NAAM offers accessible, impactful experiences that open minds and change lives. Education, equity, and empowerment are at the core of our mission and at the heart of each of our programs, exhibitions, and events.

Based in Seattle's historic Central District, NAAM provides ongoing opportunities for people to celebrate and learn about the history, art, and culture of the African Diaspora. By placing African American stories front and center rather than at the periphery of historical and present day narratives, we seek to inspire people to embrace Black history, art, and culture as an essential part of our shared heritage and future.

NAAM offers over 4,200 sq. ft. of high-quality, private event space for all occasions. Our facilities feature large vintage windows, high ceilings, hardwood floors, artist studios, outdoor patios and free parking. Let our courteous staff assist you with all the finishing touches to help personalize your event.

Our public programs, events, and outreach initiatives complement our exhibitions and create opportunities for intergenerational, multicultural audiences to engage in meaningful conversations and to make an impact in the community.

NAAM is one of the leading spaces in the Pacific Northwest for racial equity and social justice empowerment and cross-racial dialogue. Our programs and events promote educational empowerment, informed activism, and community connection.
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RENTAL AVAILABILITY

Regular Hours (September-May)
Sunday, Monday, Tuesday: Closed
Wednesday-Saturday: 8 AM to 10 PM*

Summer Hours (June-August)
Monday, Tuesday, Wednesday: Closed
Thursday - Sunday: 8 AM to 10 PM*

*Earlier start times and later end times are based on staff availability.

EVENT TYPES

Meetings
Meeting rates are only available during business hours, from 10 AM - 5 PM. Meetings are available for a minimum of 2 hours and a maximum of 4 hours for a guest count of 40 or less. Legacy Hall is not available for meeting-only rates, standard rental fees will be applied. [Rectangle Tables Only]

Banquets
Banquets are available for a minimum of 4 hours and a maximum of 12 hours for a guest count of 150 or less. [Rounds/Rectangle Mix]

Receptions
Receptions are available for a minimum of 4 hours and a maximum of 12 hours for a guest count of 180 or less. [Rounds/Bistros Table Mix]

Theater
Theater style events are available for a minimum of 6 hours and a maximum of 12 hours for a guest count of 200 or less. [Chairs Only]

Museum Buy-Out
Complete museum buy-outs are available, please inquire for additional details.

*Additional fees may apply for catering, linen, AV, & staffing.
GENERAL POLICIES

- All events will need to provide one Point of Contact (POC), who will be the main contact with NAAM staff. All requests on the day of the event should be made by the POC to NAAM staff.
- NAAM requires insurance coverage to be in place at all times. The facility user has the option to obtain this independently or the client may utilize the Museum's partner, Event Helper. Events cannot take place without insurance coverage from the facility user AND third-party vendors present on the day of the event.
- All layouts and floorplans need to be confirmed a minimum of 3 days prior to the event date. Events without confirmed floorplans will be responsible for their own table and chair set up within the contracted time frame.
- Mandatory walk-throughs are required prior to booking and at least 7 days prior to the event date.
- Food & drink are NOT permitted in Journey Gallery, Northwest Gallery, Paccar Gallery, or the Community Living Room. Exhibits and/or Galleries cannot be rented or used for events.
- NAAM is not responsible for any items left on the premises after the event, be they personal property or rental materials.
- NAAM provides compost, trash, and recycling bins for all events. Facility users are responsible for the proper sorting of trash into the correct bin. Additional fees may be added to the post-event invoice for unsorted trash.

PAYMENT SCHEDULE

All contracts should be signed and returned within 7 business days of receipt. 50% of the Event Deposit is due upon signing, the remaining balance is due 10 days before the event date. NAAM facilities are NOT considered reserved until the facility user has returned the completed contract and the 50% Event Deposit has been paid. All prices and conditions are subject to change without notification until the booking deposit is received.

CANCELATION POLICY

Should it be necessary to cancel an event after a contract has been signed, NAAM reserves the right to retain the following amounts based on the scale below.

- More than 3 months prior to event date – 75% refund to the facility user.
- Less than 3 months, but more than 30 days prior to event – 50% refund to the facility user.
- Less than 30 days prior to event – 25% refund to the facility user.
- Less than 10 days prior to the event – No refund to the facility user.

Notice for rescheduled events should be given a minimum 14 days prior to the event date. The facility user is responsible for any price difference associated with the new event date.
PARKING DIRECTIONS

Limited spaces (40), are available within the museum parking lot. Additional free parking is available at Jimi Hendrix Park and on 23rd Ave S., 24th Ave S., or 25 Ave S. Please DO NOT park in the red spaces reserved for residents. Those in residential parking spaces will be requested to move or may be subject to towing. The POC will be responsible for asking their guests to move. We highly encourage guests to carpool or take public transportation.

PARKING MAP

LOADING/UNLOADING PROCEDURE

All loading and unloading must take place through the "Loading Zone" at the front of the museum or the loading dock at the back. It is the responsibility of the facility user to share this with third-party vendors.
**Setup/Breakdown Procedures**

**Setup**
NAAM is responsible for the setup and breakdown of NAAM equipment. Staff will be on-site to monitor your setup & breakdown, but are not responsible for assisting with any additional setup.

Set-up and breakdown times are included in the contracted rental time. Requests for set up or drop off outside of business hours are required to be approved 14 days prior to the event and are subject to additional fees. Any additional set-up requests on the event day, i.e., extra chairs, tables, and catering-related items, may be subject to additional staffing fees.
Breakdown

All items brought into the facility must be removed at the end of the event. The facility user is responsible for stacking all chairs used in one corner of the room at the end of the event. All trash will need to be removed and placed in the wheel barrel for disposal. Please ensure guests are properly disposing of trash in the GARBAGE, COMPOST, & RECYCLE bins. Sustainability fees may apply to events without sorted trash. Additional cleaning fees may apply to events with excessive mess and not completing the breakdown procedures. All third-party items must be removed at the end of the event. Any late pick-up may be subject to additional fees.

DECORATIONS

Decorations

Limited decorations are permitted at NAAM. Please do not rearrange furniture without prior approval. Any special decoration request must be approved by NAAM staff 14 days prior to the event.

- We do not allow stickers, foam tape, gum-type tape, nails, staples, tacks, or adhesive sticky goo to be used on floors or walls. Blue painter's tape or Command strips/hooks can be used to adhere to decorations on walls.
- Helium balloons, glitter, rice, flower petals, sand, confetti, or similar materials are prohibited.
- Flower petals can be displayed on tables but not on floors without a runner underneath.
- No use of sparklers or pyrotechnics. No open flames or burning of items, only flameless candles are permitted.
- NAAM staff must approve decorations, displays, and their installation in advance.

AUDIO & VISUAL

NAAM provides basic audio and visual equipment for presentations and basic amplified sound. All facility users are responsible for managing their own audio & visual. A NAAM AV tech can be requested for an additional charge and will be subject to availability. Any additional AV requirements must be sourced through our preferred vendor Live Oak.

CAFE AMENITIES

NAAM's cafe is available for prep and warming only. All cooking should be completed in a commercial kitchen. The cafe includes access to:

- Refrigerator
- Ice machine (Notify staff for use)
- Warmers (2)
- Hand Wash Stations (2)
- 3 Compartment Sink
- Dishwasher
Additional fee apply to events serving alcohol. Events serving alcohol are required to have a MAST Class 12 server. Self-pouring is not permitted at NAAM. Events without licensed servers will not be permitted to serve alcohol. A banquet permit is required for all events serving alcohol and must be displayed during the event. Adequate water is required for events serving alcohol. All food and beverage vendors need to provide a Certificate of Insurance, according to the limits in the Catering Overview packet.

To combat food waste, all events are required to have to-go containers provided for attendees to take any leftover food with them. NAAM does not provide to-go containers, the facility user is responsible for ensuring these items are available. Events that leave large amounts of food may incur additional fees.

NAAM strives to support black-owned restaurants and catering businesses of the Pacific Northwest as reflected on our Approved Catering list. The cafe fee will be applied for outside catering or vendors listed under the "Other" category. NAAM does not provide any of the following catering-related items, i.e. chaffing dishes, plates, utensils, serving spoons, lighters, and/or water bottles (water fountains available).

### APPROVED CATERING LIST

#### Approved
- 23rd Ave Brewery
- Avole Coffee
- Blackstar Kebab Food Truck
- BLK Pepper
- Cafe Selam
- Catfish Corner
- Central Cafe & Juice Bar
- Choice Cooks
- DayoSense
- Fat's Chicken & Waffles
- Hand That Feeds You
- Island Soul
- Jerk Shack
- Junebaby
- King Street Bar & Oven
- Lil Red
- Meals by Madeline
- Métier Brewing Company
- Po'boys & Tings Food Truck
- Simply Soulful
- Soul Fusion Food Truck
- Swagg 'N Wagon Food Truck
- Taste of the Caribbean
- That Brown Girl Cooks (Communion)

#### Other
- Duke's Seafood
- Gourmondo
- The Catering Company
- Buddha Bruddah
- Emerald City Cocktails
- Old Ballard Catering Co
- Cafe Paloma
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black Linen*</td>
<td>30</td>
</tr>
<tr>
<td>Black Vinyl Chairs</td>
<td>180</td>
</tr>
<tr>
<td>Blue Chairs</td>
<td>40</td>
</tr>
<tr>
<td>Bistro Tables</td>
<td>12</td>
</tr>
<tr>
<td>6' Rectangle Table</td>
<td>20</td>
</tr>
<tr>
<td>5' Round Table</td>
<td>20</td>
</tr>
<tr>
<td>6' Round Table</td>
<td>10</td>
</tr>
<tr>
<td>Patio Chairs</td>
<td>20</td>
</tr>
<tr>
<td>Patio Tables</td>
<td>5</td>
</tr>
<tr>
<td>Pop-Up Tents*</td>
<td>15</td>
</tr>
<tr>
<td>Bluetooth Microphones</td>
<td>2</td>
</tr>
<tr>
<td>Bluetooth Speakers</td>
<td>1</td>
</tr>
<tr>
<td>Projectors</td>
<td>2</td>
</tr>
<tr>
<td>Screens</td>
<td>3</td>
</tr>
<tr>
<td>Up Lighting*</td>
<td>8</td>
</tr>
</tbody>
</table>

*Additional fees may apply.
NORMAN B. & CONSTANCE RICE: LEGACY HALL

2,340 square feet  
150 Banquet | 180 Reception | 200 Theatre

The Legacy Hall is a generous 2,340 sq. ft. space, with an entrance door leading directly into the Legacy Patio. This space is ideally suited for large events with a capacity of up to 200 theater-style seating and 150 seated dinner attendees.

Legacy Hall is the perfect selection for general receptions, wedding receptions, cocktail receptions, gala events, conferences and trade shows, annual/shareholder meetings, lectures, seminars, workshops, award ceremonies, reunions, retirement parties, dancing and dance events, live bands/DJs, and even theatrical performances. Spring and summer events held in the Legacy Hall are enhanced by combining the Legacy Hall Patio.

<table>
<thead>
<tr>
<th>Legacy Hall Price Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>General Rate</td>
</tr>
<tr>
<td>Non-profit Rate (10% discount)</td>
</tr>
</tbody>
</table>
ARTIST STUDIOS

ARTIST STUDIO 1
990 square feet
50 Banquet | 65 Reception | 60 Theatre

ARTIST STUDIO 2
960 square feet
45 Banquet | 55 Reception | 50 Theatre

The Artist Studios combines artist and education outreach space for hands-on art programs. The Artist Studios space are appropriate for small to medium-sized groups. The Artist Studio I is recommended for cocktail receptions, dancing, meetings, conferences, and many other types of events. This space opens out onto the Artist Studio Patio, for a sunny addition to a variety of outdoor spring and summer event. The Artist Studios can be combined for a slightly larger adjoining space that can conveniently be used for larger receptions, meetings and other events.

<table>
<thead>
<tr>
<th>Artist Studios Price Breakdown</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>General Rate</td>
</tr>
<tr>
<td>Non-profit Rate (10% discount)</td>
</tr>
</tbody>
</table>
60 Banquet | 80 Reception

Many types of events would be enhanced by the use of either of these outdoor spaces, but here are a few of our favorites: Weddings, Wedding Receptions, Jazz Brunches, Summer Cocktail Receptions, and Live Entertainment. Patio spaces are included with rentals of Legacy Hall and Artist Studio I or can be rented exclusively.

The Legacy Patio, located directly outside of the Legacy Gallery, provides a special outdoor space for a variety of events. The Artist Studio Patio is directly outside of Artist Studio I.

<table>
<thead>
<tr>
<th>Type</th>
<th>4 Hours</th>
<th>6 Hours</th>
<th>8 Hours</th>
<th>Full Buyout 12 Hours</th>
<th>Additional Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Rate</td>
<td>$300</td>
<td>$600</td>
<td>$800</td>
<td>$1,000</td>
<td>$150 each</td>
</tr>
<tr>
<td>Non-profit Rate (10% discount)</td>
<td>$270</td>
<td>$540</td>
<td>$720</td>
<td>$900</td>
<td>$135 each</td>
</tr>
</tbody>
</table>

*The prices listed are rentals of the Patio spaces only.*
## ADD-ON FEES

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alcohol Fee</strong> (Applied to events serving alcohol)</td>
<td>$200</td>
</tr>
<tr>
<td><strong>Docent Fee</strong> (25 per group max)</td>
<td>$150</td>
</tr>
<tr>
<td><strong>Lighting Fee</strong> (Lights will be adjusted to your preferred color)</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Linen Fee</strong> (Based on table count)</td>
<td>$150 - $250</td>
</tr>
<tr>
<td><strong>Tent Fee</strong> (Set up &amp; breakdown of NAAM tents include)</td>
<td>1 - 5</td>
</tr>
<tr>
<td><strong>Cafe Fee</strong> (Applied for outside &amp; &quot;Other&quot; catering options)</td>
<td>$250</td>
</tr>
<tr>
<td><strong>Security Fee</strong> (May be required for events with 150+ guests)</td>
<td>Based on third-party rates.</td>
</tr>
</tbody>
</table>

## POST-EVENT FEES

<table>
<thead>
<tr>
<th>Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cleaning Fee</strong> (Charged if cleaning procedures are not completed)</td>
<td>$200 - $500</td>
</tr>
<tr>
<td><strong>Time Overage Fee</strong>&lt;br&gt;(For events exceeding their contracted event time without authorization)</td>
<td>$200/ Hour</td>
</tr>
<tr>
<td><strong>Damage Fee</strong> (Will be invoices based on assessed damage)</td>
<td>Charged at prevailing rates.</td>
</tr>
</tbody>
</table>

*Non-profit discounts do not apply to post event charges.*
CERTIFICATE OF LIABILITY INSURANCE

Facility User shall purchase and/or maintain a policy of general liability insurance naming "Northwest African American Museum, 2300 S Massachusetts St. Seattle, WA 98144", as additional insured, as well as protects the Facility User from claims which may arise out of or resulting from the activities of Facility User and Facility User’s attendees.

The policy should provide the following limits:
• $1,000,000 – Each Occurrence
• $1,000,000 – Personal Injury & Advertising Injury
• $2,000,000 – Aggregate Limit
• $1,000,000 – Liquor Legal Liability*

If Facility User has contracted with a caterer/provider to furnish services, such caterer/provider shall also supply a certificate of insurance evidencing the limits shown and including additional insured status for Northwest African American Museum. A copy of the policy must be submitted to the Museum Representative at least 7 days prior to the event.