

Room/Space	Square Ft	Capacity	General Rate 2 Hour Minimum	General Rate each additional hour	Non-Profit Rate 2 Hour Minimum	Non-Profit Rate each additional hour
Microsoft Board & Community Conference Room	515	38	\$200.00	\$100.00	\$150.00	\$75.00
Ping & Ruby Chow & Family Gathering Space & Learning Studio	380	22	\$80.00	\$40.00	\$60.00	\$30.00
Room/Space	Square Ft	Capacity	General Rate 3 Hour Minimum	General Rate each additional hour	Non-Profit Rate 3 Hour Minimum	Non-Profit Rate each additional hour
Wing Luke Asian Museum Board of Trustees Community Hall	1,715	121 (seated)	\$525.00	\$175.00	\$395.00	\$130.00
The Hugh and Jane Ferguson Foundation Welcome Hall	1,630	44	\$300.00	\$100.00	\$225.00	\$75.00
Tateuchi Story Theatre	1,150	65	\$300.00	\$100.00	\$225.00	\$75.00
First Floor (The Hugh and Jane Ferguson Foundation Welcome Hall, Wing Luke Asian Museum Board of Trustees Community Hall, Safeco Insurance Foundation Special Exhibition Gallery, and Tateuchi Story Theatre.)	6,295	337	\$1,125.00	\$375.00	\$845.00	\$280.00
Room/Space	Square Ft	Capacity	General Rate 4 Hour Minimum	General Rate each additional hour	Non-Profit Rate 4 Hour Minimum	Non-Profit Rate each additional hour
Entire Museum (The Hugh and Jane Ferguson Foundation Welcome Hall, Wing Luke Asian Museum Board of Trustees Community Hall, Safeco Insurance Foundation Special Exhibition Hall, Tateuchi Story Theatre, Ping & Ruby Chow & Family Gathering Space & Learning Studio, Microsoft Board & Community Conference Room, The Paul G. Allen Family Foundation Central Gallery, George Tsutakawa Art Gallery, Community Portrait Galleries, Frank Fujii Youth Space, Uwajimaya-Moriguchi Family KidPLACE, East & West Lightwells.)	13,000	500	\$2,560.00	\$640.00	\$2,045.00	\$510.00
Additional Costs	One-Time Fee					
A/V: 1 microphone (wireless available), projector, screen, DVD, VCR and laptop hookup. Clients must provide their own laptop w/appropriate software.	\$50.00					
Set-Up	\$50.00					
Break-Down/Clean-Up	\$50.00					
	Hrly Rate					
WLAM A/V Assistance	\$25.00					
FAQs - Please read the WLAM Event Space Reservation Program Facilities/Event Use Policies for more information.						
All spaces have a standard set-up. Clients may change the arrangement, or have the museum handle this for an additional charge.						
Time must include 45 minutes - 1 hour for set-up and breakdown.						
50% deposit must be paid upon confirmation. Payment in full is due one week prior to the event.						
(25% is non-refundable. Full deposit is non-refundable if cancellation is less than fourteen (14) days prior to event and the full facilities use fee will remain payable.)						
Please note that some spaces may not be available due to exhibition installation.						
With the exception of reserving the entire museum, admission for tours and museum exhibitions are not included in the Facility Use Fees.						