## SPACE USAGE QUOTES & FEES | SPACE AT THE WING

Available Tuesday - Saturday 7am-11pm; Sundays & Mondays available with premium pricing. A minimum 1-hr set-up & 0.5-hr break-down time will be added to the start and end of your event. Onsite walk-throughs available by appointment only.

| Chow Family Gathering Space (open space over public areas) | 380 | - | - | 20 | - | $55/hr min. 2hrs | $40/hr min. 2hrs |
| Microsoft Board & Community Conference Room | 515 | - | - | 24 | - | $135/hr min. 2hrs | $100/hr min. 2hrs |
| Tateuchi Story Theatre | 1150 | - | - | - | 80 | $155/hr min. 3hrs | $115/hr min. 3hrs |
| The Hugh and Jane Ferguson Foundation Welcome Hall (available after-hours only) | 1638 | 50 | - | - | - | $135/hr min. 3hrs | $100/hr min. 3hrs |
| Ford Foundation Community Hall | 1715 | 150 | 70 | 40 | 100 | $235/hr min. 3hrs | $175/hr min. 3hrs |
| First Floor: Tateuchi Story Theatre, The Hugh and Jane Ferguson Welcome Hall, Ford Foundation Community Hall, Safeco Foundation Special Exhibition Gallery | 6295 | 300 (a combination of separate areas) available after-hours only | | | | $700/hr min. 3hrs | $495/hr min. 3hrs |
| Entire Museum: First Floor & Second Floor (Microsoft Board & Community Conference Room, Chow Family Gathering Space, 12 Exhibition Galleries) | 13000 | 500 (a combination of separate areas) available after-hours only | | | | $1,150/hr min. 3hrs | $875/hr min. 3hrs |

### Additional Costs

<table>
<thead>
<tr>
<th>Additional Costs</th>
<th>Flat Rate Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/V use: microphone, projector, screen, DVD, laptop &amp; MP3 hookup. Client must provide all presentations on a flash drive or download items onto our onsite laptop</td>
<td>$50</td>
</tr>
<tr>
<td>Equipment Set-Up &amp; Break-Down (Client responsible for facility clean-up) per location</td>
<td>$100 per location</td>
</tr>
<tr>
<td>Cocktail Tables &amp; Director’s Chairs</td>
<td>$9/ea</td>
</tr>
<tr>
<td>6’ Round Banquet Tables (upon availability)</td>
<td>$150</td>
</tr>
<tr>
<td>Mobile Bar</td>
<td>$75</td>
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<tr>
<td>Using a Non-Preferred Caterer</td>
<td>$100</td>
</tr>
<tr>
<td>Alcohol Service Fee</td>
<td>$250</td>
</tr>
<tr>
<td>Additional Staffing</td>
<td>$250+</td>
</tr>
<tr>
<td>Stage</td>
<td>$60 per 4’x4’ piece</td>
</tr>
</tbody>
</table>

**FAQs:** Please read the WLM Space at The Wing Program Facilities/Event Use Policies for more information.

Total time must include minimum 1-hr for set-up and 0.5-hr break-down/access to the space.

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 are not included in the Space Usage Fees. Additional fees incur for Education Staff-guided tours, staff used for tech purposes throughout event, and clients accessing space prior or after the agreement contract start and end times, added in 1-hour increments.
PREFERRED CATERERS | SPACE AT THE WING

Please contact the caterers directly to make arrangements for your event at The Wing.

GREEN LEAF RESTAURANT*

Peter Kuang
(206) 947-4908 (text message)
www.greenleafastaste.com
greenleafasaste@yahoo.com
peterkjc@gmail.com

THAI CURRY SIMPLE*

Mark Pinkaow
(253) 205-1797
www.thaicurrysimple.com
Thaicurrysimple@gmail.com

HOUSE OF HONG*

Paul Lien
(206) 622-7997
www.houseofhongseattle.com

MCCORMICK AND SHMICK’S

Becky Williams
206-672-4418
www.CateringbyMandS.com
bwilliams@CateringbyMandS.com

CITY CATERING COMPANY

(206) 721-0334
www.citycateringcompany.com
contact@citycateringcompany.com

THE CATERING COMPANY

(425) 825-7230
www.ordercatering.com
info@ordercatering.com

FARE START

Kristy DeNunzio
(206) 787-1575
www.farestart.org
kristy.denumzio@fairestart.org

*Chinatown-International District Business

FAQs: Please read the WLM Space at The Wing Program Facilities/Event Use Policies for more information
Where applicable, caterers can provide the following services: all food/beverages, table linens, bartender, alcohol, utensils, compostable/paper/glass dishware, serving utensils, drop-off/pick-up times, waiting staff, bussers, etc. The Wing does not provide these listed items/services.
Space at The Wing clients are allowed to use caterers outside of our preferred caterers list for a $100 fee. A final onsite walk-through with the non-preferred caterer is mandatory.
EVENT CLEAN UP CHECK LIST  |  SPACE AT THE WING

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 the Wing Luke Museum staff.

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**CLEAN UP**

You are responsible for the following:

- Wiping down chairs with disinfecting wipes
- Wiping down tables with disinfecting wipes
- Sweeping the floor
- Wiping down mobile bar with disinfecting wipes and drain facade sink basins (tubs)
- Vacuuming Tateuchi Story Theatre and/or Chow Learning Studio Messanine space(s) if applicable
- Garbage must be removed and taken to the dumpster located onsite in the loading garage. Compost bins and bags are available to collect food scraps. Glass bottles **must be removed and disposed OFFSITE**; we do not have adequate bin space to recycle or trash bottles onsite.
- Ice must be disposed/taken offsite; **do not empty into sink in kitchen**
- **Final walk-through with The Wing event staff required**
- Wing Luke Museum Staff must demonstrate use of garbage disposal in kitchen before client begins using sink or before catering staff unfamiliar with site uses the sink
- All client staff and guests as well as third party companies (caterers, entertainment, etc.) exit event at the end access time as designated on 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

**The Wing Staff responsibilities:**

- Provide access to chairs and tables
- Break-down and stacking of chairs and tables
- Provide cleaning supplies
- Show client where dumpsters are located
- Show clients how to use the sink disposal

**Client initials** ____________  

**The Wing event staff initials** __________

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<table>
<thead>
<tr>
<th>Client Responsibilities</th>
<th>Community Hall Specific</th>
<th>Client Responsibilities</th>
<th>Kitchen Specific</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairs</td>
<td>Wiped down</td>
<td>Floors</td>
<td>Entire floor must be swept</td>
</tr>
<tr>
<td>Tables</td>
<td>Wiped down</td>
<td>Surfaces/sink</td>
<td>Wiped clean of all food residue and debris</td>
</tr>
<tr>
<td>Floor</td>
<td>Entire floor must be swept</td>
<td>Garbage</td>
<td>All trash, compost and recycling needs to be emptied and taken to the dumpster; NO glass bottles recycled or disposed of onsite</td>
</tr>
<tr>
<td>Garbage</td>
<td>All trash, compost and recycling needs to be emptied and taken to the dumpster</td>
<td>Garbage Disposal</td>
<td>Empty of all food debris</td>
</tr>
<tr>
<td>Equipment and Supplies</td>
<td>All must be returned to the front desk staff</td>
<td>Refrigerator</td>
<td>All client food and drink to be removed</td>
</tr>
<tr>
<td>Decorations</td>
<td>All surfaces including walls, doors, tables, and windows must be cleared of decorations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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FAQs: Please read the WLM Space at The Wing Program Facilities/Event Use Policies for more information

**Total time must include minimum 1-hour for set-up and minimum 0.5-hour break-down before and after event.**

**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 are not included in the Space Usage Fees. Additional fees incur for Education Staff-guided tours, staff used for tech purposes throughout event, and clients accessing space prior or after the agreement contract start and end times, added in 1-hour increments.**
FREQUENTLY ASKED QUESTIONS | SPACE AT THE WING

Onsite walk-throughs available by appointment only.

What are your rental hours?
The facility may be reserved as early as 7:00AM. All clean-up for events must end by 11:00PM. All guests, third-party vendors, affiliates of clients, and clients themselves must exit the building by these mentioned times as detailed in their signed Agreement Contract.

Is parking available?
We do not offer onsite parking at the Wing Luke Museum. Instead, you may let guests know that they may find street parking (and must abide by city rules) or park in the Interim Parking Lot located beneath the i5 overpass between 8th Ave S and 10th Ave S with entrances on S King St. and S Jackson St. Please note, this lot is cash only and requires exact change. You may also inquire with Interim directly on whether you may coordinate parking tickets for your event guests. You may call Interim at (206) 624-1802.

When is the best time to visit the facility?
Viewing the spaces and attending a meeting with the facility director/managers are available by appointment only. Please email eventspace@wingluke.org or call us at 206-623-5124 to schedule your appointment. Appointment times are available typically Tuesday – Saturday, 10AM - 3PM. Appointments are not made while the space is being used by other clients.

Will there be staff onsite to help us during our event?
There will be 1-2 event staff available during your reservation to provide insight to the museum and assist with furniture 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 staff are not event security. Wing Luke Museum staff will provide the Client the cleaning materials needed to uphold the Clean-Up Agreement contract. Additional fees incur for staff used for tech purposes other than initial set-up or trouble-shooting (i.e. running lights or PowerPoint presentations).

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 PDF provided in finalizing your event reservation (via email) prior to your arrival. If your event takes place in a public area (Welcome Hall), the set up will take place at 4:30PM just as the museum is closing to the public.
Are museum exhibits included in the reservation?
With the exception of reserving the entire museum, admission for museum exhibitions are not included in the Space Usage Fees. In any type of reservation, reserving the Bruce Lee Exhibit will require additional payment of $150 per two-hours, which provides a Museum staff member in the exhibit for guests’ questions.

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 hung 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).

Do you provide ladders for us to use?
No, we do not.

Can we purchase additional hours 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.

Do we need to clean up after our event?
Yes, you will need to remove all your items, wipe down the tables, sweep the floors, clean up the kitchen, and empty the garbage/recycling/compost. The Wing Luke Museum staff will be onsite to monitor your clean-up and provide cleaning supplies. Please see the separate Clean-Up List for more details.

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.

When can my rental items be delivered?
Deliveries can be made the day-of your event between 10AM – 5PM and must be picked up either on the same day (BEFORE the specified End Time on your Agreement Contract) or by the next business day between 10AM-5PM. There is a $100 storage fee if items are left in the museum longer than the next business day.

Do you provide linens, dishes, glassware, serving pieces/utensils?
No, these must be ordered through your caterer or a third-party rental company such as Pederson’s Rental.

Can we use candles?
Yes, but per the Fire Marshall’s code, candles must be kept in a glass container that is as tall as the candle and flame combined. Floating candles are ok.
Can we have music/entertainment?
Yes, but the Wing Luke Museum does not provide any sound equipment of any kind. The museum will be able to provide access to power outlets for electricity.

What are your catering rules?
We have a Preferred Caterer’s List. 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 paper/china/compostable goods, and table cloths/linens (The Wing DOES NOT provide the afore-listed items/services nor any coordination of these items/services with your caterer).

Is alcohol allowed?
Yes, we allow alcohol with prior approval by the Wing Luke Museum. There is a minimum service fee of $250 for events serving alcohol.

Do we need a licensed bartender?
No, but you will need to purchase 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. 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.

How do I pay for the facility?
You may submit payment via mailed-in check made out to Wing Luke Museum 719 S King St Seattle, WA 98104. Or, you may submit payment over the phone with a credit card by calling 206-623-5124 x201.

What if I cancel my booking?
Reservations are only fully confirmed after both a signed contract and full balance is 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.