

WING LUKE MUSEUM

Event Space Reservation Program

Facilities/Event Use Policies



Thank you for your interest in the Wing Luke Museum as a destination for your special event or business meeting. Our goal is to provide a unique, pleasant and memorable experience for your organized event. In our newly restored historic building located in Seattle's Chinatown-International District, we have the ability to host a wide variety of events, including receptions, private events, conferences, meetings, retreats, and weddings.

The Wing Luke Museum is committed to making designated spaces in the Museum available for reasonable group use by corporations, associations, organizations and the public, on a space-available basis in the manner described in the upcoming procedures. The Event Space Reservation Program supports the Museum's operations and programming while providing the neighboring community with a public space for meetings and planned events.

We greatly appreciate your interest. If you would like to discuss your event with us, please call John Hom, Facilities Operations Director, 206.623.5124 xt. 108 or jhom@wingluke.org

Definition of User

The Wing Luke Museum (the Wing) will enter into an agreement only with the actual sponsor of the event, herein referred to as "User," and will only enter into an agreement with an event planner in lieu of an end user if the end user submits a letter to the Wing Visitor Services Manager authorizing said event planner to act on end-user's behalf.

Reservations

Reservation dates are not confirmed until the signed Facilities Use Agreement and deposit are received. If all event spaces are not reserved the Wing retains the right to book concurrent events in the non-reserved spaces.

Approval

The Wing must review and approve in advance all proposed logistical plans. User must submit:

- Event logistical plans.
- A list of all sub-contracted vendors and suppliers with their contact information.
- A floor plan to the Visitor Services Manager indicating locations of all décor, tables, bars, musicians, floral arrangements, lighting, A/V equipment, displays, banners, signs, and/or other equipment fourteen (14) days prior to the event.

The Wing reserves the right to reject requests including but not limited to those that are deemed to be hazardous or otherwise problematic to the safe and proper management of the premises or that affect presentation of the building or the exhibitions. The safekeeping of artifacts, works, and exhibits in the Museum's care is a top priority of the Events Space Reservation Program.

As a museum and non-profit organization, the Wing will not host fundraising events that involve a live or silent auction with artwork. Live and silent auctions that do not have artwork are permitted.

Due to museum professional practices, non museum curated art may not be displayed at events.

Events will not be allowed that, in the judgment of the Wing, could disrupt or conflict with the primary use of the building as a public pan-Asian Pacific American history and art museum whose mission is to engage Asian Pacific Americans and others in the art, history and culture of Asian Pacific Americans. The Wing will review applications on a case-by-case basis for consistency with this policy.

Site Visit/Pre-Event Walk-Through

A pre-event walk-through is required and must be scheduled no later than fourteen (14) days prior to the event and includes the User's primary representative, the caterer, event planner(s) and other major subcontractors. All pre-event walk-throughs must be scheduled and conducted with the Visitor Services Manager.

Unannounced or unaccompanied vendors or individuals are not permitted to enter the Museum or view event spaces. Site visits may only be conducted with the Visitor Services Manager, the Facilities Operations Director, or a designated Museum Staff member and are subject to the Museum's availability. The Wing recognizes the importance of viewing the site during the planning process. However, please try to keep these visits to a minimum by having all sub-contractors join in one visit, as opposed to several.

Event Hours

Day events are generally considered to be between 8:00 a.m. and 5:00 p.m. and evening events between 5 p.m. and 10 p.m. Access for set-up and break-down/clean-up may be scheduled outside of these hours through prior arrangement with the Visitor Services Manager and the Facilities Operations Director.

Payment and Fees

- Please refer to the Wing Facility Use Fee Chart for rates.
- With the exception of reserving the entire Museum, admission for tours and museum exhibitions are not included in the facility use fee. Group admission, the Wing Guided Tour, the neighborhood Chinatown Discovery Tour, and the Historic Immersion Tour are available for an additional cost.
- A 50 % deposit (25% is non-refundable) and agreement contract signed by both parties are required to confirm a reservation. Users may find it most convenient to pay in full upon returning their signed contract.
- The balance of the facility use fee is due one (1) week prior to the event. Late payment will incur an additional 20% fee. Payment not received by the day of the event will result in cancellation of the event, forfeiture of the deposit, and the full facilities use fee will remain payable.
- The Wing accepts Visa, MasterCard and checks. We are unable to accept American Express and Discover cards.
- Additional fees will be charged for the following: set-up and break-down/clean-up performed by WLM staff, Audio/Visual (A/V) equipment, A/V technician(s) for non-Tateuchi Story Theatre events, additional use hours, exhibit docents, supplemental dumpsters, security, unusual event requirements, and storage.
- If there is any damage to or loss of Museum property, or additional necessary cleaning charges are incurred by the Wing, the User is fully responsible and will be billed accordingly.

Cancellations

If an event is cancelled or altered with less than fourteen (14) days notice, 100% of the facility use fee will remain payable.

- The Wing reserves the right to cancel the event, if the facilities are, in the sole judgment of an authorized official of the Museum, rendered unsuitable for the presentation of the event due to fire or other calamity, act of God, labor dispute, notice of violations by any city, county or other government agency, or any other occurrences beyond the control of the Museum. In the event of such cancellation, User will not be liable for payment of fees for canceled programs, nor will the Wing have any further liability obligations with regard to said canceled programs.
 - Should such action become necessary, the Wing will make a good faith effort to provide suitable time(s) for re-scheduling.
- The Wing retains the right to cancel an event at any point if User fails to comply with the Museum's established policies and procedures. Such cancellation shall result in the forfeiture of all fees paid and the event will not be rescheduled.
- The WLM retains the right to revoke permission to use its facilities when in its sole judgment; an event would conflict with the Museum's utmost priorities. In such instances, as much notification as possible will be provided and all fees will be refunded.

- In the event of such cancellation, User will not be liable for payment of fees for canceled programs, nor will the Wing have any further liability obligations with regard to said canceled programs.

Overtime/Additional Staffing

Events that run over their scheduled time or require additional staffing will result in additional fees charged to the User in increments of one hour. If your event and/or break-down/clean-up extend beyond the contract time, you will be charged accordingly. There is a fifteen-minute grace period before costs are incurred. All events must conclude by 10 p.m. Special consideration for extended hours must be requested and approved in advance.

Parking

Parking is not provided for guests or event staff. Two (2) hour street and metered parking is available. In addition, there is an Inter*Im Parking Lot one block away (located underneath the I-5 overpass between 8th Ave S and 9th Ave S with entrances on King St and Jackson St.). To make arrangements for your event, you can contact them via phone: 206-624-1802, fax: 206-624-5859, or email: info@interimicda.org.

Check-in

User must provide hosts/hostesses at the entrance to the special event to greet guests, collect invitations, etc. The Wing event staff will not collect invitations or check off guests. The group's host/hostess should arrive 45 minutes to an hour before the announced starting time of the event to prepare the check-in table. Doors will open to guests at time specified on final walk-through. Early arrivals will not be accommodated.

Set-up & Break-Down/Clean-Up

- Each space has a standard set-up. If a different set-up is required, the User may make changes with prearranged approval by the Visitor Services Manager and/or Facilities Operations Director. The User is responsible for changes in the set-up and break-down/clean-up in the Museum and for proper handling and storage of all equipment items. For an additional fee, the User may prearrange to have the Wing staff set-up and/or break-down/clean-up.
- Fire Codes and regulations regarding exits and entrances must be adhered to. Doorways and emergency signs must not be obstructed or obscured.
- The Wing will not be responsible for lost or stolen catering supplies, equipment or any other property, which is the sole responsibility of the caterer, subcontractor or User.
- The Museum must be returned to the condition in which it was found. Cleanup and removal of refuse are the responsibility of the User and/or User's subcontractors. All trash must be deposited in the correct containers or removed from the premises entirely.
- A final walk-through with a WLM staff member and the User's primary representative is mandatory at the close of the event.

Description of Facilities Available for Use

The Wing exhibit and gallery spaces provide a unique and educational experience for your guests. The first floor includes the Safeco Insurance Foundation Special Exhibition Gallery with multimedia capabilities with rotating exhibitions. The second floor is home to The Paul G. Allen Family Foundation Central Gallery, which focuses on the Asian Pacific American story with the permanent exhibit, *Honoring Our Journey*. The George Tsutakawa Art Gallery showcases the talents of Asian Pacific American artists, past and current. The Uwajimaya & Moriguchi Family KidPLACE is for children and adults who are children at heart to use all their senses to explore and discover Asian Pacific American heritage. The five Community Portrait Galleries will contain stories of a distinct individual ethnic group. The Frank Fujii Youth Space exhibits art work from youths associated with the Wing YouthCAN and TeensWAY programs. Our East and West Lightwells allow guests to journey back in time and see how this historic building was built in 1910, as well as provide a place for quiet reflection with art installations from artists Susie Kozawa and Erin Shie Palmer. The Vera & Joey Ing Marketplace offers one-stop shopping for unique and special gifts. Supporting the local community, we highlight items sourced from local vendors and artists and feature products with the Asian Pacific American community at heart and in mind.

- **Wing Luke Museum Board of Trustees Community Hall** provides an ideal setting for large groups for up to 121 guests seated. This 1,715 square foot room has its own kitchen with refrigerator, electric stove/oven, microwave, sink, and dishwasher. With twelve round tables, eight rectangular tables, and 140 chairs, we can arrange a setting tailored to your needs. The hall comes equipped with wireless internet access, a sound system, LCD projector and screen (9' high x 12' wide), computer hook up, microphones, and podium. The space includes art installations from local NW artists, Ron Ho and Stewart Wong which depicts "Our Heritage, Our Journey, Our Dreams".
- **The Hugh and Jane Ferguson Foundation Welcome Hall** links the community hall and theatre while providing additional space for guests to interact, relax and learn more about the life of Wing Luke and the history of Seattle's Chinatown-International District. Art work from local artists Saya Moriyasu, Susie Jungune Lee, Diem Chau and Cheryl Leo-Gwin honor our distinguished donors.
- **Tateuchi Story Theatre** can host lectures, presentations, seminars, and films with its high ceilings, acoustically treated walls and seating for 59 guests. The historic Nippon Kan Theatre Screen from the early 1900's serves as the back drop for this space. Equipment includes a sound system, controlled lighting, LCD projector with viewing screen (7' high x 13' wide), DVD/CD, and capability to hook to a computer for power point presentations. Other amenities include use of a podium, microphones, and studio director chairs. The Theatre projector must be operated by Museum staff. Food and drink are prohibited. **Please note: Users must provide their own laptop and appropriate software.*
- **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 38 guests. Equipment includes a projector and screen, speaker system, DVD/CD, wireless internet access, computer and conference call hook ups, and eraser board. A built in cabinet and kitchen sink can be used to set up luncheons.
- **Ping and Ruby Chow and Family Gathering Space and Learning Studio** offers an intimate open air setting with small tables that can be arranged for seating up to 22 people. It looks out towards the Historic Balcony facing King Street and 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 has a built in projector and screen, sound system and DVD/CD which can be used for meetings, lectures and films. 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.

Please note that some spaces may not be available due to exhibition installation. Food and drink can be permitted in some spaces other than the galleries and the Tateuchi Story Theatre as arranged with Museum staff.

Capacity

The number of guests must not exceed the established capacity of the area designated for the event.

Publicizing Your Event

Advertising or publicity of any nature including all printed material, tickets, press releases and advertising may not state or imply that the Wing is a sponsor of, or is responsible for your activities during your event. Please clearly identify the name of producing/presenting organization at least three times larger than the Wing. All publicity materials or items for distribution must refer to the Museum as the Wing Luke Museum and the rooms/spaces by their official name (see *Description of Facilities Available for Use* section for correct names).

Vendors & Suppliers

The Wing must approve all vendors contracted for an event. Please submit a list of all vendors and their contact information to the Visitor Services Manager for approval. User is responsible for ensuring that all persons subcontracted for an event review and comply with the policies and procedures described in the contract. User must submit a production timeline listing all sub-contracted vendors and suppliers (i.e. caterers, florists, musicians, rental companies, etc.) involved in the event and their arrival times to the Visitor Services Manager.

Photography

If photography, press, or other media coverage of the event (either prior to, during, or after) is desired, User must seek approval of these plans before Facilities Use Agreement is signed.

Depending on exhibitions currently on view, photography may be allowed in the galleries; however, to preserve the artifacts flash is not permitted.

Electrical

- All house power must be turned on and off by WLM staff only.
- User must submit all power and electrical requirements for review and approval.
- All cords must be properly managed and made safe for event guests.
 - Particular attention must be paid to the placement and safety of all lighting, electrical, and other production equipment and cords in doorways and emergency exits.
 - Cords running along floors must be taped flat their entire length.
- User must provide an extra generator if the Wing's power capacity is determined to be insufficient.
- Electrical floor plans can be obtained from the Facilities Operations Director.

A/V equipment

- A/V equipment is available for use at an additional cost. The Museum can also provide A/V staff assistance for an additional charge. A/V staff assistance and equipment must be arranged in advance. Please note that all A/V equipment in the Tateuchi Story Theatre may only be operated by WLM staff and the cost is already included in the facility use fee for that specific space.
- If the User is planning a media presentation or use of A/V equipment, a test run should be scheduled prior to the event.
- The Wing is not a vendor of A/V equipment and does not provide technical planning for events beyond advising clients of the capabilities of the on-site equipment and supervising Users and User's subcontractors.

Décor

All items and outside equipment brought into the building must be pre-approved. Décor must not endanger the Wing's collections, require moving of artifacts or works of art, or affect exhibition's appearance. Any decorations or alterations to any area of the building must be pre-approved. This includes decorations, fixtures, furniture, displays and any other related items. All décor must be limited to designated spaces, except for check-in desks and directional signs. The User must remove all equipment and décor supplied from an outside source from the designated event areas after the event unless special arrangements have been made with the Visitor Services Manager. The Wing will not be responsible for items remaining on the premises.

In addition:

- Flowers and plants must come from a florist and are certified pest free.
- Nails and staples may not be used on walls or floors. The use of tape is restricted to certain spaces, and must be a non-permanent product (requires approval by the Visitor Services Supervisor).
- Balloons and confetti are not permitted anywhere inside the Museum.
- User is responsible for décor removal.
- All décor must comply with local fire department regulations.
- Candles are not permitted.

Deliveries and Pick-Up

- Loading and unloading must be completed during the agreed-upon times.
- All deliveries and pick up must be arranged to take place on event date and must be scheduled with either the Visitor Services Manager or the Facilities Operations Director.
- All crew, deliveries, and pick-up must be received at the 8th Avenue South loading entrance. Directions to the Wing loading dock will be provided upon request.
- User or User's subcontractors must be on site to receive and move all such deliveries into the designated events spaces.
- All times for deliveries and pick-ups, as well as the vendor responsible, must be listed on the vendor list. This list must be provided to the Visitor Services Manager no later than fourteen (14) days prior to the event.
- All rental equipment (tables, chairs, etc.) must be stacked neatly in a previously designated space.
- The Wing staff will not assist in loading, unloading, or carrying equipment.

- Beverage deliveries: Clients who are providing their own alcohol/beverages may deliver these items at the designated set up time. Upon pre-arrangement, your caterer can bring the beverages on your behalf.
- The Wing cannot store items in advance.
- The Wing is not able to sign for or accept any mailed packages on your behalf. Packages mailed directly to the Wing will be returned to sender.

Catering

While hosting an event at the Wing, the client must choose from one of the following exclusive caterers: Ata Farms, Four Seas, Kaspars, Phnom Penh, Saigon Bistro, Salima and St. Clouds. Exceptions are allowed if the client and their guests require a specialized meal to meet dietary needs that our exclusive caterers cannot provide.

Catered events must adhere to these requirements:

- Cooking of food in any space other than the kitchen is not allowed. Due to ventilation, frying in the kitchen is limited to 15 minutes max.
- Caterers must provide a fire extinguisher at each food warming station.
- Tableware, pots, pans, dishes and utensils are not provided by the Wing. Caterers will provide or assist you with securing these items.
- Food and drink are allowed in The Hugh and Jane Ferguson Foundation Welcome Hall, Wing Luke Museum Board of Trustees Community Hall, Ping & Ruby Chow & Family Gathering Space & Learning Studio, and the Microsoft Board & Community Conference Room. Food and drink are not allowed in the exhibition galleries or the Tateuchi Story Theatre.
 - Strong odors can permeate galleries and art. Please be mindful when planning menus.
- Caterers are responsible for cleanup of the kitchen and serving areas. They must remove all food and equipment and move waste and recycling to a pre-designated area.
- Complete clean up of all-areas and equipment used is required.

Alcohol

- To serve alcohol, clients must purchase a \$10 banquet permit, available from any local liquor store. A banquet permit must be present to serve alcohol, no exceptions. If this is a catered event, the caterer can assist you with securing a permit. They are also responsible for alcohol service.
- The User assumes all liability for any incidents resulting from the serving of alcohol.
- Any one ordering alcoholic beverages must be able to show a valid ID. The Wing does not allow the service of alcohol to anyone under the age of 21. We reserve the right to discontinue alcohol service or end the event with no refund if the following occurs:
 - If a minor, under the age of 21, is found drinking.
 - We find someone providing alcohol to a minor.
 - We find someone providing alcohol to someone who was refused bar service.
 - If the safety of guests, our staff and/or facility is in question.

The Museum reserves the right to refuse service at any event. We reserve the right to close the bar service.

Protecting the Museum Environment

- Exhibition lighting, room temperature and the placement of art objects are all established according to museum standards. These elements are fixed and cannot be changed. Events must function within all restrictions necessitated by the presence of art.
- Smoking, open flames and incense are strictly prohibited anywhere within the Museum.

The Wing reserves the right to update and change these policies at any time.