

WING LUKE MUSEUM | FACILITY USE

Questions? Nat Puttavon | Visitor Services & Events Assistant Manager
 facilityuse@wingluke.org | (206) 623-5124 x118

Wing Luke Museum Facility Use Client Policies

Remit payment to: **Wing Luke Museum Attn: Facility Use PO Box 3025 Seattle, WA 98114**

Thank you for your interest in Wing Luke Museum's Facility Use program! Please read this document on WLM's policies carefully and **sign and return the last page**. Your reservation supports our exhibits and educational work.

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- Reservation Availability – page 1
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RESERVATION AVAILABILITY

Available **Wednesday - Saturday 9am-9pm** (including set-up and clean-up); **Sunday available with additional staffing fee**. A minimum 30-minute set-up & 30-minute break-down time will be added to the start and end of your scheduled programs, 1-hr set-up mandatory for Community Hall events or Welcome Hall events.

Onsite walk-throughs available by appointment only. Inquiries must be submitted 3 weeks in advance for reservations June-April and 3 months in advance for May reservations due to high demand.

GENERAL CLIENT AND VENUE RESPONSIBILITIES

You (the client) are responsible for the following:

- **Sign and return the documents listed below 2 weeks prior to the event date along with payment:**
 - Facility Use Client
 - WLM Facility Use Client Policies Document (this document)
- Events must be paid for in a full 2 weeks prior to the event date.
- Abide by room capacities, which may vary by space and event format (see Spaces and Fees below).
- Schedule a walkthrough and tech walkthrough with Facility Use staff to preview the spaces.
- Acquire appropriate alcohol permits if applicable (see Policies and FAQs below).
- Abide by policies detailed below and perform clean up duties as specified in the Clean-Up Responsibilities section below.
- Stay on-site until all third parties (guests, caterers, entertainers) leave to verify as witness adherence to contract times. Failure to adhere to the applicable requirements listed may result in additional charges.

Venue (Wing Luke Museum) Expectations

- Provide quote and contract, countersign finalized contract.
- Provide layout and set up all chairs, tables, provided A/V equipment to be ready the day of; breakdown tables and chairs.
- Adjust layout for client prior to event start as needed (additional charges for equipment may apply).
- Provide staff for troubleshooting (see Policies section for tasks WLM staff cannot help with).
- Venue cleaning responsibilities as described in Clean-Up Responsibilities below.
- Conduct final walkthrough with client before their departure.

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SPACES AND FEES

	Sq. Ft	Reception mingling capacity	Banquet; seated rounds capacity	Workshop w/tables capacity	Rows of chairs capacity	General Fees	Non-Profit Fees
Mezzanine (available after-hours only)	350	-	-	10	-	\$55/hr Min. 2 hrs	\$40/hr Min. 2 hrs
Board Room	515	-	-	24	-	\$135/hr Min 2 hrs	\$100/hr Min. 2 hrs
Tateuchi Story Theatre	1150	-	-	-	70	\$155/hr Min. 3 hrs	\$115/hr Min. 3hrs
Welcome Hall (available after-hours only)	1638	50	-	-	-	\$135/hr Min. 3 hrs	\$100/hr Min. 3hrs
Community Hall	1715	121	60	40	100	\$235/hr Min. 3 hrs	\$175/hr Min. 3hrs
First Floor: Tateuchi Story Theatre, Welcome Hall, Community Hall, Special Exhibition Gallery	6295	See capacity limits of each individual area listed above (≈300)				\$700/hr Min 3hrs	\$495/hr Min. 3hrs
Entire Museum: First Floor & Second Floor (Board Room, Mezzanine [available after-hours only], 12 Exhibition Galleries)	13000	See capacity limits of each individual area listed above (≈500)				\$1,150/hr Min. 3 hrs	\$875/hr Min. 3hrs

Additional Costs	Fee
A/V use: microphone(s), projector, screen, DVD, laptop & MP3 hookup. Client must provide all presentations on a flash drive or download items onto our onsite laptop	\$50 per location
Equipment Set-Up & Break-Down (Client responsible for facility clean-up) per location	\$100 per location
5' Banquet Tables (up to 10)	\$150 (flat rate)
Cocktail Tables & Director's Chairs	\$9/ea
Mobile Bar	\$75
Alcohol Service Fee	\$250
Using a Non-Preferred Caterer	\$100
Alcohol Service Fee	\$250
Additional Staffing (for Sundays and as applicable)	\$250+
Pre-Scheduled Admission or Tours of Exhibit Spaces or Neighborhood	\$12+ per person, see contract for details

Please note that additional fees may be incurred if WLM staff are used for tech purposes throughout the event, and clients access space prior or after the agreement contract start and end times, added in 1-hour increments.

Please read the Policies and FAQ sections for more information. 100% balance must be paid upon confirmation. 25% is non-refundable. Full payment is non-refundable if cancellation is less than fourteen days prior to event. With the exception of reserving the entire museum, admission for museum exhibitions is an additional fee. Tours also incur additional fees. See contract/quote for estimates.

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Space Descriptions and Photos

Not sure which space is right for your event? Our Facility Use team can help you decide.



Tateuchi Story Theatre can host lectures, presentations, seminars, and films with its high ceilings, acoustically treated walls and seating for up to 70 guests. The historic Nippon Kan Theatre Scrim from the early 1900s serves as the backdrop for this space. Equipment includes a sound system, controlled lighting, LCD projector with viewing screen (7' high x 13' wide), DVD/CD player, and capability to hook to a computer for PowerPoint presentations. Other amenities include use of a podium, (2) microphones, and studio director chairs. The Theatre projector must be operated by Museum staff. **Please note: Users may bring their presentation materials on a flash drive or make it accessible via the Cloud to use our onsite laptop with our Screen & Projector.*



Ford Foundation Community Hall provides an ideal setting for large groups for up to 121 guests with mixed standing and seating for a reception, or 100 guests with theater-style seating. This 1,715 square foot room has its own attached kitchen with refrigerator, microwave, sink, and dishwasher. The hall is equipped with wireless internet access, a sound system, LCD projector and screen (9' high x 12' wide), computer hook up, (2) microphones, and podium. The space includes art installation *Our Heritage, Our Journey, Our Dreams* by local Northwest artists, Ron Ho and Stewart Wong. **Please note: Users must provide their own laptop with HDMI compatibility or HDMI adapter and appropriate software. Testing equipment prior to the event date is mandatory.*



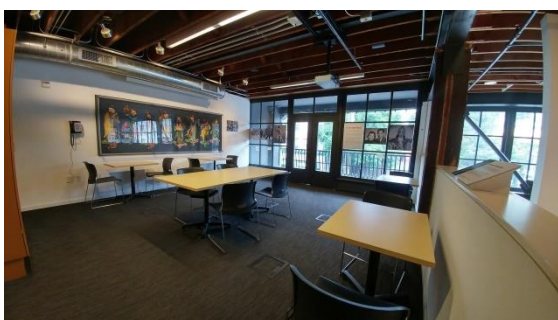
Microsoft Board and Community Conference Room is ideal for meetings, presentations, and luncheons. Ten 5' tables can be configured to your needs and the room can seat up to 24 guests. Equipment includes a projector and screen, speaker system, DVD/CD player, wireless internet access, computer and conference call hook ups, and dry erase whiteboard. A built-in cabinet and kitchen sink can be used to set up luncheons. **Please note: Users may bring their presentation materials on a flash drive or make it accessible via the Cloud to use our onsite laptop with our Screen & Projector*

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Welcome Hall is the perfect area for compact and more intimate parties. This area can be used as a reception venue with live performances in the lobby or on the staircase landing. We have had past performances which consisted of a DJ on the staircase landing (as pictured to the left). The Welcome Hall provides easy access to exhibits without removing people too far from central event space.



Ping and Ruby Chow and Family Gathering Space (only available after hours) offers an intimate open-air setting with small tables that can be arranged for seating up to 20 people. It looks out towards the Historic Balcony facing King Street. Ping's Chinese Opera costume, along with the original *Eight Immortals* wood carving from Ruby Chow's Restaurant on Seattle's First Hill, are on display. The room does not have A/V equipment (sound system, screen & projector, etc.). Please note that while the space, located between the first and second floors, does have a door, it is an open-air space, with a balcony, limiting privacy.

DOCUMENT CONTINUES BELOW

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Add-On Experiences

The WLM offerings below make any Facility Use event extra memorable for your guests (may be subject to staff availability.)

Tours

Tour Policies

- See page 2 for current tour rates. Please note that membership benefits do not apply to group tours.
- There is a minimum purchase of 10 individual tickets for private tours even if less than 10 people attend. This minimum must be paid 2 weeks in advance with the facility use reservation fees.
- Please let us know the maximum tour attendance expected 2 weeks ahead of your event when payment is due. We must have the maximum number prior to the day so enough staff can be scheduled
- Final payment for the actual attendance (the difference between the actual number of people who took the tour and the minimum payment) is due within 2 weeks after the event date.
- We will connect you with our education team regarding potential tour themes ahead of your event. Some examples of tour themes have included Japanese American history, redlining, and general C-ID history. WLM's Education staff can speak with you about other possibilities.

Tour Options

Learn more at wingluke.org/tours.

Self-Guided Tour Admission (includes approximately 15-minute introduction): Attendees get to visit all Wing Luke Museum galleries at a reduced rate from normal General Admission. May include brief introduction to Wing Luke Museum depending on staff availability. Business hours only. Please note, with this option attendees are not permitted to join the public Historic Hotel Tours that are open to General Admission guests.

Historic Hotel Tours (1 hour): Step into history as our Education Guides walk you through the historically preserved spaces of the East Kong Yick Building — the home of the Wing Luke Museum.

Guided Gallery Tours (1 hour): The Wing Luke Museum opens new exhibits every year. Our Education team can customize gallery tours into one or more exhibitions, for an experience that incorporates history, current events, contemporary art and interactive activities. Please see [our website](#) for information regarding our current exhibits.

Private Neighborhood Tours (90 minutes): These special walking tours of the Chinatown-International District offered by Wing Luke Museum are an experience for all the senses and bring the history of the neighborhood to life.

Other Add-On Experiences

Special Exhibition Access (First Floor): Access to our largest gallery to enhance any Facility Use event at our museum. Please see [here](#) for information regarding our current exhibits. After hours only.

Bruce Lee Gallery (with Docent, 2 hours max): Experience the story of Seattle's hometown hero, philosopher, and martial arts legend. See [our website](#) for information on the current Bruce Lee Gallery exhibit. After hours only.

Museum Staff Speakers: Wing Luke Museum can provide special guest speakers to welcome your guests to our space. Reservations must be made 2 weeks in advance, and it is based on staff members' availability. Options are:

- 5 minutes or under: Complimentary welcome to Wing Luke Museum, introduction to space, and an overview of the mission of our museum.
- For an extended talk on an exhibit, WLM's Community Advisory Committee exhibit process, or WLM history, speaker fees vary and start at \$150. Please let your Facility Use contact know what your interests are so they can connect you with a suitable speaker.

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POLICIES

Facility Payment and Reservation Confirmation

Payment is due in full 2 weeks prior to the event date. There is no deposit and payments must be made in full. Reservations are not confirmed until payment has been processed. Minimum payment for museum experiences is required 2 weeks ahead as well.

How to pay

By check

You may submit payment in full via **mailed-in check made out to Wing Luke Museum Attn: Facility Use PO Box 3025 Seattle, WA 98114**; but please be sure that the check arrives at least two weeks prior to your event date. Otherwise, your reservation may not be confirmed in time.

By card

You may **submit payment over the phone with a credit card by calling 206-623-5124 x201**. Please let the staff member know the date of your event and the name of your organization.

Cancellations and Refunds

Reservations are only fully confirmed after both a signed contract and full balance are paid. 25% of this balance is non-refundable. 100% of the balance will be non-refundable if cancellation is less than fourteen days prior to the event. **Full payment is non-refundable if cancellation is less than fourteen days prior to event.**

Contracted times

Clients & all related parties (staff, volunteers, performing artists, and caterers) may not access facilities except within the timeframe of the contract agreement, see your contract for "Time Room ACCESS Needed" and "Contract END time ALL EXIT". All the parties must also exit the building by the end time listed on the contract with all areas cleaned and left in the same state as when clients first arrived (please refer to Clean Up Responsibilities section). If any of the aforementioned do access the space earlier or later than the contract times, the event Client will be billed additional expenses for facility use in hour increments. Payment is due upon receipt of the additional bill post the event.

Event Staffing

Greeting of guests and all applicable check-in procedures (name tags, tickets, ticket purchases or presentation, guest lists, swag bags, donations, and all other applicable options) must be handled by an assigned person(s) provided by the Client. This staff person(s) must remain at the designated guest check-in area at all times from the event start time until the event end time as stated in the contract. WLM does not provide staff for this purpose. Wing Luke Museum staff are present only to support pre-event layout changes, troubleshooting, and to secure the building.

Catering and Alcohol

We have a Preferred Caterer's list provided separately. If you would like to work with a caterer outside of this list, you may do so for a \$100 flat-rate Non-Preferred Caterer's Fee. You may work directly with your caterer for the following services that are applicable to your event: plan menu, all food/beverages, drop-off/pick-up time, waiters, bartenders, bussers, bussing tables, utensils, all china/compostable goods, and tablecloths/linens (WLM DOES NOT provide the afore-listed items/services nor any coordination of these items/services with your caterer).

Alcohol requires approval by WLM. There is a minimum service fee of \$250 for events serving alcohol as well as requirements by the state for registering either a banquet permit or a special occasion license, whichever applicable, with the WA State Liquor Control Board online at <https://lcb.wa.gov/licensing/special-licenses-and-permits>. See more information below under "Permits, Licenses, and Insurance."

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Please ensure bartenders do not overserve guests. This establishment will support your right to deny service to patrons unable to prove they are above the legal drinking age and/or exhibiting signs of intoxication, which may include:

- Loud or boisterous behavior
- Slurring speech
- Nodding off or slumping in chair
- Weaving when walking
- Spilling drinks, dropping money or other objects
- Other odd or unusual behaviors

If you are aware of or suspect any inappropriate behavior of guests, please report it to WLM staff for support.

Communications, Social Media, and Use of Wing Luke Museum Likeness

Pre-event and post-event communications (including social media, flyers, physical signage, etc.) may not state or infer a partnership, sponsorship, endorsement, or host on the part of WLM. To avoid confusion, please do not use the Wing Luke Museum logo without express permission. The name of WLM may only be listed as the venue and/or location of the event, and in all communications must not exceed the font size of any text that is descriptive of the event.

WLM may also not be listed in any advertisement/promotional materials without prior approval from WLM's Marketing staff and the contract is signed, and the invoice paid in full. Email marketing@wingluke.org and facilityuse@wingluke.org with promotional images and text for review prior to publishing. "Paid in full" is determined by a completed credit card transaction or a cashed check.

Acceptable language and tags for client use:

- Venue: Wing Luke Museum
- Location: Wing Luke Museum
- Tagging Wing Luke Museum as location
- Location @winglukemuseum
- Venue @winglukemuseum
- At/in @winglukemuseum
- #winglukemuseum

Unacceptable language/logo use for client use (please check with Facility Use staff for exceptions):

- Please do not use Wing Luke Museum's logo without explicit permission
- Host/hosting/hosted by
- Partner/partnership
- Sponsor/sponsorship/sponsored by
- Endorsement/endorsed by
- @winglukemuseum without specifying "Location," "Venue," or "At"

Photography and Video Policy

Flash photography is fine in most areas. For artworks in various exhibits; you will see signs where photography is forbidden. We typically have the curtains closed in front of the Nippon Kan Scrim in the Tateuchi Story Theatre that's showcased there as a means to protect against flash photography. Video is permissible in all areas of the museum aside from the Bruce Lee exhibits (Collector's Corner, Mezzanine, and Bruce Lee Gallery). The additional request is that videographers/photographers do not film/photograph staff members or other patrons without first obtaining expressed permission.

Fundraisers

Fundraisers are eligible for Facility Use. However, staff of WLM will not be able to handle any cash transactions or monitor the donations table. In case this is also applicable, items for raffle or auction must not be artwork.

COVID-19 Precautions

As of June 2023, masking is highly encouraged to prevent the spread of COVID-19 and other respiratory diseases. Disposable masks are provided in the Welcome Hall.

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CLEAN-UP RESPONSIBILITIES

Please note client must remain on premises and witness third party vendors' exit and adherence to contract times and verify a final walk-through of the space with WLM staff.

WLM Staff responsibilities:

- Set up chairs and tables
- Break-down and stacking of chairs and tables
- Provide cleaning supplies including garbage/compost bags
- Show client where dumpsters are located
- Show clients how to use the garbage disposal in Community Hall Kitchen if applicable

You (the client) are responsible for the following in ALL spaces:

- **Garbage/compost/recycling bins need to be emptied** and taken to the dumpster located onsite in our Loading Dock
 - NO glass bottles recycled or disposed of onsite. We do not have adequate bin space to recycle or trash bottles.
- **Surfaces:** Wiped clean of all food residue and debris.
- **Sinks:** Wiped clean of all food residue and debris.
- **Decorations:** All surfaces including walls, doors, tables, and windows must be cleared of decorations.
- **Floors:**
 - Sweeping wood/tile floor areas.
 - Vacuuming Tateuchi Story Theatre and/or Chow Learning Studio Mezzanine carpeted space(s) if applicable.
- **Mobile Bar:** if used, wipe down mobile bar with paper towels and drain facade sink basins (tubs).
- **Catered Events/Community Hall Kitchen:**
 - **Refrigerator:** All client food and drink to be removed.
 - **Ice:** Do not dump in sink. Can be dumped in the gutter outside WLM.
 - **Garbage disposal:** Empty of all food debris. Ask staff for instructions.
- **Equipment and supplies:** All must be returned to the front desk staff.

Final walk-through with WLM event staff required

- Staff will conduct a final walkthrough with clients to ensure clean-up responsibilities are fulfilled.
- All client staff and guests as well as third party companies (caterers, entertainment, etc.) must exit event at the end access time as designated on contract (see "END contract time ALL EXIT" on your contract.) Client may not leave until all third parties leave site to verify as witness adherence to contract times. **Failure to adhere to the applicable requirements listed above may result in additional charges.**

DOCUMENT CONTINUES BELOW

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FREQUENTLY ASKED QUESTIONS

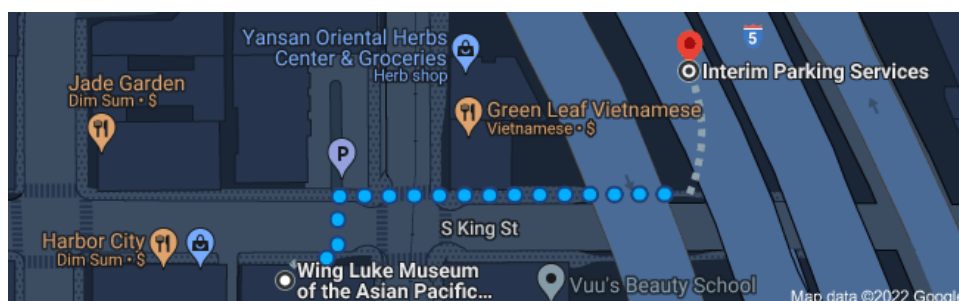
Hours & Parking

What are your available reservation hours?

The facility may be reserved as early as 9:00AM inclusive of set-up time. All clean-up for events must end by 9:00PM. All guests, third-party vendors, affiliates of clients, and clients themselves must exit the building by these mentioned times as detailed in their signed Contract. Sundays available with an additional staffing fee. Mondays and Tuesdays unavailable. May reservations require 3 months' notice due to high demand (last updated February 2023.)

Is parking available?

We do not have onsite parking at WLM. Instead, you may let guests know that they may find street parking (and must abide by city rules) or park in a privately owned lot. Please see wingluke.org/visit for more information on getting to WLM by public transit or driving and our [Google Map here](#) for more parking options. The Interim Parking Lot located beneath the I-5 overpass between 8th Ave S and 10th Ave S with entrances on S King St. and S Jackson St is the largest in proximity but is cash-only and requires exact change. Event rates apply. You may also inquire with Interim directly on whether you can coordinate parking tickets for your event guests. You may call Interim at (206) 624-1802 or contact them [here](#).



When is the best time to visit the facility for a preview or walkthrough?

Viewing the spaces and attending a meeting with the facility director/managers are available **by appointment only**. Please email facilityuse@wingluke.org or call us at 206-623-5124 to schedule your appointment. Appointment times are typically available Wednesday – Saturday, 10AM - 5PM. Appointments are not made while the space is being used by other clients.

Can we purchase additional hours for the day of our event?

No, all reservation hours must be purchased before the event date. Additional fees incur for Clients accessing space prior or after the specified times of the Agreement; they are added in hourly increments.

Venue Accommodations

Are museum exhibits included in the reservation? Can we add on tours?

With the exception of reserving the first floor and/or the entire museum, **guest admission for museum exhibitions or private tours are available as an additional fee, see contract for pricing**. During museum operating hours, exhibits are available to Facility Use clients and their guests at a discounted, per-person group rate and are valid for the day of the scheduled event; this includes all exhibit spaces. During after-hours reservations, exhibit access is provided by (1) reserving either the First Floor or the Entire Museum per hour as well as (2) an additional payment for special access to the Bruce Lee exhibit, a flat-rate \$150 for two hours, with an Education Guide present. Learn more about tour options at wingluke.org/tours. For events during business hours without admission, WLM staff may ask your organizers to provide your guests with wristbands that show that they can re-enter the building, but do not have exhibits admission.

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Are all-gendered restrooms available? Do the restrooms have accessible stalls?

For events not happening during normal business hours, you are allowed to bring signs for all-gendered bathrooms and put them up on the first floor. Otherwise, on the first floor are men's and women's restrooms. The Mezzanine level bathroom is all-gender. If guests have museum access as part of the contract, on the second floor is a women's restroom, and the third-floor men's. Each of these bathrooms has 1 accessible stall.

Can the lockers be used for guests to keep personal items?

The lockers are unfortunately not very intuitive/customer-friendly, and guests won't have simple/easy access to them throughout the night; however, our Wing Luke Museum staff will be able to assist guests with the use of the lockers. There are cubbyholes behind the front desk for storage as well.

What signs will you already have and what signs would you need us to print ourselves?

We have signage for photography, drinks, food, and disposal instructions. We will not be able to print anything for you onsite.

Can we use Wing Luke Museum's A-frame sign?

You may not post materials on Wing Luke Museum's A-frame sidewalk sign, but you are welcome to bring your own A-frame sign and place it on the sidewalk.

Venue Logistics and Staffing

Is the facility going to be set up when we get there?

If your reservation is in a private space (Community Hall, Tateuchi Story Theatre, Board Room), then yes, the facility will be set up according to the most updated layout prior to your arrival. If your event takes place in a public area (Welcome Hall), the set-up will take place at 4:30PM at the earliest, just as the museum is closing to the public.

Where should I load in/load out?

For Community Hall events, we recommend loading in through our [8th Ave Emergency Exit](#). This entrance/exit is level with the Community Hall and Kitchen. Please let staff know if you need access through this door as it needs to be disarmed for entering/exiting. It is typically disarmed for set up and clean up but armed during the event, so please ensure guests/organizers do not try to use the door or an alarm **will** sound. For events in other spaces please check with Facility Use staff for logistics.

Will there be staff onsite to help us during our event?

There will be 1-2 event staff available during your reservation to provide an insight into the museum and assist with equipment needs. Wing Luke Museum staff do not manage check-in/registration; we require that the Client assign the appropriate staff and volunteers throughout the entirety of their event to oversee and provide check-in/registration services. Wing Luke Museum has security on staff who will be available only for their usual job duties onsite, mainly observing guest behavior and ensuring safety of guests and staff. Security will not be monitoring check-in/registration procedures nor verifying guests' ability to join the Facility Use event. Wing Luke Museum staff will provide the Client the cleaning materials needed to uphold the Clean-Up Responsibilities. Additional fees incur if Wing Luke Museum staff are called upon for tech purposes other than initial set-up or troubleshooting (i.e. running lights during a performance or a PowerPoint during presentations).

When can my rental items be delivered?

Deliveries must be made on the day of your event between 10AM – 5PM and must be picked up on the same day (BEFORE the specified End Time of your Agreement Contract). There is a \$500 per day storage fee if items, whether the client's or caterer's, are left in the museum longer than the specified contract time. If the items are left onsite, the companies are only able to retrieve during museum public operating hours.

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Client Responsibilities

Do we need to clean up after our event?

Yes. Please see the Clean-Up Responsibilities section above for more details. WLM staff will be onsite to monitor your clean-up and provide cleaning supplies.

Who handles the garbage/recycling/compost?

You are responsible for taking the bags out to the garbage, recycling, and compost dumpsters, located in our loading dock garage off of the Community Hall space. We will supply the garbage bags. However, glass bottles cannot be recycled onsite; these must leave the venue once your event is over. Please arrange with your staff or hired caterers. Please see the Clean-Up Responsibilities section above for more details.

Would you be able to provide a container for all the glass to be disposed of?

We are able to provide a second recycling bin upon request, however we are unable to recycle glass bottles onsite. Please coordinate with your caterer or plan to remove glass with the rest of your materials.

Entertainment and Decorations

Can we have live music/entertainment?

Yes, but WLM does not provide any sound equipment of any kind for performing artists including DJs, karaoke, etc. The museum will be able to provide access to power outlets for electricity. Client representative may not leave site until third-party entertainers have departed to ensure adherence to contracted end time.

Can we have background music played on the PA system?

If you are interested in playing a set playlist from a device (phone or laptop), we will be able to connect you to either the speaker system in our Community Hall and/or a speaker set-up in the Welcome Hall spaces. Each space must have paid a \$50 A/V fee per area of use. Devices are connected via an aux cable. Your phone (namely iPhones) must have the appropriate converter chords. Music played in the Community Hall in this manner will not translate into the Welcome Hall (lobby) and vice versa. If you would like background music played in both areas by this means, you will need to provide two different devices.

Can we hang decorations inside the facility?

Yes, so long as it is hung on designated areas within the building and with using painter's blue tape. We allow decorations to hang from our stairway and landing above the Welcome Hall (lobby) and in the Community Hall on wires along the perimeter (items are held up by clips or zip ties; zip ties are not provided by the venue).

Can we use candles?

Yes, but candles must be kept in a glass container that is as tall as the candle and flame combined. Floating candles are ok.

Catering and Alcohol

Do you provide linens, dishes, glassware, serving pieces/utensils?

Unfortunately, no, these must be ordered through your caterer or a third-party rental company such as Pederson's Rental.

Which types of tables need linens?

Cocktail tables (seated and standing) have woodgrain tops and do not necessarily need covers. We do recommend that any use of 6'x24", 8'x24", and 4'x24" tables be covered. For 5' round tables: if for a banquet, we suggest ordering linens from your caterer; if for a workshop/conference, oftentimes clients go without. Again, the museum does not provide tablecloths.

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Is alcohol allowed?

Yes, we allow alcohol with prior approval by WLM, **please see page 6 for the alcohol policy**. There is a minimum service fee of \$250 for events serving alcohol as well as requirements by the state for registering either a banquet permit or a special occasion license, whichever applicable, with the WA State Liquor Control Board online at <https://lcb.wa.gov/licensing/special-licenses-and-permits>. See more information below under “Permits, Licenses, and Insurance”.

Do we need a licensed bartender?

No, but the Client is responsible for making sure alcohol is not served to or consumed by minors. The legal responsibility for any guest's consumption of alcohol rests with the individual signing the reservation contract and the individual purchasing the appropriate WA State Liquor license; see below.

Can we have a tip jar for the bartenders?

Yes!

Permits, Licenses, & Insurance

What is a Banquet Permit?

A **banquet permit** is a permit you apply for that allows the service and consumption of liquor at a private, invitation-only banquet or gathering held in a public place or business. Examples include weddings, company banquets, retirement parties, and club, organization or church events. <https://lcb.wa.gov/licensing/banquet-permits>

- \$10 per day
- Attendance must be by invitation only
- The event may not be open or advertised to the public to include social media
- Liquor must be free of charge or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted
- The event cannot be for business promotions
- Liquor must be purchased from a retail store at full retail price
- Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals
- Rental facilities or halls may require a banquet permit
- You must obtain any required permits from your local authorities when you host an event in a public place

What is a Special Occasion License?

Special Occasion License: Allows a bona fide nonprofit organization to sell liquor at a specified date, time and place. Special Occasion License applications are available online. Examples include a fundraising dinner, gala event, auction, or wine tasting. <https://lcb.wa.gov/licensing/special-occasion-licenses>

- Cost: \$60 per day, per location
- Applications available online
 - **Special Occasion Application:** [English](#) | [Korean](#) | [Spanish](#)
 - **Special Occasion all ages outdoor event Addendum:** [English](#) | [Korean](#) | [Spanish](#)
 This form is only needed if you are having an event outdoors and want minors and alcohol to co-mingle. Filing out this application does not grant you the permission to have minors in your enclosed beer garden area. If you are approved you will be notified by the Board.

WING LUKE MUSEUM | FACILITY USE

Questions? Nat Puttavan | Visitor Services & Events Assistant Manager
facilityuse@wingluke.org | (206) 623-5124 x118

- Submit your application and fee 45 days before the event to:
 - Washington State Liquor and Cannabis Board
Licensing and Regulation Division
P.O. Box 43085
Olympia, WA 98504-3098
- Available to bona fide nonprofit organizations.
- Allows sales of spirits, beer and wine by individual serving for on-premises consumption.
- The local authority (i.e. mayor or county executive) will be notified of your application and have the opportunity to weigh in on the application.
- Organizations are limited to 12 single-day events per calendar year.
- Special occasion licensees may not advertise or sell alcohol below cost.
- You may purchase spirits from a domestic (in-state) Spirits Distributor, Spirits Retailer licensee, Craft Distillery, or Distillery. You may also purchase spirits from a U.S. distillery holding a Spirits Out-of-State Certificate of Approval (COA) with Washington to ship spirits directly to licensed retailers. Beer or wine may be purchased wholesale or retail.

Do you require venue insurance?

We do not.

CONTRACTUAL OBLIGATIONS

Thank you for your interest in Facility Use at Wing Luke Museum (WLM). Please read Wing Luke Museum's expectations and policies above, sign and date this page, and return 2 weeks prior to your event date to facilityuse@wingluke.org or mail to:

Wing Luke Museum
Attn: Facility Use
PO Box 3025
Seattle, WA 98114

WLM reserves the right to update these policies at any time.

By signing below, I certify that I have read the expectations, responsibilities, and policies for Facility Use Clients in this document and agree to adhere to them.

Client Signature _____

Client Printed Name _____

Date _____