

FACILITY USE APPLICATION

Frye Art Museum will utilize the information in this application to determine availability and ability to host your proposed special event. We will tentatively hold your date for up to two (2) weeks while your application is under review. Please read the Special Event Guidelines and Terms and Conditions for a comprehensive understanding of policies and procedures for hosting an event at the Museum.

Client Information

Group Name: _____

Contact Name: _____ Phone: _____

Mailing Address: _____

Email: _____ Web: _____

Organization Type

For-Profit Individual/Private: Non-Profit UBI #: _____

Non-profit under Washington State law with a property tax exemption granted by the WA State Department of Revenue.

If not property tax exempt under Chapter 84.36 RCW and Chapter 458-16 WAC, my organization would qualify under this exemption:

Performing Arts Organization

Charitable Organization

Youth Organization

Church

School

Other (specify): _____

Event Information

Event Name: _____

Event Date: _____ Attendance: _____

Brief Description + Featured Artist/Speaker: _____

Event Duration

Events with catering service should include two (2) hours for set-up and one (1) hour for clean-up.

Building Access Time: _____ Building Exit Time: _____

Program Start Time: _____ Program End Time: _____

Event Format (check all that apply)

Reception

Meeting

Presentation

Performance

Other (specify): _____

Open to the public? Yes No

Ticketed? Yes No If yes, price per ticket and location of sales: _____

Facility Use Fees

Rates shown are for events up to four (4) hours in length, including set-up and clean-up time. The event duration may be extended at an hourly rate of \$150.

Additional Security staff and/or custodial services determined on an as-needed basis.

Facility	Food & Beverage	Capacity	Museum Open/Closed	Hours	Facility Use Fee	Non-Profit / Member** Fee
FOYER + CAFÉ	Permitted	160	Closed	4	\$1,330	\$900
AUDITORIUM	Not permitted	142	Open	4	\$650	\$520
			Closed	4	\$950	\$690
ART STUDIO	Permitted	75	Open	4	\$600	\$480
			Closed	4	\$900	\$640
MUSEUM WITH GALLERIES	Limited*	200-300	Closed	4	\$2,900	\$2,480

*Food and beverage service is limited to designated areas of the Museum and is not permitted in the Auditorium or Galleries.

**Discounted rate offered to Frye Members at the Patron Level (\$500) and above.

Facilities Requested

- Foyer
- Café
- Auditorium
- Art Studio
- Galleries (subject to availability)
- Other (other areas may be available, please inquire): _____

Museum Equipment

The following banquet equipment is available and included with your facility use. Audio/visual equipment and an AV Technician are included with Auditorium facility use. An AV Package may be available in the Foyer and Art Studio for an additional fee of \$150 for up to 4 hours.

Please indicate your needs to the Museum Representative at the time of booking your event. All equipment and AV needs, including Wi-Fi access, must be confirmed at least three (3) weeks prior to your event.

Banquet Equipment:

- (14) 6' tables
- (4) 8' tables
- (8) Bistro tables
- (2) Bar frames
- (80) Black folding chairs

Available In:

- Foyer, Café, Art Studio
- Foyer, Café, Art Studio
- Foyer, Café, Art Studio
- Foyer, Café, Art Studio
- Foyer, Café, Art Studio

Fees:

- Included
- Included
- Included
- Included
- Included

Audio/Visual Equipment:

- (1) Schimmel Music Room Grand Piano
- (1) Lectern with microphone
- (1) Wireless handheld mic
- (4) Wired handheld mics
- (1) Video projector + screen
- (1) Portable video projector + wall
- (2) Portable speakers + mixer

Available In:

- Auditorium
- Auditorium, Foyer, Art Studio
- Auditorium, Foyer, Art Studio
- Auditorium, Foyer, Art Studio
- Auditorium
- Art Studio
- Foyer, Art Studio

Fees:

- \$200
- Included in Auditorium, AV Package in Foyer or Art Studio
- Included in Auditorium, AV Package in Foyer or Art Studio
- Included in Auditorium, AV Package in Foyer or Art Studio
- Included in Auditorium
- AV Package
- AV Package

Catering Services

All food and beverage service, including alcohol, must be provided and served exclusively through the Frye Art Museum's catering partner, The City Catering Company and must meet a \$1,500 minimum. They pair seasonal and fresh food with warm professional service. Please contact Colleen Norgaard for a proposal.



Do you wish to serve food? Yes No

Do you wish to serve alcoholic beverages? Yes No

The City Catering Company | Colleen Norgaard | 206 721 0334 | colleen@citycateringcompany.com