### WING LUKE MUSEUM FACILITY USE PROGRAM

**QUOTES & FEES | FACILITY USE**

Available Wednesday - Saturday 7am-11pm; Sunday - Tuesday and all after-hours available with additional staffing fee. A minimum 1-hr set-up & 0.5-hr break-down time will be added to the start and end of your scheduled programs. Onsite walk-throughs available by appointment only.

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

<table>
<thead>
<tr>
<th></th>
<th>Sq. Ft</th>
<th>Reception mingling</th>
<th>Banquet; seated rounds</th>
<th>Workshop w/tables</th>
<th>Rows of chairs</th>
<th>General Fees</th>
<th>Non-Profit Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mezzanine (available after-hours only)</strong></td>
<td>350</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>10</td>
<td>$55/hr Min. 2 hrs</td>
<td>$40/hr Min. 2 hrs</td>
</tr>
<tr>
<td><strong>Board Room</strong></td>
<td>515</td>
<td>-</td>
<td>-</td>
<td>24</td>
<td>-</td>
<td>$135/hr Min. 2 hrs</td>
<td>$100/hr Min. 2 hrs</td>
</tr>
<tr>
<td><strong>Tateuchi Story Theatre</strong></td>
<td>1150</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>70</td>
<td>$155/hr Min. 3 hrs</td>
<td>$115/hr Min. 3 hrs</td>
</tr>
<tr>
<td><strong>Welcome Hall (available after-hours only)</strong></td>
<td>1638</td>
<td>50</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$135/hr Min. 3 hrs</td>
<td>$100/hr Min. 3 hrs</td>
</tr>
<tr>
<td><strong>Community Hall</strong></td>
<td>1715</td>
<td>125</td>
<td>80</td>
<td>40</td>
<td>100</td>
<td>$235/hr Min. 3 hrs</td>
<td>$175/hr Min. 3 hrs</td>
</tr>
<tr>
<td><strong>First Floor: Tateuchi Story Theatre, Welcome Hall, Community Hall, Special Exhibition Gallery</strong></td>
<td>6295</td>
<td>See capacity limits of each individual area listed above (=300)</td>
<td></td>
<td></td>
<td></td>
<td>$700/hr Min. 3hrs</td>
<td>$495/hr Min. 3hrs</td>
</tr>
<tr>
<td><strong>Entire Museum: First Floor &amp; Second Floor (Board Room, Mezzanine [available after-hours only], 12 Exhibition Galleries)</strong></td>
<td>13000</td>
<td>See capacity limits of each individual area listed above (=500)</td>
<td></td>
<td></td>
<td></td>
<td>$1,150/hr Min. 3hrs</td>
<td>$875/hr Min. 3hrs</td>
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### Additional Costs

<table>
<thead>
<tr>
<th><strong>Flat Rate Fee</strong></th>
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<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>
</tr>
<tr>
<td>Equipment Set-Up &amp; Break-Down (Client responsible for facility clean-up) per location</td>
</tr>
<tr>
<td>5’ Banquet Tables</td>
</tr>
<tr>
<td>Cocktail Tables &amp; Director’s Chairs</td>
</tr>
<tr>
<td>Mobile Bar</td>
</tr>
<tr>
<td>Alcohol Service Fee</td>
</tr>
<tr>
<td>Using a Non-Preferred Caterer</td>
</tr>
<tr>
<td>Alcohol Service Fee</td>
</tr>
<tr>
<td>Additional Staffing</td>
</tr>
<tr>
<td>Pre-Scheduled Tours of exhibit spaces or neighborhood</td>
</tr>
</tbody>
</table>

**FAQs:** Please read the WLM Facility Use Client Documents 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. 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.
Onsite walk-throughs available by appointment only.

**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, 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 150 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 kitchen with refrigerator, microwave, sink, and dishwasher. 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 Northwest artists, Ron Ho and Stewart Wong which depicts “Our Heritage, Our Journey, Our Dreams”. *Please note: Users must provide their own laptop with HDMI compatibility or HDMI adapter and appropriate software. Testing equipment prior to 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 must bring their presentation materials on a flash drive or make it accessible via the Cloud to use our onsite laptop with our Screen & Projector.

**The Library** can be utilized as a smaller group breakout area. No technology is offered with this space, only tables and chairs are provided. This is a good space for conference-style events.
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 or as an after-hours add on) 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.
PREFERRED CATERERS | FACILITY USE
Please contact the caterers directly to make arrangements for your event at The Wing

Green Leaf Restaurant*
- *Located in the Chinatown-International District, family-owned restaurant
- Vegan options, inexpensive, Vietnamese food
- Peter Kuang (206) 947-4908 (text message)
- www.greenleafaste.com
- greenleafaste@yahoo.com
- peterkjc@gmail.com

Phnom Penh
- *Located in the Chinatown-International District, family-owned restaurant
- Serving Cambodian cuisine since 1987
- phnompenhnoodlehouse@hotmail.com
- Call Darlene or Diane at 206-412-0092
- Full-service catering, but it is on an event-by-event basis
- They have a small staff and limited equipment
- Need to have a look at guest count, desired menu, etc. before being able to commit

Project Feast
- Transforming lives of refugees and immigrants by providing pathways into sustainable employment in the food industry
- Van Nguyen, Executive Director
- van@projectfeast.org
- 253-236-5297
- www.projectfeast.org
- * Currently NOT offering full-service catering—just drop off and set-up

On Safari Foods
- On Safari Foods is a Seattle-based sustainable catering and corporate food service company
- Sustainable catering is the practice of sourcing seasonal, local produce whenever possible as well as 100% humanely raised protein and working to drastically reduce all forms of waste
- www.onsafarifoods.com
- (206) 932-9497
- Can also accommodate breakfast, lunch, appetizers, dinners, and desserts
- Tea and coffee service as well
- Locally sourced ingredients: kosher, and vegan options
Gourmondo Catering
- Locally-sourced ingredients
- (206) 587-0190
- www.gourmondoco.com
- gourmondo@gourmondoco.com
- Drop off service and anything on our online menu that is something they could handle at the moment
- Can order up to the day prior. If looking for servers, bar service or something more custom that would be something their events team could accommodate
- They do work about a week out from the date of the event

McCormick & Schmick’s
- Seafood and steaks
- Becky Williams 206-672-4418
- www.CateringbyMandS.com
- bwilliams@CateringbyMandS.com

City Catering Company (completely booked for the rest of 2022)
- Fresh Food, Farm to table
- (206) 721-0334
- www.citycateringcompany.com
- contact@citycateringcompany.com

The Catering Company
- Scratch made food, **local and sustainable ingredients**: whether vegetarian, vegan, gluten intolerant or meat lover
- We are still offering full-service catering in the form of:
  - Buffet Catering
  - Bar Catering
  - Passed Appetizers
- (425) 825-7230
- www.ordercatering.com
- info@ordercatering.com

FareStart
- FareStart transforms lives, disrupts poverty and nourishes communities through food, life skills and job training. “FareStart Catering is temporarily paused due to COVID-19. We anticipate restarting in 2022.”
- Kristy DeNunzio (206) 787-1575
- www.farestart.org
- kristy.denunzio@farestart.org
Kona Kitchen

- Hawaiian and Japanese dishes
- They do not currently offer full-service catering. Depending on the size of the order, sometimes have the possibility to drop off food but that would be on a case-by-case basis
- Email would be best: catering@konakitchen.com
- You may also call either location: Seattle (206) 517-5662 - OR- Lynnwood (425) 578-5662
- Lea Makanani-Boyce or Angela Okumoto would be the person to contact

Musang

- Musang is a community-driven restaurant in Seattle, Washington. Focusing on the education of Filipinx cuisine.
- “Can cater for events from time to time, but limited space but with enough notice we can always make something work.”
- info@musangseattle.com to communicate with us about catering requests, email works best
- (206) 708-6871
- Abigail or Miriam will be the person to contact

Baegopa

- Korean BBQ in the Chinatown International District
- Ellen Ta
- baegopabbq@gmail.com
- (206)438-4108
- Soju available (different flavors available)
- Fried rice dishes, chow mein, teriyaki chicken, pork chops, fresh rolls, & fresh baguette sandwiches can all be catered!
- Vegetarian/Vegan/Celiac options are available, please contact us for more information!

Macadons

- Macarons with a unique Asian flair
- They do on-site catering, delivery, or clients can even come pick up the product if that's what they want to do. For any inquiries anyone can reach out to me directly.
- Custom designs!
- Michael Huynh
- 206-476-8260
- orders@macadons.com
Patrick's Café & Bakery

- “Serving a side of Aloha!”
- All of the menu items are made fresh daily.
- “We source as many local products for the bakery as possible, working with Fidalgo Bay Espresso, Meat The Live Butcher, and more! Try one of our delectable Blueberry Scones, our famous Cinnamon Roll, or take home a slice of tropical cake today!”
- Patrick Choy
- 818-6201148
- hello@patrickscafeandbakery.com or Pchoy808@yahoo.com
- All catering and special cakes can be ordered online patrickscafeandbakery.com
- Delivery available to museum $25
- All consultations will be directly with Patrick
- Not limited to the menu offerings. Food and dessert offerings upon request.

FAQs: Please read the Facility Use Client Document 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. Clients are allowed to use caterers outside of our preferred caterers list for a $100 fee. Caterers cannot arrive earlier than the access time on your contract.
**EVENT CLEAN UP CHECK LIST | FACILITY USE**

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 (the client) 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 Mezzanine 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 onsite; 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

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**Client Responsibilities Community Hall Specific**

<table>
<thead>
<tr>
<th>Chairs: Wiped Down</th>
<th>Tables: Wiped Down</th>
<th>Floor: Entire Floor Must Be Swept</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Client Responsibilities Kitchen Specific**

<table>
<thead>
<tr>
<th>Floors Entire floor must be swept</th>
<th>Surfaces/sink Wiped clean of all food residue and debris</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Garbage: All trash, compost and recycling needs to be emptied and taken to the dumpster</th>
<th>Garbage Disposal Empty of all food debris</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment and Supplies All must be returned to the front desk staff</th>
<th>Refrigerator All client food and drink to be removed</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Decorations All surfaces including walls, doors, tables, and windows must be cleared of decorations</th>
<th></th>
</tr>
</thead>
</table>
# PREFERRED PHOTOGRAPHERS | FACILITY USE

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

<table>
<thead>
<tr>
<th>Truong Nguyen Photography</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Local neighborhood photographer</td>
</tr>
<tr>
<td>- <a href="mailto:T@imtnp.com">T@imtnp.com</a></td>
</tr>
<tr>
<td>- He is a special occasion photographer. Photographs events, weddings, celebrations, ceremonies, etc.</td>
</tr>
<tr>
<td>- Feel free to contact him with any questions!</td>
</tr>
<tr>
<td>- <a href="https://www.truongwin.com">https://www.truongwin.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ronn CM Photography</th>
</tr>
</thead>
<tbody>
<tr>
<td>- For all kinds of photography coverage</td>
</tr>
<tr>
<td>- <a href="mailto:ronncmcreative@gmail.com">ronncmcreative@gmail.com</a></td>
</tr>
<tr>
<td>- (206) 304-0427</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Your Favorite Photobooth</th>
</tr>
</thead>
<tbody>
<tr>
<td>- For photobooths</td>
</tr>
<tr>
<td>- <a href="mailto:party@yourfavoritethotobooth.com">party@yourfavoritethotobooth.com</a></td>
</tr>
<tr>
<td>- (206) 304-0427</td>
</tr>
<tr>
<td>- <a href="http://www.yourfavoritethotobooth.com">www.yourfavoritethotobooth.com</a></td>
</tr>
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</table>
FREQUENTLY ASKED QUESTIONS | FACILITY USE
Onsite walk-throughs available by appointment only

Hours & Parking

What are your available reservation 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. Available Monday + Thursday - Saturday 7am-11pm; Sundays and all after-hours available with additional staffing fee.

Is parking available?
We do not have 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 I-5 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 facilityuse@wingluke.org or call us at 206-623-5124 to schedule your appointment. Appointment times are typically available Wednesday – Saturday, 10AM - 3PM. Appointments are not made while the space is being used by other clients.

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.

Venue Accommodations

Are museum exhibits included in the reservation?
With the exception of reserving the first floor and/or the entire museum, guest admission for museum exhibitions is available as an additional fee. During museum operating hours, exhibits are available to Facility Use clients and their guests at a discounted group rate of $11 per person 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.

Are all-gendered restrooms available?
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 is all-gendered. While the second floor is a women’s restroom, and the third-floor men’s.

Can the lockers be used for guests to keep personal items?
The lockers are unfortunately not very intuitive/customer service-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 use of the lockers.

**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.

**Is fundraising a permissible activity?**
Yes, it is. However, staff of the Wing Luke Museum 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.

**Are there any rules with flash photography?**
Flash photography is fine in most areas. For particular artwork 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.

### Venue Logistics

**Clients & all related parties may not access facilities except within the timeframe of the contract agreement**
Clients, Client Staff, event volunteers, vendors, performing artists, and caterers may enter the facility/room reserved at the **start of their contract start time**. All aforementioned must also exit the building by end time listed on the contract with all areas cleaned and left in the same state as when Clients first arrived (please refer to Event Clean Up Check List). 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.

**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.

**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 into 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 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 Agreement. Additional fees incur if Wing Luke Museum staff are called upon for tech purposes other than initial set-up or trouble-shooting (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 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.

### Client Responsibilities

**Event guest check-in table/procedures are to be handled by the Client**
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 staff 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 on the contract. The Wing Luke Museum will not provide staff for this purpose.
Mandatory Mandate & COVID Requirements: All Clients, Client Staff, Volunteers, and Event Guests must wear masks at all times during the event and while on museum premises (with the exception of occasional eating). Event performers, presenters, speakers, vendors, and caterers must also wear masks at all times.

Clients & all related parties may not access facilities except within the timeframe of the contract agreement
Clients, Client Staff, event volunteers, vendors, performing artists, and caterers may enter the facility/room reserved at the start of their contract start time. All aforementioned must also exit the building by end time listed on the contract with all areas cleaned and left in the same state as when Clients first arrived (please refer to Event Clean Up Check List). 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.

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 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. 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.

Would you be able to provide a container for all the glass to be disposed of?
Again, unfortunately we are unable to recycle glass bottles onsite. Please coordinate with your caterer.

Using likeness of Wing Luke Museum in communications
The Wing Luke Museum is not and shall not be quoted as a Partner in any event that comes through our Facilities Use program. Communications, flyers, physical signage, etc., may not state or infer a partnership, sponsorship, endorsement, or host on the part of the Wing Luke Museum. The name of the Wing Luke Museum 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.

The Wing Luke Museum may also not be listed in any communications whatsoever until the contract is signed and the invoice paid in full. “Paid in full” is determined by a completed credit card transaction or a cashiered check.

Entertainment and Decorations

Can we have live music/entertainment?
Yes, but the Wing Luke Museum 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.

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

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-o/pick-up time, waiters, bartenders, bussers, bussing tables, utensils, all 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).

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 6’ 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 table cloths.

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 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](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.

- 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.

**Facility Payment**

**How do I pay for the facility?**

You may submit payment via mailed-in check made out to Wing Luke Museum 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. 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.
CONTRACTUAL OBLIGATIONS | FACILITY USE
The Wing Luke Museum reserves the right to update these policies at any time

Client Signature
__________________________

Client Printed Name
__________________________

Date
__________________________