutes online.

- ⌚ **Consultation:** A friendly conversation to thoroughly understand your event
- ⌚ **Site Visit:** A scheduled site visit to consider your event in context of the venue
- ⌚ **Quote:** A customized quote, delivered by email
- ⌚ **Contract:** A clear and complete online process to sign electronically
- ⌚ **Payment Schedule:** A clear payment schedule with easy Credit Card or EFT payment

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## STEP TWO: PLAN YOUR EVENT

After booking, Resonance gives you the freedom to plan and manage your own event. You can select your favorite caterer, florist, photographer, DJ, band, or other special vendor (*terms and conditions apply*). Our small and friendly team of event specialists ensures that you get the most benefit from our space by coordinating and documenting common event needs.

- ⌚ Onsite Planning Consultation (One Hour) + Online/Email Event Coordination
- ⌚ Bar Product Selection, Staffing, and Service
- ⌚ Audio/Visual Technology Setup and Management
- ⌚ Vendor Delivery and Timeline Coordination
- ⌚ Day-of Event Supervision and Facility Management

*Alcohol must be supplied and served by the venue and is limited to beer and wine products only.*

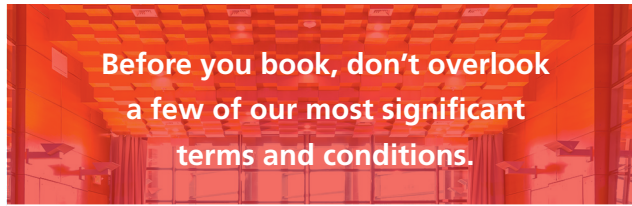
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## STEP THREE: YOUR EVENT

At Resonance, planning pays off. Our goal is peace of mind. Our coordinated efforts ensure that your event comes off without a hitch. You, your vendors, and our staff all work from a comprehensive report that outlines the significant and applicable details of your event.

- ⌚ Visual Ground Plan
- ⌚ Event Production Timeline
- ⌚ Vendor Delivery and Pick Up Timeline
- ⌚ Inventory of Amenities Used
- ⌚ Bar Products and Final Estimate
- ⌚ Day-of Staff Contacts

*At least one member of our staff will be onsite throughout your event to facilitate the use of the venue and help manage expectations.*



## SECURING THE VENUE

The date(s) and time(s) of your event cannot be held indefinitely without first securing the venue. We're unable to guarantee future availability until a contract has been completed, signed, and the initial down payment has been received.



## PAYMENT SCHEDULE

An initial down payment is due at the signing of your contract. Additional installments may be due as outlined in your contract. Late payments may result in additional fees or forfeiture of booking.



## ACCESS TO THE VENUE

Neither you, your team, nor any vendors or persons acting on your behalf may access the venue prior to the start of your rental. Overtime will be assessed for events that run beyond their scheduled end. Please plan ahead and be certain to purchase the time you, your team, and any vendors may need to setup and strike your event.



## VENUE STAFF LIMITATIONS

Unless a bar or other service package has been added, Resonance staff support is limited to facilitating the use of the venue: i.e. providing access to the venue, preparing the venue prior to event, maintaining restrooms, facilitating the use of equipment, and directing vendors and third party staffing.

You, your team, and any vendors working on your behalf are responsible for delivery of equipment and materials and the removal of the same equipment and materials, including the disposal of resulting trash and refuse, to the commercial trash bins immediately accessible from our back door.



## ALCOHOL RESTRICTIONS

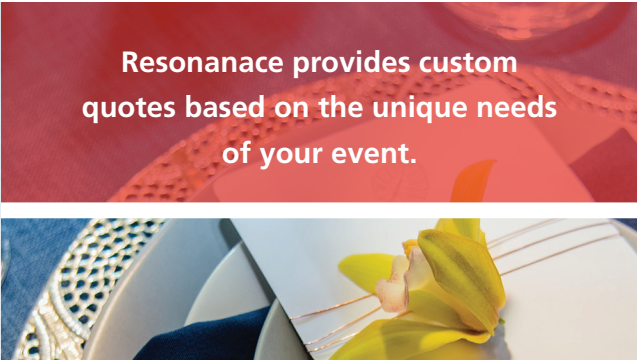
The conditions of our liquor license limit the service and consumption of alcohol to beer and wine products (no spirits). All alcohol must be served and provided by the venue. Non-negotiable.

For FAQs please visit [www.resonance.events/FAQs](http://www.resonance.events/FAQs)





## Rates, Capacity, and Amenities



Resonance provides custom  
quotes based on the unique needs  
of your event.



## RENTAL RATES/OTHER FEES

Rates vary by day of week, time of day, and season of the year, therefore we do not post rental rates and other fees. Moreover, we craft a proposal that takes into consideration your event's unique and specific needs like duration, guest count, and support requirements. A Resonance Event Specialist will work with you to learn more about your event and provide an initial custom quote.



## QUOTES/ESTIMATES

A custom quote for your event will consist of one or more constituent parts.

- **Rental Period:** Date, Start/End Time, and Rate
- **Bar Minimum:** Deposit required to secure bar service
- **Services:** Video Projection, Audio Packages, etc.
- **Fees**
- **Taxes**



## CAPACITY



Resonance can accommodate a varied number of guests  
depending on the setup and layout of your event.

ALL SEATED AT TABLES	AUDITORIUM SEATING	STANDING RECEPTION
100 guests	120 guests	180 guests
Ten, 60" rounds, 10 chairs per table	120 chairs in rows	Six cocktail + up to three 60" rounds, 8-10 per table

Buffet, Bar, and Staging areas can be set in Lobby, Green Room,  
and perimeter of Hall in various combinations.  
See sample ground plans and images in appendix.



## INCLUDED AMENITIES



The following amenities are included with your rent at Resonance. See detailed inventory with pictures in appendix.

HOUSE	STAGE	GREEN ROOM	SERVICES
<ul style="list-style-type: none"> <li>• 10 sixty inch rounds</li> <li>• 4 six-foot buffets</li> <li>• 2 eight-foot buffets</li> <li>• 6 cocktail tables</li> <li>• 32 scarlet chairs</li> <li>• 88 grey chairs</li> </ul>	<ul style="list-style-type: none"> <li>• 1-3 wired microphones</li> <li>• In-house sound system</li> <li>• Yamaha grand piano</li> <li>• 8 music stands</li> <li>• Speaker's podium</li> </ul>	<ul style="list-style-type: none"> <li>• 55" flat screen</li> <li>• Microwave</li> <li>• Mini-fridge</li> </ul>	<ul style="list-style-type: none"> <li>• Onsite supervisor</li> <li>• Setup of tables, chairs, and linens from in-house supply</li> <li>• Secured and Guest Wi-Fi</li> </ul>

The venue supervisor will greet your event's day-of contact and provide documentation of venue policies along with our check-in and site inspection checklist. They conduct sign-out with the day-of contact and ensure that the cleaning checklist has been completed.

### On-site venue supervisor assistance

- ⓧ Check periodically to ensure everything is running smoothly
- ⓧ Refresh restrooms
- ⓧ Be available for questions
- ⓧ Respond to venue related needs or issues that may arise
- ⓧ Facilitate the use of audio-visual equipment (at a basic level)
- ⓧ Supervise all in-house bar-related setup, cleanup, and service needs
- ⓧ Supervise setup of all in-house tables, chairs, and linens



## ADDITIONAL SERVICES AND AMENITIES



The following are available for an additional fee.

- ⓧ Digital Projector w/Large Screen
- ⓧ Extended Wired or Wireless Microphone Packages
- ⓧ Live Sound Engineer/Stage Manager
- ⓧ Offsite Chair Storage/Removal
- ⓧ Beer and Wine Bar Packages



## Event Production

From outstanding wine and beer selections to audio/visual support, Resonance offers flexibility.



## ALCOHOL & BAR SERVICES

Bar service at Resonance is carefree and easy. At booking, we assess a custom bar minimum based upon your guest count and duration of event.

After booking, we'll help you select a package of bar products from our diverse menu and then provide an estimate of costs based on your selections to include labor, gratuity, and tax.

We offer hosted or cash bar service. The value of products consumed during the event will be tabulated and applied toward your bar minimum and itemized in a final invoice post-event.

*Bar products and services are subject to an automatic 18% gratuity and sales tax. See bar menu for more details and specific product selections.*



## CATERING SERVICES

Resonance allows you to select from a variety of cuisines and outside catering services.

Our venue does not provide kitchen facilities and, although working with our recommended caterers may prevent delays and costly mistakes, you are welcome to work with a licensed catering service of your choice.

All vendors must submit and maintain a valid business license and current certification of insurance on file with us. All vendors are responsible for removing their equipment and disposing of any and all trash.

For a list of Resonance recommended caterers visit <https://resonance.events/rent-our-space/> and click the "vendor" link.



## TECHNICAL SERVICES

Some events like concerts and corporate presentations may require advanced technical assistance with Audio/Visual technology. Resonance and our partner, AV Factory, are able to help with Audio/Visual technology and specialized technical services such as stage crew, ticketing support, and merchandising.

Find links at <https://resonance.events/rent-our-space/> and click the "vendor" link.



## ADDITIONAL EVENT STAFFING

Apart from the specific services provided by Resonance and/or your selected vendors, your event may require additional staffing to meet your particular needs. It's assumed that you'll provide for your own production staff. If needed, additional labor and specialty services are available through our preferred vendors. Please consult with a Resonance Event Specialist for further details.





## Helpful Details



### LIABILITY INSURANCE

To help you manage your risk and protect your investment, a Certificate of Liability Insurance, naming Resonance at SOMA Towers as additional insured, must be active throughout your event. This policy should maintain a single liability of no less than \$1,000,000 and general aggregate liability of no less than \$2,000,000.

If you (or your organization) do not already have a General Liability Insurance policy, please purchase Special Event Liability Insurance. [TheEventHelper.com](http://TheEventHelper.com) can help you purchase affordable insurance from a reputable broker licensed in Washington State.



### HOSTED PARKING

If you wish, you may pay your guests' parking. The parking monitor will provide you with a special code which your guests can enter in the parking kiosk. The code usage is tracked for a predetermined duration and itemized within the final invoice issued post event.

The rate for private event parking is the same as that for public parking. For example, an event lasting 5 hours costs \$6.00 per vehicle: [5 hours – 2 free hours] x \$2 = \$6 per vehicle. All parking is first come first served and cannot be guaranteed. Please speak with a Resonance Event Specialist to learn more.



### PARKING

The first two levels of the garage directly below SOMA Towers provide public parking for SOMA Towers visitors, retail customers, and your event guests.

Payment kiosks on both levels are located near the retail elevator. At a kiosk, your guests should enter their parking stall number, their length of stay, pay the appropriate balance, and place the printed receipt on their vehicle dashboard. Parking is free for the first two hours and \$2 each additional hour. *(Parking prices are subject to change.)*



### ALTERNATE TRANSPORTATION

Resonance believes in fostering and supporting sustainable communities. We encourage our patrons to utilize public transportation and ride sharing options like Uber and Lyft. For more information on bus schedules and nearby routes, visit King County Metro at <http://tripplanner.kingcounty.gov>.





## APPENDIX